

**Washington State Environmental Health Association  
Board of Directors Meeting  
AGENDA**



**Date:** Tuesday, January 22, 2019  
**Time:** 10:00 a.m. – 12:00 p.m.  
**Conference Call:** 1-877-311-2008, code 300864#

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**10:00 a.m. – Call to Order, Roll Call – *Mike Young* 10:03 am**

**On the Call:** Mike Young, Joe Graham, Jen Garcelon, Danya Katula, Jodie Holdcroft, Ashley Rose Ferguson, Megan McNelly, James Rivard, Jesse Smith, Tom Kunesh

**10:05 a.m. – Approval of Agenda– *Mike Young*, no opposition, agenda approved**

**10:10 a.m. – Approval of Minutes – *Mike Young***

- Sep 17, 2018 Meeting

No issues noted with minutes. Jodie moves to approve, Joe seconds. No opposition. Minutes approved. With change to 2018 from 2017.

**10:15 a.m. – Treasurer’s Report – *Jesse Smith***

Calvert lost \$10k 4<sup>th</sup> Q 2018, made up half in 2019.

P/L 2018 in black \$20k, 2018 AEC \$13k profit

Bank account \$44k. Calvert \$118k.

2018 Tax Form 1099 Dayna, 2018 Tax Form 1096 for IRS, completed.

Completed sales tax for Washington Department of Revenue.

Mike asked the purpose of the investment accounts. Joe said it was developed in 2010/2011 to have some reserves due to the economic downturn. There were years with no AEC. Last time the account was touched was 2012 to make deposits for AEC.

Credit Union account needs to be updated. Need to add Megan. Currently Jesse and Dayna can write checks and use debit card. Who will be an additional responsible party on the account? Now Kay Massong and Michael Baker are responsible parties. Jesse is suggesting Current President and President-Elect. Joe suggested when an incoming president is elected, to make it one of the first activities to sign them up as a responsible party. The approved minutes on letterhead will be required with a wet signature.

One form needs to be notarized. Another form needs to be signed as a group. The forms need also driver’s license and social security number to be added to the account.

There is a WSCEU branch in Yakima for banking business at the AEC.

RP can sign things and add to account. Signors can only use debit and checks.

Motion by Jesse remove Kay Massong and Michael Baker as Responsible Parties, and leave Jesse Smith, and add Mike Young and Tom K. Remove Dayna and add Megan as a signor. Tom makes a modification to leave Dayna as a signor until her contract ends at the end of June 2019. Seconded by Tom. No opposition motioned approved.

Jesse will work on 2019 budget.

Jesse will work on 990 EZ tax form.

Scholarship fund discussion-Jodie said the scholarship amount is low. Changing it should be a Board decision. Chuck Treser is in charge of the awards. WSEHA issues two \$1,000 scholarships. It's funded by the WSEHA general fund.

#### **10:20 a.m. – Executive Secretary Report – Dayna Katula /Megan M**

- New Executive Secretary training/transition  
There was a training day. Moved storage unit to Megan this past weekend. A 6'x8' unit in Raymond. Right now, send everything to Megan and copy Dayna. Mike asked what's in the storage? Old WSEHA documents. There is a spreadsheet with information on what's on the box.
- Organizational Membership  
Shawn Ultican brought this up. \$250 organizational membership with 4 people from an organization. Wants to encourage organizations to bring more people with more \$. Mike, then a LHJ could be an organizational membership. Some organizations like Ecology only allow staff to have only one professional membership. What's included in organizational membership: logo is on our webpage, 4 people to WSEHA at membership price.  
If we add a membership category, we'll need to make a change to the by-laws. Someone needs to write up a proposal and then the Board can vote. Tom said he'd work with Shawn and James to research and possibly come up with a proposal. Any changes to categories and rates should be done in the by-laws.

Net -5 members right now which is typical. Membership numbers available online.

#### **10:40 a.m. – Annual Education Conference(s)**

- 2019 AEC in Yakima
  - o Update Mike and Tom (Liz not on the phone)  
Met on the menu  
Keep rates the same as last year
  - o Call for Volunteers/Chairs to help at AEC  
Emily Hovis is working to determine the tasks for the students. Tania Busch-Isaksen with UW will work on getting the students.
  - o Other AEC items  
Do not need projectors. Joe said we may need to rent one with proper brightness for the ballroom.  
Speakers: Will there be a pre-conference school meeting? Maybe Monday afternoon session. Nancy is supportive of a half-day session, perhaps a mock field inspection. There are seven papers submitted so far. Deadline for submission is Feb 10. A request was made to the EHDs for request for papers.
  - o Identifying a co-chair  
No co-chair identified yet
  - o Discounted AEC speaker registration  
Danya asked if AEC speakers get membership registration. Tom suggested a complementary AEC registration for speakers. Jesse said the Board makes the decision on the overall organization budget and the AEC Chair can make the decision on if it can be afforded within the AEC budget. The AEC Chair can make the determination on waiving speaker registration. About 20% of speakers are attendees. Can the budget lose the revenue? There may be Board of by-law action required to make the change. Some organizations are hesitant to pay for a registration if it includes membership. DOH changed their policy to allow it. May need to look at the by-laws to waive fees. Tom, Jesse and Shawn will look at the by-laws.  
Megan/Dayna will email out the most recent edition of the by-laws to the group.
- 2020 AEC
  - o Potential location ideas

The 2020 AEC would rotate on the west-side, possibly Tacoma (Point Ruston conference center?). We need commitment from a west-sider to co-chair. Joe said he will email Jessica from TPCHD if there's interest from their jurisdiction to help. Tom suggested Bellingham as a potential location and he could help. Joe is concerned about the distance of Bellingham for the majority of conference attendees.

**11:10 a.m. – NEHA update – Matt Reighter**

Matt emailed an update to the Board at 9:44 am 1/22/19 because he's unable to make the call due to travel.

**11:30 a.m. – Committee Updates**

- International Health  
Ashley Rose- started last week to gather donations. She sent out 300 emails for donations. She's looking for some Yakima centric donations. She has some volunteers to help at the silent auction.
- Awards  
Larry French sent out an email encouraging V-Ps to get the word out about awards. Larry and James talked about developing a template. Joe reminded it's a primary duty of a V-P to garner support for awards.

**11:50 a.m. – Regional Vice-Presidents' Reports**

- **Olympic Region** - *Jodie Holdcroft*-nothing to report
- **Central Region** - *James Rivard*-emailed folks for nominations and presentations
- **Northwest Region** – *vacant*
- **Southwest Region** – *Jeremy Simmons*-couldn't make the call
- **Eastern Region** – *Chris Skidmore*-couldn't make the call

**11:55 a.m. – New Business**

- Future Board meetings and locations  
We need to meet in April 2019 via phone or email for awards, Board, and AEC check-in. Board nominations due Mar 29. Awards nominations due ?. Do a doodle poll for next meeting, one hour, the first few weeks in April. There will be a full meeting in May.

**11:37 a.m. – Call for Adjournment, Joe motioned, no opposition and approved.**