

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

**February 29, 2016**

**Via conference call**

**Present**

Michael Baker (*President-Elect*), Joe Graham (*Nominations and Awards Committee Chair*), Jodie Holdcroft (*Olympic Region Vice-President*), Dayna Katula (*Executive Secretary*), Ross Lytle (*Secretary*), Rick Porso (*AEC Chair*), James Rivard (*Central Region Vice-President*), Chris Skidmore (*Eastern Region Vice-President*), Jesse Smith (*Treasurer*), Mike Vinatieri (*Northwest Region Vice President*), Ned Therien (*Policies and Procedures Chair, NEHA Representative*).

**Meeting called to order at 12:08 p.m.**

**Approval of Agenda**

*Jodie made the motion to approve the Agenda as provided. Mike V seconded. Motion approved.*

**Approval of Minutes**

**Minutes of September 1, 2015**

Ross raised the question as to whether or not Joe Graham had officially consented yet to be a candidate for President-Elect, per the election results of the WSEHA General Business Meeting of September 30<sup>th</sup>. After some discussion, it was agreed that we will confirm him as a candidate, and place his name on the ballot as usual at the 2016 Annual Education Conference.

*Ross made the motion to approve the Board Meeting minutes of September 1, 2015 as written. Jodie seconded. Motion approved.*

**E-mail votes**

The Board acted to confirm some of the issues that they had been voting on by e-mail in the previous Weeks. For these issues to be decided by an e-mail vote, the needs to be unanimous, as per the WSEHA By-Laws. It has proven difficult to get all Board members to submit a vote by e-mail. At a regular Board meeting, the vote is not required to be unanimous, if a quorum is present.

*Jodie made the motion to approve Mike Vinatieri as the new WSEHA Northwest Region Vice-President. Mike seconded. Motion approved.*

*Jodie made the motion to award the \$2,000 in scholarships during the 2016 AEC. Mike seconded. Motion approved.*

## **WSEHA Board of Directors Meeting**

**February 29, 2016**

**Page 2**

### **Treasurer's Report**

#### **2015 Budget**

Jesse reminded the Board that we had not yet formally approved the 2015 Budget.

*Mike V made the motion to approve the Budget provided in the last submittal of 2015. Jodie seconded. Motion approved.*

#### **2016 Budget**

Jesse said he was not sure how to budget for income for the upcoming AEC. He provided an estimated AEC income in the 2016 Budget.

*Jodie made the motion to accept the 2016 WSEHA Budget as provided. Ross seconded. Motion approved.*

#### **Profit and Loss Report**

The Profit and Loss Report showed a negative of approximately \$8,000, due mostly to the fact that we did not have a 2015 AEC. There were investment losses in August 2015, and January 2016.

Jesse noted that WSEHA has now secured a debit card for Dayna's use.

WSEHA received its first donations from the Amazon Smile program. WSEHA member Vanessa Bussiere has signed us up for Starbuck's matching funds.

### **Committee Reports**

#### **Nominations and Awards Committee**

*President-Elect Nomination status* – Ned pointed out to the Board that, as a condition of Joe Graham accepting the nomination of President-Elect, he wants Michael to stay on as President for another year. It was also noted that Ross is up for re-election as Secretary at the next AEC.

Joe emphasized the need to get the President-Elect-to-President process under way as soon as possible. He also noted that, since he is the Chair of the Nominations and Awards Committee, and since Ross is also up for re-election, someone besides them will need to conduct the election.

Ned also reminded the Board that the Regional Vice-Presidents are elected by their regional constituency, and not by the general membership.

*Awards* – Joe informed the Board that he wants to open the nominations for WSEHA awards to people who are not necessarily WSEHA members.

## **WSEHA Board of Directors Meeting**

**February 29, 2016**

**Page 2**

### **Committee Reports (cont.)**

#### **Nominations and Awards Committee (cont.)**

##### ***Awards (cont.)***

***Jodie made the motion that the WSEHA Rookie-of-the-Year Award be open to non-WSEHA members, and that the award winner would be given WSEHA membership when the award is given. Ross seconded. Motion approved.***

Dayna said that she would make the change in the AEC materials, and send them to the Board for review.

#### **Publications Committee**

***Newsletter*** - The deadline for the next WSEHA newsletter will be March 18<sup>th</sup>. Suggested article subjects included WSEHA's inclusion in the Amazon Smile program, an article for recruitment of vendors, and an update on International Health.

#### **Education Committee**

Rick Porso informed the Board that two or three of the prospective speakers at the AEC have requested stipends of approximately \$500 - \$600. We have added a "comped" room, with more rooms requested. There has been some interest from the Oregon Environmental Health Association, but they're having their own mini-AEC in April. Rick also noted that the Oregon Department of Environmental Quality has submitted an abstract for the WSEHA AEC.

#### **International Health Committee**

Ross informed the Board that the Committee had decided to not take up Friendly Water for the World's offer to conduct the Silent Auction themselves at the AEC. There were some other suggestions as to charities, but there has not been a strong consensus among the IHC members about supporting any particular one. This leaves us with the option of either contributing toward Bob Custard's Global Environmental Health Partnerships, or simply conduct the Auction, and possibly decide on a recipient later. Ross also expressed concern about a general lack of response from IHC members and, as always, securing enough donations to conduct a viable auction.

### **President's Report**

Michael brought to the Board's attention a training he had recently attended, "How To Be A Good Board Member", conducted by the Washington State Non-Profit Board. He recommended it as a good tool for new member recruitment.

## **Executive Secretary's Report**

### **2016 Pool Conferences Budget**

The number of Pool Manuals to be printed appears to be the only real variable in the Pool Conferences Budget. Dayna noted that she has not yet received an official "OK" about the Budget from Paul Reeves at the Department of Health. Jesse asked whether we should require all of the Conference attendees this year to purchase a Pool Manual, instead of making it optional. Dayna added that she has already had a few people register for the Conferences with the "no Pool Manual" option.

***Jodie made the motion to approve the Pool Conferences Budget, adjusting the number of printed Pool Manuals to 60. Mike V seconded. Motion approved.***

In a related motion, a pending e-mail vote about money to print the Pool Manuals.

***Mike V made the motion to budget \$200 for printing the Pool Manuals (canceling a proposed e-mail vote). Jodie seconded. Motion approved.***

### **Member categories**

WSEHA is proposing to eliminate the Subscribing Member category, of which we currently have only one. Dayna noted that we will need to put this proposal on the next election ballot. Jodie suggested to the Board that we send him a letter informing him of our decision to eliminate the category, but honoring him for his service.

Dayna also informed the Board that the new WSEHA website had six new subscribers, and 1,100 website "hits" as of this morning.

### **WSEHA storage unit contents**

The Board discussed which things we have in the WSEHA storage unit we can save, and which ones we can throw away. There was discussion as to which things we may be legally required to keep. Jesse said he would look into record retention requirements.

***Jodie made the motion to discard or give away three specific boxes of old WSEHA items ("Box 1, Box 11, and Box 12"). Mike V seconded. Motion approved.***

The Board elected to keep, at least for now, "Box 22" and "Box 30".

## **Regional Vice-Presidents' Reports**

**Olympic Region** – ***Jodie Holdcroft*** – No report.

**Central Region** – ***James Rivard*** – James said that he was working with the Department of Ecology to enlist their participation in the AEC. He is also trying to contact Central Washington University to get student volunteers for the AEC.

**Eastern Region** – ***Chris Skidmore*** – Chris said that he was trying to secure some solid waste or landfill training for Eastern Washington.

**WSEHA Board of Directors Meeting**

**February 29, 2016**

**Page 4**

**Regional Vice-Presidents' Reports (cont.)**

**Northwest Region** – *Mike Vinatieri* – No report.

**Southwest Region** – *Jeremy Simmons* - No report.

**New Business**

**NEHA membership for WSEHA President** - Ned noted to the Board that Michael is not currently a National Environmental Health Association (NEHA) member. NEHA does give some monetary benefits at their Annual Education Conference if the affiliate president is a NEHA member. Michael said he will look into this.

**Schedule next meeting**

The next WSEHA was tentatively scheduled to take place at the 2016 Annual Education Conference in Vancouver, date and time to be determined.

**Adjourn**

*Ross made the motion to adjourn the Board meeting. Mike V seconded. Motion approved.  
Meeting adjourned at 2:29 p.m.*

---

---

## **Summary of Board Motions and Decisions**

⇒ **Jodie made the motion to approve the Agenda as provided. Mike V seconded. Motion approved.**

⇒ *After some discussion about the status of Joe Graham's candidacy for President-Elect, it was agreed that he will be confirmed as a candidate, and his name placed on the ballot for the 2016 AEC.*

**Ross made the motion to approve the Board Meeting minutes of September 1, 2015 as written. Jodie seconded. Motion approved.**

⇒ **In the Committee Reports,**

**Nominations and Awards Committee** – *There was more discussion as to Joe's candidacy for President-Elect, and some of the changes that will need to take place in the usual WSEHA election protocol.*

*Also, there was discussion about opening the nominations for WSEHA awards to people who are not necessarily WSEHA members.*

**Jodie made the motion that the WSEHA Rookie-of-the-Year Award be open to non-WSEHA members, and that the award winner would be given WSEHA membership when the award is given. Ross seconded. Motion approved.**

**Publications Committee**- *The deadline for the next WSEHA newsletter will be March 18<sup>th</sup>.*

**Education Committee** - *Rick Porso updated the Board about some facilities and presentation-related items pertaining to the AEC.*

**International Health Committee** - *Ross informed the Board that the Committee had decided to not take up Friendly Water for the World's offer to conduct the Silent Auction at the AEC, and that there has not been a strong consensus among the IHC members about supporting any other charity. Further options for the Silent Auction were discussed.*

⇒ **In the Executive Secretary's Report,** *the number of Pool Manuals to be printed for the upcoming Pool Conference, and whether we should require all Pool Conference attendees this year to purchase a Pool Manual, were discussed.*

**Jodie made the motion to approve the Pool Conferences Budget, adjusting the number of printed Pool Manuals to 60. Mike V seconded. Motion approved**

**Mike V made the motion to budget \$200 for printing the Pool Manuals (canceling a proposed e-mail vote). Jodie seconded. Motion approved.**

*The elimination of the Subscribing Member category was discussed. We currently have only one member in this category. We will need to put this proposal on the next election ballot.*

*Dayna also updated the Board as to recent WSEHA website activity.*

*The Board discussed which things we have in the WSEHA storage unit we can save, and which ones we can throw away. There was discussion as to which things we may be legally required to keep.*

---

---

**Summary of Board Motions and Decisions (page 2)**

**(cont.)**

**Jodie made the motion to discard or give away three specific boxes of old WSEHA items (“Box 1, Box 11, and Box 12”). Mike V seconded. Motion approved. The Board elected to keep, at least for now, “Box 22” and “Box 30”.**

⇒ **In the *Regional Vice-President’s Reports*, James Rivard (Central Region) said that he was working with the Department of Ecology to enlist their participation in the AEC, and was also trying to contact Central Washington University to get student volunteers for the AEC. Chris Skidmore (Eastern Region) was trying to secure some solid waste training for Eastern Washington.**

⇒ **In *New Business*, it was recommended that Michael become a National Environmental Health Association (NEHA) member. NEHA does give some monetary benefits at their Annual Education Conference if the affiliate president is a NEHA member.**

*The next WSEHA was tentatively scheduled to take place at the 2016 Annual Education Conference in Vancouver, date and time to be determined.*

⇒ **Ross made the motion to adjourn the Board meeting. Mike V seconded. Motion approved. Meeting adjourned at 2:29 p.m.**

*The next WSEHA was tentatively scheduled to take place at the 2016 Annual Education Conference in Vancouver, date and time to be determined.*