

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



Date: Monday, February 26, 2018
Time: 9:00 a.m. – 12:00 p.m.
Conference Call: 1-877-311-2008, code 300864#

9:00 a.m. – Call to Order, Roll Call (Bold= present)

Joe Graham (*President*), **Mike Young** (*President-Elect*), **Michael Baker** (*Immediate Past-President*), **Jesse Smith** (*Treasurer*), Jen Garcelon (*Secretary*), **Dayna Katula** (*Executive Secretary*), James Rivard (*Central Vice-President*), Jodie Holdcroft (*Olympic Vice-President*), Jeremy Simmons (*Southwest Vice-President*), **Chris Skidmore** (*Eastern Vice-President*), Bill Angel (*Northwest Vice-President*), **Matt Reighter** (*NEHA Representative*).

9:10 a.m. – Approval of Minutes

- September 20, 2017 meeting

No issues from anyone. Jesse motioned, James seconded, no discussion, approved.

9:12 a.m. – Approval of Agenda

Mike B motioned, Jesse seconded, no discussion, approved.

9:15 a.m. – Executive Secretary Report

- **Membership update:** Decline now, but will be on the incline with people registering for the AEC and becoming members at the same time.
- **Confidential Board member contact information:** Someone brought up maintaining a list of personal contact information for Board members that would be kept confidential. This would be helpful for times where we have a rush vote and we're waiting on just a couple of people or if there was a change, such as the Board meeting being cancelled. This list will be kept on the Board's password-protected webpage on WSEHA's website. This does not need a vote of the Board since Board members have the option opt-in or opt-out. Dayna will get list together on the Board's webpage.
- **Credit card update:** Going well so far. The biggest issue is people missing that they can pay a lower fee with a check, so we've been getting checks for the higher fee. Dayna has included "bigger & brighter" messaging that highlights the options in the emails, which seemed to help. Those that send the wrong amount typically just send another check in the right amount or tell us to keep the remainder as a donation. Many people are taking advantage of the online payment option.
- **Website update:** We've surpassed the 20,000 hit mark. We had an issue with our online form platform (errors on user end with people not being able to see the form or it would malfunction). Dayna worked with their tech support since November to get it resolved, and it still wasn't working well enough, so we switched platforms to Google Forms. This works out better in the end because 1) it's free, 2) easy to modify, and 3) easier to see results on the fly (since Google syncs with all devices).
- **Purchased external hard drive:** At the last Board meeting, we decided to purchase an external hard drive to make loading AEC presentations onto laptops easier. It's been purchased (with a protective case) and it will be going to our A/V Committee at DOH.
- **Board member elections:** We're going to announce Board Officer elections soon. It'll close at the end of March to give people enough time to vote (that'll give me about a week to get the ballots out).

Secretary and President-Elect are up for election this year. Joe would like to nominate Jen Garcelon for Secretary.

- **Special Processes Course update:** 50 people attended this course in Vancouver, 10 of which were WSEHA members. It went really well. If we have another small-ish class like that again, we could consider TownePlace Suites Marriott a return venue. They were easy to work with, provided coffee and tea, allowed us to bring our own food in (huge cost savings), parking was plentiful and close, and the hotel rooms were beautiful.
- **2018 Pool Conferences update:** Registration and everything else is going well so far. Jun revamped the curriculum to be directed to pool operators rather than inspectors, but inspectors are still welcome. 21 registered in Kennewick and 71 registered in Tacoma so far.
- **Voting method- Google Drive:** Dayna proposed we try online voting via a form versus via email. This would keep the results in one place and would reduce email inbox pollution. The vote would have to take place after a time period allowed for discussion, someone would have to make a motion, and someone would have to second separately in email. Jesse said that the policy and procedures manual doesn't exactly meet the state law, and proposed that we get rid of the discussion period in the manual. Someone can just vote no if they don't want to pass it, and then we'd schedule a phone call to discuss it. A vote of yes means that the voter doesn't need a discussion in order to cast their vote.
Voting method vote: Use survey voting, will ask policy committee to help revise manual. Mike B motioned, Jesse seconded, discussion ensued (summarized above), approved.

9:45 a.m. – Treasurer's Report

Profit & Loss Report 2017: We had a profit of ~\$2500. There are 2 FDA line items that Jesse will go in to clarify the breakdown later.

Profit & Loss Report AEC 2017: ~\$3000 profit, doesn't include WSEHA memberships that were generated from the AEC. Dayna said that some more might come in, but that about 5 registrations have gone unpaid. She thinks some of the problems came about from some exhibitors getting their booth comped if they paid for their registration; some thought the whole thing was comped.

Investment accounts are doing well. We haven't pulled any money out of them since we started doing AECs again (2012).

2018 WSEHA budget: Increased pool manuals since we've already sold some, increased exec sec's supply budget for things like hard drives/laptops. Need to vote on this.

2018 AEC budget: NEHA conference included still in case the president would like to go to, \$300 donated to the IHC from WSEHA in Dave Cole's name.

10:05 a.m. – AEC update

- Update from Joe Graham

Planning is on track. We lost our AEC chair. Joe will work with Liz Coleman (AEC co-chair) to make sure everything is covered. Tours are a cool part of the 2018 AEC: There will be three tours offered for attendees (Taylor Shellfish, LOTT, or state capital) and some tracks will still take place at the hotel. Then at 5, there will be a social opportunity to meet for brews and discuss what folks have learned. If this goes well, we should consider this for future AECs.

There's also a schedule for individuals for who should be where during the AEC. This template should be used for future AECs if it works well.

- Conference attendees only attending a couple of sessions: To charge or not to charge?

Dayna will look into separate colored name tags. Joe will talk with the presenters who want to invite attendees, and they'll probably be charged a prorated fee for the attendance to those sessions.

- **Purchasing laptops:** We have enough laptops and projectors for this AEC, but it may not be the case in the future. DOH is transitioning to laptops for their staff, so they might not have the stock for us to check out. Joe proposed that we revisit this in the fall for the 2019 AEC.

- Liz will do a DOH inventory late fall to see what we'll have for the 2019 AEC
- WSEHA would have to decide if we want to use the money we already have for this big purchase or if we want to budget them out at each AEC each year.
- Dayna will look into how much it would cost to buy computers & purchase a technical support (like Geek Squad) package.

10:45 a.m. – Committee Reports

- **Awards Committee-** Award & Award Manual update
 - James said that they're looking to simplify the awards process- Get rid of letter of recommendation requirement and instead write a paragraph or two in the text box on a nomination form. The Committee proposed to eliminate the EH Story of the Year Award and the Most Embarrassing Award because they are rarely awarded.
 - The Committee proposes to add one award for LHJs nominating each other and one award for the WSEHA presidents (President's Choice) to nominate someone; this would be the Immediate Past President, current President, and President Elect deciding to nominate someone that really contributed to the EH profession; this person wouldn't be nominated by anyone else and wouldn't go through the formal nomination process.
 - Mike Baker will update the awards manual with proposed language for the updated Jack Hatlen Presidents' Award criteria, then will send it to Mike Young and Joe for review. Once all three agree on the language then it will be sent to the Board for a vote for approval in the hopes of awarding it this year.
 - Joe proposed that WSEHA donate \$300 in Dave Cole's name to the silent auction recipient rather than changing the name of the EH Professional of Year Award.
 - The Policy & Procedure Manual says that EH professionals that have passed away or retired should be recognized every three years at the AEC. Joe recommended that we resume this tradition, and perhaps do it at every AEC rather than every three years. We would have to track who retired or passed away, then recognize them. Ideas for how to recognize them include at the AECs in the lunchtime slideshow, a donation in their name, and on the website. WSEHA would need identifying who the retired or passed folks are- EH directors seem like the most efficient choice.
 - Review of the online award nomination form:
 - The option to select the Jack Hatlen Award would need to be deleted if it turns into the President's Choice award.
 - Under the nominee information, the language would need to be altered to say that "only the Nordin award nominee needs to be a WSEHA member" if the Hatlen Award becomes Presidents' Choice only.
 - Add in "nominee" to "nominee name" "nominee email" etc.
 - Add in a question that asks if the nominator is a WSEHA member
 - Review of the Awards Manual:
 - All awards: Eliminate "multiple awards given;" group thought there should only be one award given per topic
 - Rookie of the Year Award: Need a vote to give them a complimentary WSEHA membership with the award.
 - Keep Nordin Award criteria at least for this year since it is the most prestigious year.
 - Awards committee will let the regional VPs know who in their region is nominated.
 - Mike Baker motioned to accept James' revisions, James seconded, no discussion, approved.
- **International Health Committee**
- **Publications Committee-** Newsletter article deadline: 3/28/18
 - Matt will do a NEHA update article
 - Awards article
 - Check-in with past award recipients: Paragraph that says how they appreciate the award, if it helped them, anything else they'd like to say about the award that they won.
 - Dayna will do one on the Special Processes & Pool Conference courses

- Joe will do a President's Message

11:30 a.m. – NEHA update

NEHA will be in Washington DC at the end of April to meet with legislatures and their aides to discuss issues important to them. Matt will bring an update of those meetings to the next board meeting.

The NEHA AEC will be in Anaheim in June- Registration is open. Free affiliate workshop will be hosted by NEHA to talk about conference planning & attracting and retaining conference exhibitors. Joe shared this information with Mike Young, the incoming president in case Mike would like to attend. WSEHA sets aside money to send the current President to the NEHA AEC if they'd like to attend. Mike will consider the proposal.

NEHA just wrapped up their first virtual conference. Pest Control & Integrated Pest Management is the topic of the next virtual conference and abstracts are being accepted now.

Matt is planning on coming to WSEHA's AEC in Olympia.

11:45 a.m. – Regional Vice-Presidents' Reports

- **Olympic Region** - *Jodie Holdcroft- Not present*
- **Central Region** - *James Rivard- wants to encourage other VPs to make calls/encourage folks to nominate people for awards.*
- **Northwest Region** – *Bill Angel- Not present.*
- **Southwest Region** – *Jeremy Simmons- Not present.*
- **Eastern Region** – *Chris Skidmore- No report.*

11:55 p.m. – New Business

- Annual Membership Meeting on 5/9 @ 7am at AEC

12:00 p.m. – Adjourn