

**Washington State Environmental Health Association
Board of Directors Meeting
Department of Health, CenterPoint, Kent
June 15, 2011**

Present: Geoffrey Crofoot (President), Tom Kunesh via conference call (Northwest Region Vice-President) , Steve Garrett via conference call (Treasurer), Bruce Scherling via conference call (Past President), Mike Vinatieri via conference call (Southwest Region Vice-President), Ned Therien via conference call (Procedures Committee Chair), Kerri Wagner (Executive Secretary)

The meeting was called to order at 10:10 a.m.

Approval of the Agenda:

Agenda was amended to include a discussion of Website Features and Packet for Prospective Trainers under the Executive Secretary's Report and Teleconferencing under New Business.

Mike V. moved to approve the amended agenda. Bruce seconded. Motion approved.

Approval of the Minutes:

The minutes from the last April 27, 2011 Board Meeting will be reviewed for approval at the next Board Meeting.

Executive Secretary's Report:

Kerri provided a handout and distributed it by email to the Board.

- Membership dropped from 211 to 173 since the last Board Meeting on April 27, 2011. This is a reduction of 38 members. 18 of these members that expired had become members as part of a training event in 2010 and did not renew.
- Pool manual inventory: 427 newer pool manuals and 23 older ones.
- Pool Conferences: Between on-site registrations and pre-registrations, there is a total of 165 registrants. \$8,240 is expected for income. So far, \$7,800 has been paid.
- Newsletter: there were no submittals for the Spring 2011 WSEHA Newsletter, so it did not happen.
- Emeritus Membership Request: Steve Garrett has requested Emeritus Membership status. He retired from Lewis County Environmental Health at the end of September 2-1- after 18.5 years of employment. He has been a member of WSEHA for a number of years and has served as Treasurer for the past 3 years. Ned pointed out that Steve meets the new definition of an Emeritus Member that was approved in March by the WSEHA Membership –20 years of Environmental Health service and that the Board may waive years of environmental health service in consideration for years of service to the

Association. This request could not be voted on during the meeting because Steve's attendance meets the number of Board members for quorum. Kerri will distribute this information for an email vote.

- WSEHA's Web Hosting contract expires later this month and we need to renew. Kerri has been happy with Network Solutions and recommended continuing with their service. Pricing for renewing WSEHA's small package was provided. The longer the term, the lower the price (1 yr = \$10.95 per mo; 2 yr = \$9.95 per mo.; 3 yr = \$8.95 per mo). The pricing also included the free domain name. **Mike V. made a motion to continue with a one-year renewal with Network Solutions for a cost of \$131.40 and that we consider an extended contract when we look at next year's budget. Tom seconded. Motion approved.**
- Kerri expressed that WSEHA's on-line payment process may not work well because of the two people who used it to pay for pool conference registrations, both contacted her that they were experiencing difficulties. The problem was that more items were added to the cart than what they wanted and Kerri feels this may be because the processing took too long for the user and they kept adding to the cart. Kerri encouraged the Board to purchase an on-line item and to report their experience. A suggestion was made to add wording to the website to let the user know their order is processing and to not press additional items for their cart.
- Kerri put together a Prospective Trainer Planning Packet. This is a draft document open to review and comments. The purpose of the packet is to assist prospective trainers and the Board in reviewing potential training events and clearly define each organization's role. Mike V. suggested sharing the draft packet with a potential applicant to get feedback on how it works for the applicant.

Presidents Report:

- Geoffrey acknowledged that this was Tom Kunesh's last Board Meeting as Region Vice-President. He extended, on behalf of the Board, many thanks and that he will be missed as a contributor and professional on the Board. Geoffrey stated that it is important to fill this position and mentioned two potential candidates. Tom suggested emailing members to recruit for the position. Information from this email can also go in the next WSEHA newsletter, if necessary.
- This October will be Geoffrey's 2nd full year as WSEHA President. He stated that is time to look for a new President and President-Elect because he doesn't expect to extend his presidency infinitely.

- Geoffrey is working with CHE-WA (The Collaborative on Health and the Environment – Washington) to partner up on lead trainings in Seattle, Tumwater, Moses Lake, and Spokane. He needs rooms to hold the trainings and needs to know what rooms are available and for what dates. The time period for the trainings is the end of July through the end of October with preference for a Tuesday, Wednesday or Thursday. WSEHA will do the registration.
- Geoffrey detected a lot of friction regarding the membership fee cost differential between the member rate vs. the non-member rate attached to trainings. The reality is that trainings are going to cost money. We talked about moving away from the \$50 cost differential. This cost differential is not reasonable with the current economic climate. We agreed to have a minimum of a \$10 cost differential to try to recover the cost of the training and to look at each training on a case-by-case basis.
- Geoffrey and Joe Laxton are working on RS training and need a Health Educator. The idea is to use the NEHA training manual and training documents and we supply the Health Educator. We discussed having a pre-established price (example \$200 per person). It would be important to stress that this type of training is a review course and is to help people prepare for the RS exam (that we would not be teaching the test). Geoffrey will look into the logistics further.

Treasurer's Report:

Steve provided handouts and distributed it by email to the Board.

- Steve provided an Equities Report. The investments are doing well and are in a healthy state.
- A Profit and Loss by Class Report was also given. Net income through June 13th is \$876.13.
- Geoffrey thanked Steve for being Treasurer and providing good communication.
- Steve noted that there was a \$200 discrepancy between the monies that were deposited and the income number that Kerri provided for the pool conferences. Steve and Kerri will get together to find the source of the discrepancy.

No Committee Reports were given.

Regional Vice-Presidents' Reports

- **Olympic Region** – Jodie Holdcroft – not present
- **Central Region** - James Rivard – not present

- **Northwest Region** – Tom Kunesh
As already discussed, Tom has decided to resign his position. His resignation becomes effective as soon as these minutes are approved. Professional and personal commitments require his attention at this time. He is open to the idea of stepping back into a WSEHA Board role in the future. Tom expressed that he may still participate with the revision of the pool manual. Mike V. would still like to support this effort and is available to assist. Tom's strategy is to have a pool worker highlight sections of the manual that may need review and to share these sections with others that are interested in revising the manual. The pool manual is now in electronic format. Kerri will email Tom the Word format.
- **Southwest Region** – Mike Vinatieri
Mike has received his regional roster from Kerri and plans to follow-up with regional members that chose not to renew.
- **Eastern Region** – Michael Baker – not present

Old Business:

Policy and Procedure Manual

Ned reported that the revisions to the WSEHA Policy and Procedure Manual started 3 years ago, changes were developed and incorporated in electronic format. He has changed the Policy and Procedure manual so that the language matches the changes in the WSEHA Constitution and Bylaws that were passed in March. The last change Ned has done was to re-reference the recently found Education Manual, known as Annex B. Ned is asking the Board to approve the revised Policy and Procedure Manual recognizing the Education Manual is still being worked on. ***Mike V made a motion to approve the revised Policy and Procedure Manual recognizing the Education Manual is still being worked on. Bruce seconded. Motion approved.***

Ned requested the Executive Secretary work on the final proofing of the manual and to indicate the amended and revised date of 6/15/2011. Kerri will work on putting the Policy and Procedure Manual into one large PDF document, with the Constitution & Bylaws and each annex separated out for a total of 5 PDF documents.

New Business:

- Ross Lytle, Chair of the International Health Committee, contacted the Board via email on 6/8/2011 with an online project proposal. He would like to feature a project on the website, provide information about it, so that people who visit the WSEHA website can

see a definite project for which to donate. He's checking into the logistics of how this would work. Kerri can post information and advertise an IHC project on the home page. Kerri can then link this to the donation page which includes donations to the IHC. The Board discussed including a written claim that WSEHA donates 100% of the funds to the project and that we do not retain any administrative expenses associated with the IHC donations. On a related note, he pointed out the projects on the IHC page have lost some detail. Kerri will look into making the IHC project links more user friendly.

- Tele-conferencing: Geoffrey brought up the need to look at other options for tele-conferencing so that we can move away from driving to the Kent DOH for a conference call. It's important to have a service that we can all call into with 9 or more connections that is affordable. He requested that each of the Board members research and forward tele-conferencing information to both him and Kerri within two weeks - research voice conferencing and/or video conferencing.

Steve moved to adjourn the meeting at 12:40 pm. Mike V. seconded. Motion approved.

Respectfully submitted by Kerri Wagner, WSEHA Executive Secretary

Board Action Items

Action Item: Kerri will email the Board for a vote regarding Steve Garrett's Emeritus Membership request.

Action Item: Kerri will renew the web hosting contract with Network Solutions.

Action Item: Kerri requested the board members to purchase an on-line item from WSEHA and to report their on-line purchasing experience.

Action Item: Kerri will share the Prospective Trainer Planning Packet with a potential applicant to get feedback on how it works for the applicant.

Action Item: Tom will email the members in the Northwest region to announce the Vice President position vacancy.

Action Item: Geoffrey requested information about rooms to hold the lead trainings between the end of July and the end of October. He needs to know what rooms are available and for what dates.

Action Item: Geoffrey will look further into the logistics of the registered sanitarian exam review course using a Health Educator and NEHA materials.

Action Item: Steve and Kerri will get together to work out a \$200 discrepancy between the monies that were deposited and the income number that Kerri provided for the pool conferences.

Action Item: Kerri will email Tom the editable format of the pool manual.

Action Item: Kerri will work on the final proofing and put the Policy and Procedure Manual into one large PDF document.

Action Item: Kerri will look into making the IHC project links more user friendly.

Action Item: Geoffrey requested each of the board members to research and forward teleconferencing information to both himself and Kerri within two weeks – research voice conferencing and/or video conferencing pricing and connection capacity.