

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

August 11, 2016

Via conference call

Present

Bill Angel (*Northwest Region Vice-President*), Joe Graham (*President-Elect*),
Dayna Katula (*Executive Secretary*), Ross Lytle (*Secretary*),
Jodie Holdcroft (*Olympic Region Vice-President*), James Rivard (*Central Region Vice-President*),
Jeremy Simmons (*Southwest Region Vice President*), Jesse Smith (*Treasurer*),
Ned Therien (*Policies and Procedures Committee*), Mark Toy,
Shawn Ultican (*Policies and Procedures Committee*)

Meeting called to order at 11:07 a.m.

Approval of Agenda

Joe requested that the Board move the Nominations and Awards Committee business to the beginning of the Board meeting.

Jeremy made the motion for this change in Agenda. Bill seconded. Motion approved.

Committee Reports

Nominations and Awards Committee

Presidency succession – Joe informed the Board that Michael Baker has quit the Presidency of WSEHA. He has taken the position of the Administrator of Jefferson County, Oregon. We have not yet received any kind of official notice regarding this. Joe called Michael about a week ago. He suggested that Michael send an e-mail the Board to make it official. Otherwise, Joe is assuming that Michael is no longer interested.

The next step is to conduct elections for a new President-Elect. Joe noted that there is nothing specific in the WSEHA By-laws about an official resignation. The Board discussed whether we would want to wait for an official notice from Michael, or to proceed. Jesse suggested that we should at least wait for a verbal word from him. Ned said this would probably be acceptable. Joe will call and send an e-mail to Michael. Joe added that Michael will still be the Immediate Past President, no matter what happens. We will also need to discuss this with Ned and/or Shawn on the Policies and Procedures Committee about how to move forward, although Ned said that the By-Laws do not require a new election.

Election for President-Elect – We will take this up after we hear from Michael. Jesse suggested that we shouldn't automatically make him the Immediate Past President, as this could present quorum problems down the road; e-mail votes must be unanimous. A vacant President's post

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Committee Reports (cont.)

Nominations and Awards Committee (cont.)

could also make this a problem. The Board decided to table the issue for now. Joe added that he has contacted at least one person about the President-Elect position.

Approval of Minutes

General Membership meeting - May 27, 2016

No Minutes were provided from the General Membership Meeting at the Vancouver AEC.

Previous Minutes

The two previous Board Minutes were approved at the General Membership Meeting.

Treasurer's Report

Jesse e-mailed the financial forms prior to the meeting this morning. On the Investments sheet, Jesse noted that the section with the Annual Education Conference figures has most of the conference expenses factored in, although some proceeds are still pending. We have not yet mailed the San Bernardino check. Jesse was waiting for Michael to draft a letter to go with the check. Joe said that he will include this in his letter to Michael. Jodie said that she thought Rick Porso had the San Bernardino information. Jesse said that he will write the accompanying letter. Jodie requested that Jesse send out a copy, adding that she still has people to thank for San Bernardino contributions.

Committee Reports

Education Committee – Joe noted that we do not currently have a Coordinator for a 2017 Annual Education Conference, and that no one has volunteered. Joe added that we have talked about having the next AEC in Eastern Washington. Mark stressed the need to find a local person to help facilitate the planning. Jodie asked whether the Washington Department of Health would lend support to an AEC in Eastern Washington. Joe said that there has been a change in management at WDOH, and that this should no longer be a problem. Joe noted that he wanted to have the 2017 AEC in late April or early May. There could be some potential conflicts with other conferences. For example, the FDA is planning a Food Plan Review conference around that time. Wenatchee had some date windows open. Joe will contact the Chelan/Douglas and Yakima health districts to try to find a local contact person and/or Facilities Chair. Mark informed the Board that he would take on the position of AEC Chair. We need to try to get a Co-Chair. Ned said that he would volunteer for Facilities Committee.

Publications – It was noted that Megan McNelly is still the Publications Committee Chair, with assistance from Dayna.

International Health Committee – Ross noted that we had a very low number of donations to the

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Committee Reports (*cont.*)

International Health Committee (*cont.*)

Silent Auction at this year's AEC. He had a lot of trouble getting input and participation from the WSEHA members that he has on his IHC e-mail list. He added that, at the recent AEC, the Silent Auction also had the problem of competing with all of the San Bernardino-related fundraising efforts. He questioned whether he should continue as IHC Chair, or if someone else might be able to take it over. Joe said that he had some people in mind who had expressed interest in the IHC. Joe has said that he wants to help re-energize the Committee.

Policy and Procedures – Ned said that he wants to have Shawn Ultican take over the Chair position, and get him more involved. Mark sent out some suggested changes to the AEC Guidance Manual. He said he will re-send them.

President's Report

Joe had nothing to add at this time. He will keep the Board informed about communications with Michael.

Executive Secretary's Report

2017 Pool Conferences Dayna informed the Board that she had some concerns about available dates for the 2017 Pool Conferences. Her scheduling concerns were related to available dates at Lakewood Community College. Joe suggested that one of the Pool Conferences could be a pre-AEC workshop.

Regional Vice-President's Reports

Olympic Region – *Jodie Holdcroft* – no report

Central Region – *James Rivard* – James said that he will wait to hear about potential locations for the 2017 AEC, at which time he may be able to help with planning.

Northwest Region – *Bill Angel* – Bill said he was looking for local training opportunities. Joe requested that Dayna forward him the WSEHA membership roster for the Northwest Region.

Southwest Region – *Jeremy Simmons* - no report.

Eastern Region – *Chris Skidmore* - no report.

New Business

National Environmental Health Association Surveys – Ned informed the Board that NEHA is

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New Business (*cont.*)

National Environmental Health Association Surveys (*cont.*)

requesting help on a pair of surveys. First, NEHA was interested in the number of active state affiliate members. Ned will send Joe the forms that NEHA provided. There were also questions about how “strong” each state affiliate is. Plus, they were asking what is the most pressing environmental issue in each state. Ned said he will send this information out to the Board, though Joe said wanted a Board consensus.

Survey question: “How can NEHA Be most helpful to the state affiliate?”

Board responses:

- Online training- alternative ways for members to obtain CEUs
- Funding travel for the affiliate president to attend the NEHA AEC
- Online tools (e.g., interview questions)
- Legislation for environmental credentials
- Advocacy

Survey question: “What is the most pressing environmental need in the state?”

Board responses:

- Funding

Also, NEHA is partnering with Dr. Cooper on a study, and is looking for contacts who can answer his questions. Ned asked if WSEHA would be willing to promote participation to its members. Ned is also hoping that the Environmental Health Directors will also come on board with this. Joe said he would send out a mass e-mail to all members. He will contact Dayna about this when she gets back.

Other NEHA items

Ned’s term as the NEHA Regional Vice-President will expire soon. He encouraged anyone interested in the position to contact him.

Joe inquired as to whether he is expected to go to the NEHA AEC each year. Ned said that this was “encouraged”, and that WSEHA has provided funding for the President to attend the AEC before. To attend, though, he is expected to be a NEHA member.

Next meeting

The next Board Meeting date was suggested for late September, which fits into the standard timeline for planning the AEC. The Board suggested returning the regular Board Meetings to the WDOH offices in Kent. The meeting date will be determined by poll in the coming weeks.

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Adjourn

Ross made the motion to adjourn the meeting. Jodie seconded. Motion approved. Meeting adjourned at 11:39 a.m.

Summary of Board Motions and Decisions

⇒ **Jeremy made the motion for a change in the Agenda, so as to move the Nominations and Awards Committee business to the beginning of the Board meeting. Bill seconded. Motion approved.**

⇒ **Nominations and Awards Committee** – Joe updated the Board about the departure of Michael Baker, and his apparent resignation of the WSEHA Presidency, though WSEHA has not yet received any kind of official notice regarding this. Joe is trying to contact him about this, looking for Michael to at least send some kind of notice to the Board to make it official.

The next step is to conduct elections for a new President-Elect, though it was suggested that the Board should probably at least wait for a verbal word from Michael. Joe added that Michael will still be the Immediate Past President, no matter what happens. Jesse suggested future voting problems that could arise if Michael is still the Immediate Past President, or if the President's post is left vacant. The Board decided to table the issue for now.

⇒ No Minutes were reviewed at this Board Meeting.

⇒ In the **Treasurer's Report**, Jesse noted that some proceeds from the Vancouver AEC are still pending. The check for the proceeds from the San Bernardino fundraiser has not yet been mailed, as Jesse was waiting for Michael to draft a letter to go with the check. Jesse said that he will write the accompanying letter.

⇒ In the **Committee Reports**:

Education Committee – There was discussion about having the 2017 Annual Education Conference in Eastern Washington. We will need to find a local person to help facilitate the planning. Joe noted that he wanted to have the 2017 AEC in late April or early May, but there could be some scheduling conflicts with other conferences in the area. Joe will contact the Chelan/Douglas and Yakima health districts to try to find a local contact person and/or Facilities Chair. Mark informed the Board that he would take on the position of AEC Chair. We need to try to get a Co-Chair. Ned said that he would volunteer for Facilities Committee.

International Health Committee – Ross noted that we had a very low number of donations to the Silent Auction, and difficulties getting participation from the WSEHA members on his IHC e-mail list. He added that, at the recent AEC, the Silent Auction also had the problem of competing with the various San Bernardino-related fundraising efforts. He questioned whether he should continue as IHC Chair, or if someone else might be able to take it over.

Policy and Procedures Committee – Ned said that he wants to have Shawn Ultican take over the Chair position, and get him more involved.

⇒ In the **President's Report**, Joe had no additional items beyond the President and President-Elect situation.

⇒ In the **Executive Secretary's Report**, Dayna informed the Board of concerns about available dates at Lakewood Community College for the 2017 Pool Conferences.

Summary of Board Motions and Decisions (page 2)

- ⇒ *In the **Regional Vice-President's Reports**, Bill Angel (Northwest Regional Vice-President) was looking for local training opportunities. Dayna will forward to him the WSEHA membership roster for the Northwest Region.*
- ⇒ *In **New Business**, Ned informed the Board about survey information that NEHA was requesting of its local affiliates. The Board reviewed some of these survey questions for which NEHA was seeking input. NEHA is also conducting another study, and was seeking participation from WSEHA members. Ned said he also hoped that the Environmental Health Directors would also help with this.*
- ⇒ *For the **Next Meeting**, the Board suggested a meeting date for late September. The Board also expressed a desire to return the Board Meetings to the WDOH offices in Kent. The meeting date will be determined by poll in the coming weeks.*
- ⇒ ***Ross made the motion to adjourn the meeting. Jodie seconded. Motion approved. Meeting adjourned at 11:39 a.m.***