

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



**Date:** Tuesday, September 27, 2022  
**Time:** 4:00 pm – 5:00 pm  
**Location:** Microsoft Teams

**Call to Order, Roll Call (quorum @ 4:07 pm)**

PRESIDENT	Nancy Bernard	x	CENTRAL V-P	James Rivard	x
PRESIDENT ELECT	Susan Shelton	x	OLYMPIC V-P	Jodie Holdcroft	NP
IMM. PAST PRESIDENT	Tom Kunesh	4:29	SOUTHWEST V-P	Jeremy Simmons	x
SECRETARY	Jen Garcelon	NP	EASTERN V-P	Vikki Barthels	x
TREASURER	Jesse Smith	NP	NORTHWEST V-P	Ethan Schmidt	x
EXECUTIVE SECRETARY*	Megan McNelly	x	NEHA REP*	Bill Emminger	NP

\*non-voting positions

- 4:00 pm**      **Approval of Agenda**      *N. Bernard*      **Action**  
 Susan motions to approve the agenda. Jeremy seconded. No discussion.  
 Aye: 6 Nay: 0
- 4:02 pm**      **Approval of Minutes**      *N. Bernard*      **Action**  
 Approve minutes from 7/1/2022  
 Susan motion to accept the meeting minutes from July 1, 2022, with the correction to Ethan’s total votes. Vikki seconded. Discussion: Susan noted that the minutes didn’t include Ethan’s total votes. She amended her initial motion to include the total votes.  
 Aye: 3  
 Nay: 0  
 Abstain: 3
- Three Board members were not present at the July meeting (Nancy, Jeremy, James) and abstained.
- Conversation over potential partnerships with WSBRS, WSALPHO, etc. This will be discussed further at upcoming meetings.
- 4:05 pm**      **Treasurer’s Report (posted online)**      *J. Smith (not present)*      **Action**  
 Per Jesse’s email: Jesse, Tom and Mike Young are responsible parties for the account and Megan and

Dayna as signors. So we will need to do a motion to add, remove and keep people on the account to be able to update our bank account

Susan asked if removing Dayna would cause access concerns if Megan was unavailable. Megan explained that for the checks that need second signature, it's sent to the President from the Treasurer and there shouldn't be an issue.

There was interest in always having the President, President-Elect, Treasurer, and Executive Secretary listed on account.

Motion: Susan motions that responsible parties for the WSECU bank account be Jesse Smith, Nancy Bernard, Susan Shelton. Tom Kunesh and Mike Young should be removed as responsible parties. Dayna Katula should be removed as a signor. Megan McNelly should remain as a signor.

Second: Ethan seconded.

Aye: 6

Nay: 0

Abstain: 1

4:07 pm

#### **Executive Secretary Report**

*M. McNelly*

- Membership
  - o Staying about the same; spring is busier for memberships.
- Record Disposition
  - o 12-15 boxes of files that meet retention. Megan was checking with the Board before following the retention policy as listed in the policy and procedure. The following items can be disposed without digitization.
    - Membership disposed
    - Applications disposed
    - Policies and procedures, if superseded, disposed
  - o Tom: Policy and procedures are in line with parameters. He requests that Megan reach out to committee chairs if documents are specific to that committee to gauge interest in digitizing and/or disposal.
  - o Susan: Digitize the archive materials. Digitize correspondence and newsletters.
  - o Digitize?
    - Susan work with Megan to determine which records are important
    - Digitize as much as possible of the historical interest documents
    - Committee to help determine parameters
  - o Secretary of State – check to see if these apply to our organization
    - Tom checked during the meeting and they do not apply to non-profits but can be used as a guide
- Pool & Spa Conferences update (tabled)
- Advisory meeting representation (tabled)

**4:15 pm**

**President's Report**

- Ideas for the year
  - o Regular monthly Board meetings
  - o Tom recommends every other month since Board meeting business is less busy, in general, except around the AEC. He does agree that having a standing meeting every month, to be cancelled as needed, would work. Megan requested that meetings be cancelled at least a week prior to the scheduled day.
  - o Megan will create a poll for monthly meeting.
- AEC Update
  - o Hotel Murano tour, Nov 1, 11:00-12:30 pm
- Regional VP meetings
  - o Susan asked if regional meetings are planned, need materials, etc? Susan will follow-up at next meeting. Regional meetings would help maintain membership, virtual trainings, similar to quad meetings and used as a way to share news/what works. Education committee is empty and would be a great way to do this.

**4:25 pm**

**Committee Reports**

- Awards/Scholarships
  - o Need help soliciting award nominations
  - o What to regional VPs need?
  - o Committee needs to put a blurb/ad together for advertising to EHD, agencies, etc.
- IHC (tabled)
  - o Starting selection processes
- Publications (tabled)
  - o Anne resigned; potential new recruit

**5:00 pm**

**Adjourn**

Future agenda:

WSEHA/WSBRS partnership

Final Minutes submitted by Megan McNelly, WSEHA Executive Secretary, November 20, 2022.