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## **INTRODUCTION**

### **PURPOSE**

The continued success and progress of the Washington State Environmental Health Association, Inc., as an effective leader in the field of environmental health in this state, requires that the officers and directors of the Association be fully cognizant of their role, responsibilities and duties. Certain duties and responsibilities of the officers and members of the Board of Directors are spelled out in the Constitution and By-Laws. Others have evolved by action of the Board and through historical precedent. Effective leadership of the Association is only possible when those individuals charged with the responsibility of guiding the Association have an understanding of the historical development and progress made by their predecessors.

This policy and procedures manual has been developed to provide newly elected officers with a single source of information concerning the Association and their respective duties. It is to be viewed as a still emerging and evolving document which contains items of current and historical importance. Careful review of the major policies and procedures should provide the incumbents with clearly defined statements of exactly what it is that they are supposed to do during their term in office, and of their responsibilities in providing the bases for the next occupant of their position.

### **POLICY**

This manual represents the official policies of the Association and the methodologies and procedures by which these policies are to be accomplished. In order for the Officers and Board of Directors to perform effectively, it is imperative that they be fully cognizant of their duties. Therefore, it is essential that an up-to-date manual be readily available to them at all times. To this end the following policies and procedures are established.

1. Responsibility for maintaining and updating this manual is fixed with the Executive Secretary of the Association.
2. A copy of the most current version of the manual will be made available to each officer, member of the Board of Directors, and the Executive Secretary of the Association upon taking office.

3. Specific sections of the manual will be incorporated into a procedures manual which shall guide the activities of each of the standing committees.

## **PROCEDURES**

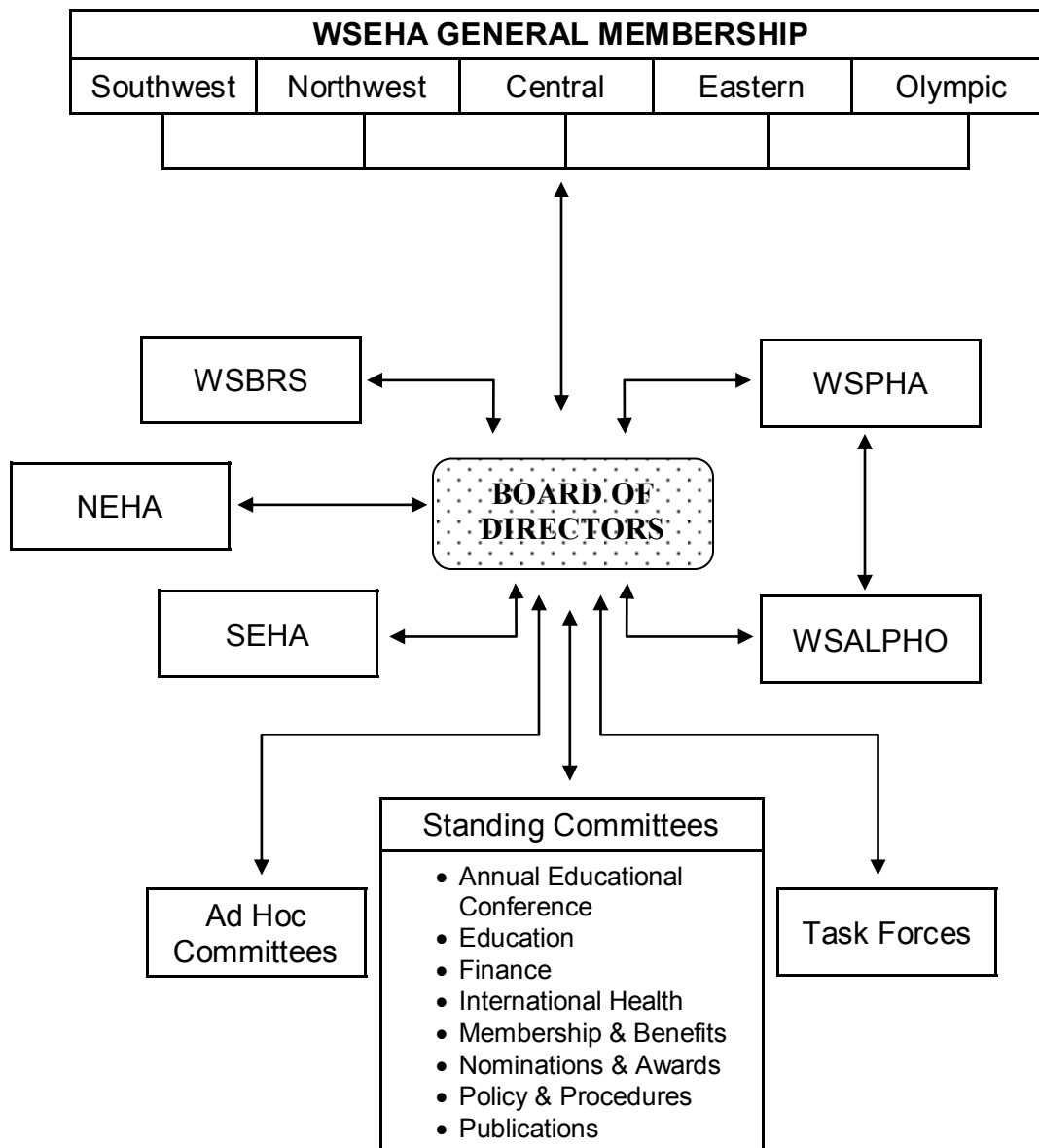
The following procedures are designed to ensure that each new officer and member of the Board is presented with a complete, up to date manual upon taking office.

1. Each officer and Board member shall turn in their manual to the Executive Secretary at the last meeting of the Board in the term for which he/she was elected.
2. The Secretary and/or Executive Secretary shall review each manual, replace any missing sections, and incorporate any new materials which have been adopted since the last revision of the manual.
3. The Secretary and/or Executive Secretary shall provide the incoming President with sufficient manuals for each current officer and member of the Board.
4. The incoming President shall be responsible for distributing the manuals to each officer and Board member at the time of his/her installation.
5. The President Elect shall be responsible for distributing pertinent portions of the manual to the chair of each standing committee at the time of his/her appointment/installation.

## **REVISIONS**

1. Revisions to the manual, or any section or part of a section, may be proposed by any member of the Association.
2. Revisions to the manual shall be effective upon adoption by the Board of Directors.

**TABLE OF ORGANIZATION**



### **WSEHA REGIONS**

The membership of the Washington State Environmental Health Association is organized into five (5) geographic regions based on a member's county of residence. The counties in each region are:

<u>Southwest</u>	<u>Northwest</u>	<u>Central</u>	<u>Eastern</u>	<u>Olympic</u>
Clark	Island	Adams	Asotin	Clallam
Cowlitz	King	Benton	Ferry	Jefferson
Grays Harbor	San Juan	Chelan	Garfield	Kitsap
Lewis	Skagit	Columbia	Lincoln	Mason
Pacific	Snohomish	Douglas	Pend Orielle	
Pierce	Whatcom	Grant	Spokane	
Skamania		Franklin	Stevens	
Thurston		Kittitas	Whitman	
Wahkiakum		Klickitat		
		Okanogan		
		Walla Walla		
		Yakima		

**ANNUAL CALENDAR OF EVENTS**

Date	Activity	Responsible Person(s)
<b>January</b>	Decide on the dates for annual membership meeting, and election of officers	WSEHA Board
	Approve annual budget	WSEHA Board
	Distribute AEC brochure if being held this year	Publications Committee and
<b>April</b>	Submit Federal Tax Form to the Internal Revenue Service	Treasurer
	Decide whether AEC will be held the following year, timeframe (usually April – May), and city location	WSEHA Board
<b>May</b>	Submit Nonprofit Corporate Annual Report and fee to the Secretary of State	Executive Secretary and Treasurer
	Update information for Combined Fund Drive	Executive Secretary
	Pay for website domain name and hosting service	Executive Secretary and Treasurer
<b>June</b>	Decide AEC Chairperson if AEC being held following year	WSEHA Board
<b>July - August</b>	AEC Committee holds first planning meeting for following year	AEC Chairperson
<b>September</b>	Distribute “Call for Papers” if AEC being held following year	AEC Chairperson and Executive Secretary
	Send announcement for Cind Treser Memorial Student Scholarship applications to colleges	Scholarship Committee
<b>November</b>	Review and possibly amend Annual Calendar of Events for coming year	WSEHA Board
<b>December</b>	Submit proposed annual budget to the Board	Finance Committee
	Provide Treasurer the annual Pool Manual Destination Report for the year	Executive Secretary
	Pay the Washington State Department of Revenue the sales tax on the pool manuals	Treasurer

## **ASSOCIATION RECORDS**

### **A. ASSOCIATION FILES**

#### **Policies**

1. The official files of the Washington State Environmental Health Association consist of all current documents and records having to do with the governance, purpose, functions, finances, operations, or other activities of the Association.
2. The official files of the Association shall be maintained by the Executive Secretary of the Association at his/her residence in a filing cabinet and in such manner as to assure the easy retrieval of a given record.
3. The Executive Secretary of the Association shall be responsible for the overall administration of the files and shall insure that the files are maintained in accordance with the policy and procedure on retention and disposition of WSEHA records.
4. The current Secretary and/or Executive Secretary shall have in their possession a file which contains copies of all current records of the Association.

#### **Procedures**

1. The files are organized into the following folders/categories:
  - A. Governing Documents
    1. Articles of Incorporation
    2. Constitution & Bylaws
    3. Obsolete Documents
  - B. Policies and Procedure Documents
    1. Current Policy & Procedures
    2. Obsolete Policy & Procedures
    3. Resolutions
  - C. Rosters
    1. Officers & Directors
    2. Membership List
  - D. Operations
    1. Awards Manual (Annex A)
    2. Education Manual (Annex B)
    3. Annual Educational Conference Guidebook (Annex C)



- E. Records & Reports (By Year)
  - 1. Annual Meetings
  - 2. Board of Director Meetings
  - 3. Other Meetings
- F. Correspondence (by Year)
  - 1. Current Year
  - 2. Previous Year

## **B. RETENTION AND DISPOSITION OF WSEHA RECORDS**

### **Policies**

1. An archive of superseded or obsolete documents, containing legal, policy, and/or historical information, of lasting importance and interest to the Association and its members shall be established and maintained at a location designated by the Board. Such archive should not be located within the same building as the official records of the Association.

2. All copies of the current and previous versions of the following records of the Association shall be retained.

- a. Articles of Incorporation.
- b. Constitution & Bylaws.
- c. Minutes of the Board of Director's Meetings.
- d. Minutes of the Annual Business Meetings.
- e. List of Recipients of Awards and Decorations.
- f. Lists of Archived Documents

*DISPOSITION:* Permanent File. A copy of all such records shall be permanently maintained in the archives of the Association.

3. The following records shall be maintained for a period of five years prior to the current operating year.

- a. Correspondence.
- b. Newsletters.

*DISPOSITION:* Upon expiration of the above schedule all such documents are to be archived.

4. The following records shall be maintained until superseded, and for a period of two years following the date on which they were superseded.

- a. Membership Lists.
- b. Policies and Procedures.

*DISPOSITION:* Upon expiration of the above schedule all such documents are to be archived.

**Procedures**

1. The Executive Secretary shall assure that all records and/or documents to be archived are assembled, catalogued, boxed and sealed in a secure manner for permanent storage in accordance with the schedule detailed above.
2. The sealed box of records shall be stored and maintained in the possession of the Executive Secretary, or other such location as may be established by the Board.
3. A copy of the list of documents archived shall be maintained in the files of the Association.

## **ASSOCIATION FINANCES**

The Association derives income from the annual dues of the members, as set forth in its Constitution & Bylaws, and from the profits, if any, of the conferences and educational activities conducted or supported by the Association.

### **A. INCOME**

#### **Policies**

1. All monies received by the Association shall be deposited by the Treasurer or under the Treasurer's direction in a depository selected by the Board. The Treasurer may direct other officers of the Association and the Executive Secretary to make deposits and provide the Treasurer with appropriate information about the deposits (such as check number, amount of check, from whom the check is from, and the purpose of the check) along with the deposit receipt.
2. All deposits will be made prior to the end of the month and/or financial period in which the money was received.
3. Dues for the National Environmental Health Association are to be paid by the members directly to NEHA. If a member should send his/her NEHA dues with their payment of the WSEHA dues, the Treasurer shall refund the difference to the member by check.
4. Any regional special funds will be kept in the Association's account(s), and expenditures of such monies are to be made only on the written authorization of the regional Vice-President.

#### **Procedures**

1. Normally, the incoming Treasurer, after consultation with the outgoing Treasurer, shall submit a recommendation to the Board concerning the appropriate type(s) and location(s) of accounts which should be established as the depository for the Association's monies.
2. Consideration should be given to the pro's and con's of changing financial institutions/arrangements established by the previous Treasurer, in terms of convenience, rate(s) of return on savings or invested monies, established relationships with the financial institution, etc.

**B. EXPENDITURES**

**Policies**

1. The Treasurer may spend up to the amount budgeted on any item. Expenditures over the budgeted amount require Board approval and the preparation of an amended budget.
2. All disbursement of Association monies shall be done by check signed by the Treasurer. Any disbursement over \$2000 shall be made by check signed by both the Treasurer and either the President, Immediate Past President, or President Elect.
3. Expenses will be paid only if submitted on an approved "Request for Travel and/or Purchase Reimbursement" form. Each form must be properly completed, signed, and accompanied by any necessary receipts and/or explanations.
4. Each regional Vice-President may spend up to the amount allotted to his/her region by the approved annual budget of the Association.
  - a. Each region shall be allocated the same amount of money for regional activities, except that the amount of funds which a region receives for postage and mailing expenses shall be based on the number of members within each region.
  - b. These funds are to be spent for necessary educational or operational expenses such as covering the cost of meals, lodging, mileage and/or fees for guest speakers.

**C. ACCOUNTING**

**Policies**

1. A financial report, as required by the Constitution & Bylaws, shall be prepared by the Treasurer before each regularly scheduled meeting of the Board of Directors. This report should show the difference between budgeted and actual amounts for both income and expenditures. [Budgeted - Actual = Difference]
2. The monthly or quarterly bank statements on each of the Association's accounts shall be in agreement with the Treasurer's ledger. Any discrepancies between the bank statements and the Treasurer's ledger shall be reconciled within five days.

## **MEETINGS AND CONFERENCES**

### **A. ANNUAL EDUCATIONAL CONFERENCE AND MEETING**

The Constitution & Bylaws provide that an Annual Educational Conference (AEC) shall be conducted each year. The exact nature, location and timing of the AEC are left to the discretion of the current Board of Directors and the Annual Educational Conference Committee, with the exception that the annual business meeting of the Association be held in conjunction with the AEC. The Board of Directors may suspend holding an AEC in any year it considers it would likely result in a significant financial loss to the Association.

#### **Policies**

1. A separate category shall be included in the annual budget for the AEC. The money allocated to the Conference should be greater than the estimated "break-even" point based on the expenditures and revenues of the preceding AEC.
2. The AEC Committee should make provisions for some type of special recognition program for retired members at every third Conference.
3. Any vouchers submitted to the Treasurer more than one (1) year after the last day of the Conference for which the bill was submitted shall be considered invalid and shall not be paid.
4. Any amounts of money above, or under, the cost of the AEC shall be deposited into, or withdrawn from, the operating funds of the Association.
5. The AEC shall be conducted in accordance with the guidelines established in the AEC Guidebook (Annex C).

### **B. BOARD OF DIRECTORS MEETINGS**

#### **Policies**

1. The Board of Directors shall meet at least quarterly, and more often if necessary, in order to conduct the affairs of the Association.

2. Meetings of the Board of Directors shall be held in a location which encourages the attendance of all officers and directors. With the approval of the Board Chair, a Board member may attend by conference call if not able to attend in person.
3. A simple majority of the Board attending in person or by conference call shall constitute a quorum.
4. As a courtesy to other members of the Board, and in an attempt to avoid the time and expense of travel to Board Meeting where a quorum is not present, any member who is unable to attend a scheduled Board Meeting should notify the Secretary by telephone or e-mail at least two (2) days before the meeting.
  - a. Should it become apparent to the Secretary that a quorum will not be present, he/she shall notify the President who may cancel the meeting.
  - b. The President and/or Secretary shall notify by telephone or e-mail each Board member that the meeting has been cancelled.
5. A Board member should be assigned to serve on each standing committee of the Association in order to serve as a liaison between the committee and the Board.
6. A representative of the local chapter of the National Student Environmental Health Association shall be invited to each Board of Directors' meeting. The student representative may participate in the discussions but is not a voting member of the Board.

## **C. REGIONAL MEETINGS**

### **Policies**

1. The Regional Vice-Presidents should organize and conduct regular regional educational and business meetings each year.
2. These meetings should be held in conjunction with an educational program when feasible.

## **D. COMMITTEE MEETINGS**

\* \* \* Reserved \* \* \*

**E. EDUCATIONAL COURSES AND CONFERENCES**

One of the fundamental purposes for the existence of the Washington State Environmental Health Association is the furtherance of continuing education opportunities.

To this end, the Association, through its various committees and task forces is involved in the development, conduct, funding and/or sponsorship of a variety of continuing educational activities. In order to provide for coordination of efforts, continuity of purpose, and to ensure the highest possible quality of these activities, the following policies have been adopted to apply to all seminars, conferences, courses, workshops, etc.

**Policy**

All educational activities to be funded, conducted, sponsored or co-sponsored by the Association must be approved by the Board of Directors, in accordance with the guidelines in the WSEHA Education Manual (Annex B).

## **REIMBURSEMENT FOR EXPENSES**

### **A. TRAVEL AND MILEAGE REIMBURSEMENT**

#### **Policies**

1. The Association shall send an official delegate to the NEHA Annual Educational Conference. The delegate shall be the President or an alternate designated by the Board who is a NEHA member or will become a NEHA member before attending the conference. The delegate will be provided with round-trip airplane fare; conference registration reimbursement, which may include NEHA membership fee; lodging reimbursement; and up to \$50.00 per diem for the length of the Conference.
2. Car mileage may be reimbursed to the Executive Secretary at the full current standard Federal employee rate when necessary to conduct Association business.
3. Car mileage may be reimbursed to Board members at half the current standard Federal employee rate when necessary to conduct Association business.
4. Mileage may be reimbursed to committee members, at the same rate as for Board members, when it is necessary for members of a standing or ad hoc committee to travel on Association business.
5. Every effort should be made to "car-pool". If a member chooses to drive his/her personal car rather than participate in an available car-pool, mileage shall not be reimbursed.
6. Airplane fare may be reimbursed to Board members and the Executive Secretary if airplane travel is necessary to conduct Association business.

#### **Procedures**

1. Requests for reimbursement for travel expenses shall be made using the "Request for Travel and/or Purchase Reimbursement" form. Each form must be properly completed, signed, and accompanied by any necessary or appropriate receipts and/or explanations.
2. Committee members shall keep accurate records of their mileage. These records shall be submitted to the Treasurer, at the end of the year, who will review them and disburse money based on the amount left in the account, not to exceed the rate specified by the above policy.



**B. MISCELLANEOUS EXPENSES**

**Policies**

1. Association members may be reimbursed for expenses incurred on the Association's behalf, provided:
  - a. The member actually paid for the items or services purchased;
  - b. The items or services were necessary to the conduct of an Association function or activity; and,
  - c. The purchase of the item was approved in advance by the Board.
2. Board approval may be secured by submission of an individual request for the purchase of a particular item or service, or by the approval of a budget for a particular activity, e.g., the Annual Educational Conference.

**Procedure**

Requests for reimbursement for miscellaneous expenses shall be made using the "Request for Travel and/or Purchase Reimbursement" form. Each form must be properly completed, signed, and accompanied by appropriate receipts and/or explanations before being submitted to the Treasurer for payment.

## MEMBERSHIP

### A. CATEGORIES AND QUALIFICATIONS OF MEMBERS

#### Policies

1. The Constitution & Bylaws of the Association provides for eight categories of members:

a. **Regular:** A person who is, or has been, active in the field of environmental health, or related educational activity, and who has a bachelor degree from an accredited college or university.

1) Active membership may be granted by the Board to an individual who is otherwise qualified except for the attainment of an academic degree, who has obtained such training and experience as may be deemed equivalent by the Membership and Benefits Committee.

2) Any person aggrieved by a decision of the Membership and Benefits Committee may appeal the decision to the entire Board of Directors.

b. **Associate:** A person who is active in the field of environmental health in a para-professional capacity or who is active in a related field, but who does not meet the requirements for active membership.

c. **Student:** A person who is a full-time student working toward a degree in sanitary science, public health, environmental health, or related academic discipline. If the individual is less than a full-time student, the President of the Association may authorize student membership status on the recommendation of the Membership Committee.

d. **Emeritus:** Retired membership may be awarded to a retired regular member, upon application, provided he/she has been a member of the Association for at least five years immediately prior to his/her retirement and has accrued at least twenty years of environmental health service or has retired due to a disability. The Board of Directors may waive years of environmental health service in consideration for years of service to the Association.

e. **Honorary:** Honorary Membership may be conferred upon any person or persons for distinguished achievement or services in the field of environmental health.

f. **Affiliate:** Affiliate membership may be offered at the discretion of the Board to nonprofit organizations or associations with purposes and interests similar to, and goals and programs compatible with, those of this Association. An affiliate membership authorizes an organization or association to pay the membership registration rate for one representative per WSEHA training event.

g. **Sustaining:** Sustaining membership is offered at the discretion of the Board to those individuals, firms or corporations, who have interests and objectives compatible with those of the Association. Sustaining members shall be offered to be listed on the Association's web site with a link to the sustaining member's web site. The Board may suspend the link to a sustaining member's web site if the Board considers it contains information that is not compatible with the interests and objectives of this Association. A sustaining membership authorizes a firm or organization to pay the membership registration rate for up to four representatives per WSEHA training event.

h. **Subscribing:** Subscribing membership is offered to persons, residing outside of the state of Washington, whose principal membership benefit is receipt of the *WSEHA Newsletter*.

2. The following annual dues for each membership category have been established by the WSEHA Constitution and By-Laws:

Regular Member	\$50.00
Associate Member	\$50.00
Student Member	\$ 5.00
Emeritus Member	\$ 5.00
Honorary Member	None
Affiliate Member	\$75.00*
Sustaining Member	\$250.00
Subscribing Member	\$20.00

\* Dues for an affiliate member may be waived by the Board in cases where there is a reciprocal relationship with another organization or association which does not charge WSEHA annual dues.

3. The annual dues are payable with the application for membership to the Association. Membership is for one year.

4. A lapsed membership may be reinstated by paying the full membership dues. The annual fee will not be prorated.

5. To reinstate a lapsed membership for the purpose of maintaining the original joining date, the member must pay all of the back dues for the category of membership selected by the member at the time of reinstatement. If back dues are not paid, then the joining date starts over again with the current date, however original membership identification number remains the same. Members may appeal this decision to the Board of Directors.

### **Procedures**

1. Applications from prospective members are to be sent to the Executive Secretary who shall review the application and determine the appropriate membership category. Once the Executive Secretary has determined that the person is qualified for membership, he/she shall enter the person's name, address and other provided information on the official membership roster and then deposit the dues payment as directed by the Treasurer.

2. The Executive Secretary shall ensure that each member is sent a renewal notice at least a month prior to the individuals renewal date and any member whose dues payment is two months delinquent is provided a second notice. Members shall return their renewal notices, with their payment, to the Executive Secretary, who shall update the membership roster and deposit the dues as directed by the Treasurer.

3. Dues for the National Association are to be paid directly to NEHA by each member. (See Finances)

## **B. RECRUITMENT OF NEW MEMBERS**

### **Policy**

An annual membership drive shall be conducted by the Membership & Benefits Committee.

### **Procedures**

1. The Association will maintain a promotional brochure to send to prospective new members.

2. All new regular and associate members shall receive the following from the Executive Secretary:

- a. A membership card indicating his/her membership class and renewal date; and

- b. A roster of the current Board Members.

## **C. USE OF WSEHA MEMBERSHIP LISTS**

### **Policies**

1. The Executive Secretary of the Association shall be responsible for maintaining the official membership list of the Association. He/she shall coordinate this activity with the Treasurer, members of the Board, and such committees of the Association as have need for an accurate and current list of members.
2. Copies of the membership roster of the Association, including the names and addresses of its members, shall not be released to any other person, organization, agency, or entity, with the following exceptions:
  - a. Official government agencies when required by law, or when such is necessary to further an approved goal of the Association;
  - b. Other non-profit organizations having similar goals and objectives in order that the WSEHA members may be notified of scientific, technical and/or educational developments and activities; provided that such organization agrees in writing not to release or divulge the contents of the mailing list to any other organization, agency, person or other entity for any reason; and
  - c. Other organizations or corporations which offer items or services which will benefit the individual members, providing:
    - 1) Such organization or corporation agrees in writing not to release or divulge the contents of such mailing list to any other organization, agency, person or other entity for any reason;
    - 2) Such organization agrees to return all copies of such mailing list should the Board determine it is no longer in the best interest of the membership to permit said organization or corporation to use the mailing list; and
    - 3) That any member may request, in writing to the Board, that his/her name be removed from the mailing list provided to such an organization or corporation.

### **Procedures**

1. Requests for copies of the Association's membership list shall be made in writing to the Association on a form approved by the Board. The Executive Secretary shall handle routine requests for a set of mailing labels or a copy of the membership roster in accordance with the policies outlined above. Non-routine requests shall be re-

viewed and decided upon by the Board at its next meeting following receipt of the request. The Executive Secretary may charge a fee to the person making the request to reimburse the Association for processing and handling the request.

2. The decision of the Board shall be communicated in writing by the Secretary to the requesting party as soon as practicable after the meeting.

a. Should the Board approve the request, the Executive Secretary shall send the agreement form to the requesting party, who will then sign it, indicating his/her agreement not to use the mailing list for purposes other than specifically authorized by the Board and return it to the Executive Secretary.

b. Once the Executive Secretary has received the signed agreement form, he/she will send a copy of the current membership list to the requesting party. Before sending the list, the Executive Secretary shall delete the names of any members who have notified the Board that they do not want their names made available to outside parties.

3. Notwithstanding the above, should the occasion arise, when there is insufficient time to conclude the above process with regard to a specific request, and when the intention of the requesting organization is clearly for the benefit of the membership, any officer, with the concurrence of the President, may request that the Executive Secretary send a copy of the mailing list to such organization, subject to a full report to the Board at its next regularly scheduled meeting.

**REQUEST FOR MEMBERSHIP INFORMATION FORM**



**WASHINGTON STATE ENVIRONMENTAL HEALTH ASSOCIATION**

103 Sea Pines Lane • Bellingham WA 98229  
Telephone (360) 738-8946 • Facsimile: (360) 738-8949

The Washington State Environmental Health Association is an organization of professional sanitarians, involved in the protection of the public's health. As such we react and interact with a variety of other organizations and agencies which would like to have a list of our members. The Board has determined that the unrestricted release of this information is not in the best interest of the members. Therefore the Board has established the attached policy and procedures to govern the release of membership information.

Please fill in the information requested below and sign the form, in the space provided, indicating that you have read and agree to be bound by the terms contained herein.

To be completed by the agency/organization requesting WSEHA membership information.

Name of contact person: \_\_\_\_\_

Name of agency/organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Information Requested:**

☐ Mailing Labels

☐ Membership Roster

☐ Other: \_\_\_\_\_

Purpose for which the information is requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I have read the attached WSEHA policy and procedure document concerning the use and release of WSEHA membership information and agree that the information requested shall be used only for the purpose stated above and that no copies of member names and/or addresses shall be made for any purpose.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

## **LEGAL COUNSEL**

The Washington State Environmental Health Association, has infrequently required the services of legal counsel. Reasons for seeking legal advice might include any of the following:

1. It is important that the Association remain, at all times, in compliance with the laws, statutes, and rules and regulations of the state and of the United States.
2. As a registered non-profit organization of the State of Washington, the Association has certain legal responsibilities and privileges. In order to take advantage of such privileges, the Association must file certain legal documents, such as an application for non-profit organization mailing rates with the U.S. Internal Revenue Service.
3. There may arise questions as to the impact of certain activities on the Association's legal status, or conceivably the Association could become involved in a legal proceeding.

## **POLICY & PROCEDURE**

Whenever a need should arise for legal council, the Board of Directors may direct the President, or his/her designated alternate, to choose and hire such legal council.



## **BULK MAILING**

In the event that the Washington State Environmental Health Association has need of a non-profit bulk mailing permit the Board may authorize the purchase of one from the U.S. Postal Service in order to secure lower costs for mailing Association materials. Such a need might arise for materials such as the notices of continuing education courses and/or a print version of the WSEHA Newsletter.

1. A bulk mailing permit requires the payment of a one-time fee for authorization to print material with a bulk mailing imprint.
2. A bulk mailing permit is good for a period of one year, beginning January 1, and may be renewed. The cost of renewing the permit each year is established by the US Postal Service.
3. The current rates for bulk mail are available from the US Postal Service.

### **POLICIES**

1. The use of the Association's Bulk Mailing permit and permit number is restricted to official Association mailings.
2. The Association may maintain a balance of \$200.00 in the bulk mailing permit account.
3. The Secretary and Treasurer are to be kept informed of the balance remaining in the account.

### **PROCEDURES**

1. Preparation of Bulk Mail:
  - a. In order to use the non-profit bulk rate there must be at least 200 individual pieces in the mailing and all pieces in the mailing must be identical except for the address label.
  - b. All materials which are to be mailed using the Association's bulk mailing permit must:

- 1) Be imprinted with the bulk mailing imprint in the upper right corner of the envelope or mailing cover (copies of the bulk mail imprint are available from the Executive Secretary);
- 2) Have the Association's return address (103 Sea Pine Lane, Bellingham, WA 98229) printed in the upper left corner of each piece; and,
- 3) Be arranged in Zip Code order.

2. Sorting and Labeling Bulk Mail:

a. All pieces in a package must be facing the same way with the address visible on the top piece. Packages must be securely tied or banded lengthwise and crosswise and should not exceed approximately four inches in thickness. Packages less than one inch in thickness may be secured with one band around the girth.

b. All pieces in the mailing must be arranged by Zip Code and bundled into packages using the following criteria. Pressure sensitive package labels must be applied to the lower left corner of the address side of the top piece on letter size packages and next to the address on larger packages.

1) **Five-Digit Direct (D):** Ten or more pieces for the same 5 digit ZIP code destination (e.g., 98195) must be made up into a 5 digit package. The mailer may package less than 10 pieces in the same manner. Affix a RED "D" PS label to each package.

2) **Three-Digit Packages (3):** When there are ten pieces or more for a 3 digit Zip Code prefix (e.g., 981xx) *after* the required 5 digit packages have been made, they must be made up into 3 digit packages. The mailer may package less than 10 pieces in the same manner. Affix a GREEN "3" PS label to each package.

3) **State Packages (S):** When there are ten or more pieces for the same state are left over after the 5 digit and 3 digit packages have been made up, they must be made up into state packages. The mailer may package less than 10 pieces in the same manner. Affix an ORANGE "S" PS label to each package.

4) **Mixed States Packages:** Pieces remaining after all other packages have been made up, must be made up into mixed states packages. Affix a BEIGE "MS" PS label to each package.

3. Posting Bulk Mail:

a. A U.S. Postal Service bulk mailing form must be filled out and submitted to the Post Office with each bulk mailing.

1) It is no longer necessary to submit two copies of the form to the Postal Service, since the Postal Service now sends the Association a computer receipt for each bulk mailing. However, the form should still be completed in duplicate and the second copy sent to the Executive Secretary who will attach it to the Postal Service receipt and forward both to the Treasurer so that the proper account(s) are debited.

2) Be sure to indicate on the form what is being mailed,

b. Bulk mail may only be posted from the branch office(s) designated by the US Postal Service (on the days and times indicated).

4. Contact the Executive Secretary for additional advice on the preparation and use of bulk mail **before** you have your material printed. Additional advice and information on bulk mailing and the mailability of materials is available from the US Postal Service.

### **WSEHA'S NONDISCRIMINATION POLICY**

The Washington State Environmental Health Association (WSEHA) assures to each applicant, employee, or contractor equal opportunity without regard to a person's age, race, color, sex, religious creed, national origin, sexual orientation, political opinions or affiliations, marital status or disability except as provided by law or when such requirement constitutes a bona fide occupational qualification necessary to perform the tasks associated with the position.

WSEHA assures equal opportunity and nondiscrimination in service delivery. No person shall on the basis of age, color, disability, national origin, race, religion, sexual orientation, or sex be excluded from participation in, be denied membership or benefits of, or be subjected to unlawful discrimination.

No person shall be retaliated against, harassed, intimidated, threatened, coerced or discriminated against for making a charge, testifying, assisting or participating in any manner in an investigation, proceeding or hearing, or for opposing alleged unlawful discriminatory practices prohibited by this policy or related to state and federal laws, rules and regulations.

## **INTRODUCTION**

### **A. OFFICES & TERMS OF OFFICE**

The Constitution & Bylaws (Article V) provide for the following officers and terms of office:

- 1) President - One (1) year, progresses from President-Elect
- 2) President-Elect - One (1) year, elected annually
- 3) Immediate Past President – (One (1) year, progresses from President
- 4) Secretary - Two (2) years, elected in even years
- 5) Treasurer - Two (2) years, elected in odd years

### **Policies**

1. The officers shall be responsible for providing leadership and for over-seeing the day-to-day operation of the Association. [Article V, Section 1]
2. In the event that elections are not held, or that a candidate is not elected to fill any office, the Constitution provides that the incumbent officer shall remain in office until his/predecessor is elected.
3. In addition, the Board of Directors has retained the services of an Executive Secretary, under authority of Article VII, Section 4 of the Constitution & Bylaws. The Board shall select and fix compensation and conditions of employment or contractual duties for such Executive Secretary as it may deem necessary. The purpose of the Executive Secretary is to:
  - a. Conduct the day-to-day operations of the Association;
  - b. Provide a centralized address for Association mail;
  - c. Receive and route Association correspondence in a timely manner to the appropriate officers or committee members; and,
  - d. Maintain the files and official records of the Association.

### **B. ELECTIONS OF OFFICERS**

The Constitution & Bylaws provide that annual elections shall be conducted by mail ballots.

### **Policies**

1. The Nominations and Awards Committee is responsible for the development of a list of qualified candidates for submission to the Board.

a. Nominations are to be actively solicited by the Committee from the active membership.

b. The list must be submitted to the President at least two (2) weeks before the date set by the Board for the mailing out of the ballots.

c. Other nominations may be made by the submission to the Secretary of a petition signed by at least five (5) eligible voting members. Such petition must be received by the Secretary at least two weeks prior to the date set for the mailing of the ballots.

2. The list of candidates should be announced to the membership as soon as possible so that they have time to reflect on the choices before they receive their ballots. The list of candidates, and available biographical data on each, should be published in the *WESHA Newsletter* in advance of the election.

3. The Board is responsible for having a mail ballot prepared.

a. The printed ballot should include:

- 1) The slate of candidates submitted by the Nominating Committee;
- 2) Any candidates nominated by petition; and
- 3) A space for a write-in candidate for each office.

b. The ballots should be prepared so that they may be folded by the voters in such a manner that their vote is not visible until the ballot is unfolded.

c. A set of instructions and a return envelope, addressed to the Association's central mailing address, should be included with the mailing.

d. The members should seal their ballots in the return envelopes provided and sign their name on the outside of the envelope.

4. The ballots are to be mailed by the Secretary to all members in good standing not later than thirty (30) days before the date of the annual business meeting.

5. Ballots are to be marked by the members, folded, inserted into the envelopes provided and returned to the WSEHA Office by the date specified in the instructions, not to be later than ten (10) days before the annual business meeting, except ballots may be returned in person to a designated officer of the Association at the Annual Educational Conference not later than three (3) hours before the start of the annual business meeting.

6. The Secretary, in the presence of two (2) eligible voters appointed by the President, shall remove the ballots, without unfolding them, from the envelopes after first comparing the names of the voters with an up-to-date list of all members in good standing.

a. Ballots in unsigned envelopes, or from members not in good standing, shall not be counted.

b. After all envelopes have been emptied, the ballots should be shuffled and then counted.

c. The results of the election should be reported in writing to the President, who will telephone each of the candidates and let them know the results of the election.

7. All newly elected officers shall assume their duties at the conclusion of the annual business meeting of the Association.

### **C. VACANCIES**

In the event of a vacancy in an office, the Constitution & Bylaws, Article V, Section 4, provides that:

1. **The President.** The President-Elect shall assume the duties of that office.

2. **The President-Elect.** An election shall be held to fill this vacancy. If this vacancy occurs during the first six (6) months of the President-Elect's term of office, a special election shall be held to fill this vacancy. Otherwise the vacancy in the President-Elect shall be voted on during the next regular election.

3. **The Secretary or Treasurer.** A member of the Association shall be appointed by the Board to hold such office until the next regular election, at which time a member shall be elected to serve the remaining portion of any unexpired term created by such a vacancy.

4. **Immediate Past President.** The position will remain vacant until the current President becomes the Immediate Past President at the annual meeting of the Association.

## **DUTIES & RESPONSIBILITIES**

Certain specific duties of the officers are specified in the Constitution & Bylaws. Other duties are implied by their respective titles. In addition, other specific duties have been assigned to each of the officers of the Association through past practices and actions of the Board.

### **A. PRESIDENT**

The President is responsible for pursuing the stated purposes and objectives of the Washington State Environmental Health Association. To this end he/she is responsible for planning and developing goals and objectives, organizing, coordinating and reviewing the Association's activities.

1. The President is also chairperson of the Board of Directors. [Constitution & Bylaws, Article VI, Section 2]
2. The President is to preside at the annual meeting of the Association. [Constitution & Bylaws, Article VI, Section 2]
3. The President and the President-Elect will meet each year with the new Regional Vice-Presidents, Board members and committee chairpersons to orient them to their duties and the Board's function and policies. This should normally occur concurrently with the Annual Educational Conference or the first Board meeting of the new officers.
4. The President represents WSEHA at the NEHA Annual Educational Conference.

### **B. PRESIDENT-ELECT**

The President-Elect shall assist the President in the implementation of the goals, objectives, and activities of the Association. He/ she is expected to prepare himself or herself for his/her future role as President.

1. At the first Board meeting after the installation of new officers, the President-Elect shall submit a slate of proposed committee chairpersons for approval by the Board. [Constitution & Bylaws, Article VI, Section 3]
2. The President and the President-Elect will meet each year with the new Regional Vice-Presidents, Board members and committee chairpersons to orient them to their duties and the board's function and policies.



- a. This should normally occur concurrently with the Annual Educational Conference or at the first Board Meeting of the new officers.
  - b. The President-Elect should ensure that copies of pertinent portions of the Policy & Procedures Manual are provided to each chairperson.
3. The President-Elect shall preside at all meetings in the absence of the President. [Constitution & Bylaws, Article VI, Section 3]
4. The President-Elect is responsible for insuring that regional meetings are scheduled. [Constitution & Bylaws, Article VI, Section 3]
5. The President-Elect may assume the title of association Vice- President. [Constitution & Bylaws, Article VI, Section 3]

**C. SECRETARY**

The Secretary is responsible for assisting the president and the President-Elect in carrying out their responsibilities.

**1. Correspondence:**

- a. The Secretary shall conduct such correspondence of the Association as may be directed to him or her, or as may be delegated by the President.
- b. The Secretary shall keep accurate records of all WSEHA correspondence.

**2. Meetings:**

- a. The Secretary shall provide written notice:
  - 1) To all officers and members of the Board of the time and place of Board meetings;
  - 2) To the membership of the time and place of the annual business meeting and/or any special meetings of the Association.
- b. The Secretary shall keep accurate records of all Board meetings.
- c. The Secretary shall provide a copy of the minutes of each meeting of the Board of Directors to the editor of the *WSEHA Newsletter* as soon as practicable after said meeting.

3. The Secretary shall mail out and count the ballots for the annual election of officers.
4. The Secretary shall assist the Newsletter editor in obtaining articles and publishing the *WSEHA Newsletter*.
5. The Secretary shall serve on at least one standing committee of the Association.
6. The Secretary shall be responsible for ensuring that the policy and procedures manuals are made current and available for distribution to the officers and members of the Board annually.

#### **D. TREASURER**

The Treasurer is the chief fiscal officer of the Association and is the custodian of the Association's funds.

1. The Treasurer shall have charge of all monies of the Association and shall deposit the same in a depository approved by the Board. [Constitution, Article VI, Section 5]
2. The Treasurer shall report the financial condition of the Association to the Board at every meeting of the Board, or whenever requested to do so by the Board.
3. All disbursements of monies shall be made only by check of the Association signed by the Treasurer.
4. The Treasurer shall work with, and provide information to, the Finance Committee in order to assist it in the preparation of budgets, in securing funds, or in otherwise carrying out its functions.
5. Unless this responsibility is transferred to an Executive Secretary, the Treasurer shall work with the Membership Committee and the Continuing Education Committee to ensure that the membership roster is current and continually updated.
6. Unless this responsibility is transferred to an Executive Secretary, the Treasurer shall be responsible for notifying the members of the renewal dates for their membership, for the collection of dues and the issuance of membership cards. The Treasurer (or Executive Secretary) shall also ensure that copies of the Constitution and Bylaws are made available to new members upon request.

**E. IMMEDIATE PAST PRESIDENT**

The Immediate Past President provides continuity and perspective to the Board of Directors.

1. The Immediate Past President shall chair or co-chair the Nominations and Awards Committee as one of the two members at large specified by the Bylaws [Constitution & Bylaws, Article IX, Section 3.]
2. The Immediate Past President is expected to fully participate in the deliberations of the Board contributing his/her perspective with regard to past actions of the Board, and any unfinished business of the Association.

**F. EXECUTIVE SECRETARY**

**1. Compensation and Reimbursement:**

- a. The Board of Directors, having entered into a contract with an Executive Secretary, shall review the contract annually. The review shall include consideration of the nature and range of services provided by the Executive Secretary and whether or not the means and level of compensation are appropriate to the position considering the time commitment necessary to the performance of the desired level of services, the cost of living index and the fiscal resources of the Association.
- b. The Executive Secretary shall be authorized to make routine purchases of office supplies, not to exceed \$100.00, without Board approval.
- c. The Executive Secretary shall be reimbursed for all authorized expenditures upon submission of a "Request for Advanced Funds and/or Purchase Reimbursement" form to the Treasurer.

**2. Central Address:** An address convenient to the Executive Secretary shall be selected by the Board as the official address of the Association. This address will be listed in the Journal of Environmental Health, in the WSEHA Newsletter and on official Association stationary.

**3. Correspondence:** The Executive Secretary shall receive and route Association mail to the following officers.

- a. President: The current President shall receive all correspondence addressed to the Association except for those exceptions listed in this section.

- b. Treasurer: The current Treasurer shall receive:
  - 1) Any correspondence addressed to the Treasurer, either by name or by title;
  - 2) Membership dues; and
  - 3) All Association conference registration fees.
- c. WSEHA Newsletter: Articles and/or news items intended for publication in the *WSEHA Newsletter* and correspondence from out of state newsletter editors shall be sent directly to the current chairperson of the Publications Committee
- d. Others: All current officers and committee chairs shall receive such personal correspondence as may be addressed to them by name or title. Correspondence addressed to previous officers or committee chairs shall be either sent to the present officer or chair or forwarded to the President for further disposition.

**4. Membership:**

- a. Applications & Renewals: Applications from candidates for new membership shall be processed by the Executive Secretary, who shall forward all membership dues to the Treasurer or deposit such dues under the direction of the Treasurer. Membership renewals shall be processed in the same manner. In cases where its is not clear whether or not an applicant is qualified for the category of membership designated on the application form, the entire application shall be forwarded to the Membership and Benefits Committee for a determination.
- b. Membership Roster: The Executive Secretary shall ensure that the membership roster is current and continually updated. Copies of the revised membership roster shall periodically be provided to the Board of Directors, the Membership and Benefits Committee, and the Education Committee. The roster shall also be available to other Association standing and ad hoc committees.

- 5. Ballots, Referenda & Surveys:** All ballots, referenda, survey returns and similar correspondence shall be held by the Executive Secretary until called for by the appropriate officer.

**WSEHA OFFICERS, 1946 - PRESENT**

<u>Officers</u>	<u>1946</u>	<u>1947</u>	<u>1948</u>
President:	Ed Hochsprung	Harold Amundsen	Roy Olson
Vice President:	Sam Reed	Roy Olson	John Drake
Secretary:	Mitch Mondala		
Sec'y/Treas:		John Drake	John Van Amburgh
<u>Officers</u>	<u>1949</u>	<u>1950</u>	<u>1951</u>
President:	John Drake	Charles Reagan	Don Morrison
Vice President:	Charles Reagan	Tom Gorman	John Gainer
Sec'y/Treas:	Ollie Johnson	Don Morrison	John Nicholson
Director:	Lloyd Ajax	Cameron Adams	George Andrews
<u>Officers</u>	<u>1952</u>	<u>1953</u>	<u>1954</u>
President:	John Gainer	Hayes Evans	Ollie Johnson
Vice President:	Hayes Evans	Ollie Johnson	John Nordin
Sec'y/Treas:	John Nicholson	John Nordin	Roy McDonald
Director:	Donald Morrison	John Gainer	Hayes Evans
<u>Officers</u>	<u>1955</u>	<u>1956</u>	<u>1957</u>
President:	John Nordin	Roy McDonald	John Van Amburgh
Vice President:	Roy McDonald	Jim Bessey	Walt Winiarski
Sec'y/Treas:	Jim Bessey	Jack Hatlen	Jack Hatlen
Director:	Sam Reed	John Nordin	John Johanson
<u>Officers</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>
President:	Ray Smith	John Girard	Jim Bessey
Vice President:	Dave Stockton	Jim Bessey	John Fish
Sec'y/Treas:	Jack Hatlen	Jack Hatlen	Jack Hatlen
Director:	Sam Reed	Roger James	A. C. Robinson
<u>Officers</u>	<u>1961</u>	<u>1962</u>	<u>1963</u>
President:	John Fish	Jack Hatlen	John Johanson
Vice President:	Jack Hatlen	John Johanson	Dee Sherlock
Sec'y/Treas:	Max Hayes	Max Hayes	Frank Calico
Director:	Forrest Foster		
<u>Officers</u>	<u>1964</u>	<u>1965</u>	<u>1966</u>
President:	Dee Sherlock	Forrest Foster	Frank Calico
President Elect:	Forrest Foster	Frank Calico	Jerry Cluckey
Secretary:	Laren Sickles	Leo Moser	Jim Callahan
Treasurer:	Laren Sickles	Leo Moser	Leo Moser

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**WSEHA POLICY & PROCEDURES**  
**Attachment: Officers 1946 - Present**

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**OFFICERS**  
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<u>Officers</u>	<u>1967</u>	<u>1968</u>	<u>1969</u>
President:	Jerry Cluckey	Jim Callahan	William F. Miller
President Elect:	Jim Callahan	William F. Miller	Tom Barton
Secretary:	Karen Jenkins <sup>1</sup>	Isaac Banks	Wm. C. Franklin
Treasurer:	Ted Reister	Karen VanDusen	Don Hogarty
<u>Officers</u>	<u>1970</u>	<u>1971</u>	<u>1972</u>
President:	Tom Barton	Martin Auseth	Frank Horrell
President Elect:	Martin Auseth <sup>2</sup>	Frank Horrell	Gordon Meade
Secretary:	Gordon Meade	Gordon Meade	Hugh O'Reilly
Treasurer:	Ruffus Garoutte	Ken Torgenson <sup>3</sup>	Terry Strong
<u>Officers</u>	<u>1973</u>	<u>1974</u>	<u>1975</u>
President:	Gordon Meade	Terry Strong	Karen VanDusen
President Elect:	Terry Strong	Karen VanDusen	Carl Osaki
Secretary:	Kathy Landberg	Claude Sappington	Claude Sappington
Treasurer:	Tak Kuriyama	Jay Thomas	Marjorie Dilworth <sup>4</sup>
<u>Officers</u>	<u>1976</u>	<u>1977</u>	<u>1978</u>
President:	Henry Hamm	Tony Barrett	Ed Pickett
President Elect:	Tony Barrett	Ed Pickett	Kim Jones
Secretary:	John Thayer	John Thayer	Rich Gabriel
Treasurer:	Bert Brainard	Bert Brainard	Dennie Byram
<u>Officers</u>	<u>1979</u>	<u>1980</u>	<u>1981</u>
President:	Kim Jones	Richard Sarver	Linda Chapman
President Elect:	Richard Sarver	Linda Chapman	Derak Sandison
Secretary:	Pamela Heeter	Pamela Heeter	Pamela Heeter
Treasurer:	Dennie Byram	Karen Albrecht	Karen Albrecht
<u>Officers</u>	<u>1982</u>	<u>1983</u>	<u>1984</u>
President:	Derek Sandison	Marjory Gouthro	John Thayer
President Elect:	Marjory Gouthro	John Thayer	David Lenning
Secretary:	Larry Kirchner	Larry Kirchner	Chuck Treser
Treasurer:	Karen Albrecht	Marlena Guhlke	Marlena Guhlke

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<sup>1</sup> Karen VanDusen

<sup>2</sup> Filled the unexpired term of William Franklin, Deceased.

<sup>3</sup> Ron Renbarger (?)

<sup>4</sup> Marjory Gouthro

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**WSEHA POLICY & PROCEDURES**  
**Attachment: Officers 1946 - Present**

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**OFFICERS**  
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<u>Officers</u>	<u>1985</u>	<u>1986</u>	<u>1987</u>
President:	David Lenning	Gregg Grunenfelder	Larry Kamberg
President Elect:	Gregg Grunenfelder	Larry Kamberg	Jim White
Secretary:	Chuck Treser	Chuck Treser	Jeanie Knight
Treasurer:	Trudy Rolla	Trudy Rolla	Dennis Hanberg
<u>Officers</u>	<u>1988</u>	<u>1989</u>	<u>1990</u>
President:	Jim White	Bill White	Richard Ellis
President Elect:	Bill White	Richard Ellis	Gary Fraser
Secretary:	Jeanie Knight	Jeanie Knight	Tracey Driflot
Treasurer:	Dennis Hanberg	Sara Brallier	Sara Brallier
<u>Officers</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
President:	Gary Fraser	Don Oliver	Larry Kirchner
President Elect:	Donald Oliver	Larry Kirchner	Frank Westrum
Secretary:	Tracey Driflot	Penny Weiss	Penny Weiss
Treasurer:	Sara Brallier	Sara Brallier	Sara Brallier
<u>Officers</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>
President:	Frank Westrum	Janet Anderberg	Daryl Way
President Elect:	Janet Anderberg	Daryl Way	Jane Hedges
Secretary:	Bert Bartleson	Jennifer Tebaldi	Dennis Campbell
Treasurer:	Sara Brallier	Sue Waldrip	Sue Waldrip
<u>Officers</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>
President:	Jane Hedges	David Gifford	Rick Miklich
President Elect:	David Gifford	Rick Miklich	Jude VanBuren
Secretary:	Dennis Campbell	Dennis Campbell	Dennis Campbell
Treasurer:	Carolyn Jensen	Carolyn Jensen	Carolyn Jensen
<u>Officers</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>
President:	Jude VanBuren	Charles (Don) Leaf	Sara Brallier
President Elect:	Charles (Don) Leaf	Sara Brallier	Tony Barrett
Secretary:	Lulu Chou	Vanessa Bussiere	Vanessa Bussiere
Treasurer:	Carolyn Jensen	Carol Spaulding	Carol Spaulding
<u>Officers</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>
President:	Tony Barrett	Dennis Campbell	Mike Vinatieri
President Elect:	Dennis Campbell	Michael Vinatieri	David Riggs
Secretary:	Vanessa Bussiere	Ross Lytle	Ross Lytle
Treasurer:	Carol Spaulding	Carol Spaulding	Carol Spaulding

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**Adopted: 6/14/1984****Amended & Revised: 6/15/2011**[Return to Table of Contents](#)

<u>Officers</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
President:	Mike Vinatieri	Mike Vinatieri	Ned Therien
President Elect:	Ned Therien	Ned Therien	Bruce Scherling
Secretary:	Ross Lytle	Ross Lytle	Ross Lytle
Treasurer:	Carol Spaulding	Carol Spaulding	Steve Garrett
 <u>Officers</u>	 <u>2009</u>	 <u>2010</u>	
President:	Bruce Scherling	Geoffrey Crofoot	
President Elect:	Geoffrey Crofoot	Vacant	
Secretary:	Vikki Barthels	Vikki Barthels	
Treasurer:	Steve Garrett	Steve Garrett	



## **INTRODUCTION**

The Constitution & Bylaws provides for a Board of Directors which shall conduct and carry-on the affairs of the Association.

1. The Board of Directors consists of the officers of the Association who are also the officers of the Board of Directors.

<u>Board Officers</u>		<u>Association Officers</u>
• Chairman	=	President
• Vice-Chairman	=	President-Elect
• Secretary	=	Secretary
• Treasurer	=	Treasurer

2. The Board of Directors also consists of the following members.

- a. The five Regional Vice-Presidents
- b. The Immediate Past-President
- c. The Executive Secretary (*ex officio and non-voting*)
- d. The NEHA Regional Representative (*ex officio and non-voting*)
- e. A representative nominated by the Student Environmental Health Association (SEHA) and appointed by the Board (*non-voting*)

3. The term of office for all members of the Board shall be the same as the term of office for which they were elected or appointed. That is:

- a. Chairperson: 1 year, or until a successor is elected.
- b. Vice-Chairperson: 1 year, or until a successor is elected.
- c. Secretary: 2 years, or until a successor is elected.
- d. Treasurer: 2 years, or until a successor is elected.
- e. Each Regional Vice-President: 1 year, or until a successor is elected.

- f. NEHA Regional Vice-President: Until a successor is elected.
- g. SEHA Representative: Until a successor is appointed by the Board.
- h. Executive Secretary: Indefinite.

## **DUTIES & RESPONSIBILITIES**

### **A. GENERAL**

1. The Constitution & Bylaws confers on the Board the same rights, powers, privileges and duties as are generally conferred upon any board of directors.
2. The officers of the Board have the same general duties and responsibilities as have been enumerated in Section II.D above.
3. The Constitution & Bylaws specifically require that the Board perform the following functions [Article VIII, Section 1]:
  - a. Conduct and carry on the affairs and business of the Association.
  - b. Select and fix compensation and conditions of employment of any employees and contractors it may deem necessary.
  - c. Shall select a depository or depositories for monies of the Association.
  - d. Provide for the maintenance of the various committees and activities of the Association.
  - e. Fix the time and place of the annual meeting.
4. In addition, the following duties and responsibilities of the Board of Directors have been established as policies of the Board.
  - a. At the first Board meeting after the installation of new officers, the President-Elect shall submit a slate of proposed committee chairpersons for approval by the Board.
  - b. Board members are expected to serve on at least one committee. One Board member shall be selected to serve on each standing committee, with the exception of the Finance, Nominations, and Publications Committees. The Board members shall serve as liaison between the Board and the committees.

**B. OFFICERS**

The officers of the Board (i.e., the Chair, Vice-Chair, Secretary and Treasurer) shall have those duties and responsibilities which have been delineated above in II.D and II.E.A.

**C. IMMEDIATE PAST-PRESIDENT**

1. The Immediate Past-President of the Association shall sit on the Board of Directors in order to ensure continuity of Association policies and activities. In the event of the election of totally new Board, the Immediate Past-President is expected to be able to inform the new members of the discussions and rationale for previous actions of the Board which may again be before the Board.
2. The Immediate Past President shall serve as the liaison person to the Washington State Board of Registered Sanitarians.
3. The Immediate Past President shall serve as the Chairperson or Co-chair of the Nominations and Awards committee, as one of the two members at large specified in the Constitution & Bylaws. [Article IX, Section 3]

**D. REGIONAL VICE-PRESIDENTS**

1. Each Regional Vice-President shall represent the Board to their respective region and shall represent regional members to the Board. [Article VIII, Section 3]
2. The Regional Vice-Presidents should organize and conduct a regular regional business meeting at least once a year in conjunction with an educational workshop or presentation.
3. The Regional Vice-Presidents shall also serve on the Nominations and Awards Committee and the Membership and Benefits Committee.
4. Each Regional Vice-President shall be responsible for the development of a regional budget, and for the allocation and dispensing of Association funds within the region.
5. Each Regional Vice-President shall serve as an Associate Editor of the WSEHA Newsletter, and shall provide information and articles on regional happenings and events to the Editor.

6. Each Regional Vice-President shall nominate appropriate individuals from their region for WSEHA awards. The Regional Vice-President is responsible for ensuring that the nominations are prepared in accordance with the Policy & Procedures established by the Board for Awards (see the Awards Manual), and submitted in a timely fashion to the Nominations and Awards Committee.

#### **E. NEHA REGIONAL VICE-PRESIDENT**

1. The regional Vice President of the National Environmental Health Association for Region 1 (Alaska, Idaho, Oregon and Washington) shall be invited to sit on the WSEHA Board of Directors, as an *ex officio*, non-voting member.

2. The NEHA Region 1 Vice President shall serve as a liaison between WSEHA and NEHA

#### **F. SEHA REPRESENTATIVE**

1. The members of the Student Environmental Health Association attending schools of higher education in Washington may nominate a representative to be invited to attend the Board of Directors meetings. The Board may appoint such a representative to be a non-voting member of the Board.

2. The SEHA Representative shall serve as a liaison between the Board of Directors and the student members of SEHA in this state. The SEHA representative is encouraged to participate in the discussions of the Board and to bring the perspective of students entering the field of environmental health to the Board.

#### **G. EXECUTIVE SECRETARY**

1. The Executive Secretary shall sit on the Board of Directors as an *ex officio*, non-voting member.

2. The Executive Secretary shall perform those duties and have those responsibilities delineated in the Constitution & By-Laws and throughout these policies and procedure

#### **H. EMAIL VOTING POLICY**

1. **Policy:** The Board shall conduct the voting process by email under the same rules that apply to the voting process during in-person Board meetings.

2. **Procedure:** Voting on an issue may take place by email between Board meetings, but must conform to *Robert's Rules*. A Board member may present a motion by email to all members of the Board, which then requires a second from another Board member (if no one seconds the motion, it dies). The Board President then issues a statement by email: "It has been moved and seconded that...Discussion?" The Board President can then set the timeline for discussion depending on when the final vote is needed and the emergent nature of the issue - advising what is the date that discussion will close and when a vote will be taken. The subject line in the email message will note the topic of the discussion and everyone will indicate whether they are discussing or voting and what the issue is. Discussion by email can then proceed.

**Note:** When discussing (or voting on) a motion by this method, Board members must remember to use the "Reply All" button on their email, in order that every Board member is able to read every comment and vote, just as in an in-person meeting. Board members may cc: members of WSEHA committees for entry into the discussion - but only Board members votes will be counted.

When the period for discussion has ended, the President shall issue a final call by saying: "We have a motion before us to..." The President will then call for the vote. "It has been moved and seconded that...All those favoring, please respond yes, those opposed respond no"...At the discretion of the President, a deadline by which members must vote in order to be included in the count must be set to allow for timely voting response.

Email motions before the Board may also be amended, again only by conformation to *Robert's Rules*. If a "friendly amendment" is requested, it requires only the consent of the maker and seconder of the original motion. If an amendment is proposed, it requires a second and vote by the Board before the voting on the original motion can proceed.

For the motion (or an amendment to a motion) to pass, a quorum of Board members (51%) must participate in the voting and a majority of this quorum must vote in the affirmative. If more than a quorum participates in the voting, a simple majority must vote affirmatively for the motion to pass.

Shortly after conclusion of the email voting process, the President shall inform the Board by email of the outcome of the vote. As with in-person voting, voting by email is an official action of the Board, and should be appropriately detailed in meeting minutes. A tracking system for all current email motions must be outlined by the President and provided to Board members at intervals between meetings and included in the minutes when presented at the meetings for approval.

## **INTRODUCTION**

### **A. STANDING COMMITTEES**

1. The following standing committees were created by Article IX of the Constitution & Bylaws of the Association.

- (a) Finance Committee
- (b) Nomination & Awards Committee
- (c) Policy & Procedures Committee
- (d) Education Committee
- (e) Publications Committee
- (f) Membership & Benefits Committee
- (g) Annual Educational Conference Committee
- (h) International Health Committee

2. The numbers of members designated for each committee shall always be an odd number.

3. In addition to the duties and responsibilities enumerated in the Constitution & Bylaws, specific duties have been established for the various standing committees of the Association by action of the Board of Directors and through historical precedent.

4. The following guidelines have been established by the Board and shall apply to the creation and operation of all standing committees of the Association.

a. The term of appointment for committee chairs shall be for one year, however, if mutually agreeable between the President-Elect and committee chair, the appointment may be continued for an additional year. (The purpose of this provision is to ensure that each President has capable and compatible leadership in the committees during his/her term of office AND that the members who volunteer for these leadership positions can plan their personal and professional activities knowing that their commitment is for a limited time period.)

b. Whenever possible, each committee will have both a chair person and a vice-chairperson. The vice-chairs will be selected by the President-Elect and will become the chair of the committee upon resignation of the current chair. (The purpose of this provision is to ensure the continuity of the committee's work.)

c. An orientation session will be conducted during the Annual Conference to familiarize new Board members and committee chairpersons with their specific duties.

- d. As a general rule, thirty to forty per cent of the membership of each standing committee should be retained each year in order to assure continuity of policy.
- e. The Board may issue directives and/or recommendations to committees regarding their annual operation. Examples of typical instructions have included the following.
  - 1) Policy & Procedures Committee: Policy resolutions are to be mailed out prior to the annual meeting.
  - 2) Annual Educational Conference Committee: The time and place of the annual meeting are to be determined by the entire Board.
  - 3) Nominations & Awards Committee: Qualifications of candidates for elected positions are to be compiled and submitted to the Board in early December.

Specific policies, procedures and operational guidelines have been developed for each committee, but may be revised by the Board as it deems appropriate and in keeping with the Constitution & Bylaws.

## **B. SPECIAL COMMITTEES**

The Board may establish ad hoc committees, task forces, or working groups as it may from time to time deem necessary to carry out a specific function or purpose. The special committees shall be established for a limited purpose and time (usually one year or less) and shall go out of existence upon the completion of its purpose or the expiration of the time for which it has been established. Two examples of such special committees are the following.

- a. The ad hoc Committee on International Health - was established by the Board in 1984 to oversee and coordinate WSEHA involvement with Public Health International (PHI) of Oregon. PHI is a non-profit organization which serves as a screening and coordinating agency responding to requests for experienced, volunteers (sanitarians, medical doctors, nurses, etc.) to serve short time assignments in refugee camps or other places where there has been an interruption of normal medical and sanitary services. The scope of the committee was broadened in 1986 to include oversight and coordination of all WSEHA involvement with international environmental health issues and affairs. It was made a standing Committee of the Association by amendment of the Constitution & Bylaws in 1988.
- b. The ad hoc Committee on the 1989 NEHA Annual Conference - was established by the Board in 1985 to oversee the planning and coordination of the local arrangements for the 1989 Annual Conference and Meeting of the National Envi-



ronmental Health Association. The Committee was disbanded following the final review and accounting of the activities and funds from the Conference in 1989.

**C. COMMITTEE MEETINGS**

\* \* \* Reserved \* \* \*

## **FINANCE COMMITTEE**

### **Composition**

The Finance Committee shall consist of three or more members selected at large.

### **Charge**

The Committee is concerned with the overall financial condition of the Association. It is responsible for the following activities and functions.

1. Providing advice and support to the Treasurer.
2. Devising ways and means of raising funds for the operation of the Association.
3. Preparation of a yearly budget. The budget for the next fiscal year should be submitted to the Board by December 1 of the preceding year.
4. Ensuring that an internal audit of the financial records of the Association is conducted annually.

## **NOMINATIONS & AWARDS COMMITTEE**

### **Composition**

The Nominations & Awards Committee shall consist of seven or more members, selected as follows: the Immediate Past President (as Chairperson or Co-chair), five regional Vice-Presidents, and one additional member selected at large.

### **Charge**

1. **Nominations:** After canvassing of the membership, it shall be the duty of the Committee to prepare the list of eligible candidates for each of the following offices:
  - 1) President-Elect
  - 2) Secretary (even years only)
  - 3) Treasurer (odd years only)
2. **Honorific Resolutions:** The Committee shall consider all resolutions referred to it by the Secretary and present to the Board of Directors a report on each such resolution together with its recommendation for disposition so that, if approved, the resolution can be announced at the annual business meeting.
3. **Awards:** The Committee shall seek qualified nominees for each of the awards of the Association and present their recommendations, regarding recipients for each award, to the Board. This shall be done in accordance with the policies and procedures established in the WSEHA Awards Manual, Annex A to these Policy & Procedures.

### **Policies**

1. A list of candidates for office must be submitted to the Board of Directors so that it will be received by the Secretary at least two weeks prior to the date established by the Board for the mailing out of ballots.
2. The mailing date for the ballots shall be established at the first Board meeting of the calendar year.

## **POLICY & PROCEDURES COMMITTEE**

### **Composition**

The Policy & Procedures Committee shall consist of three or more members selected at large.

### **Charge**

The Policy & Procedures Committee shall be responsible for considering issues involving the basic policies and directions of the Association.

1. **Policy Resolutions:** The Committee shall consider all policy resolutions referred to it by the Secretary and present, at the annual business meeting, a report on each resolution, accompanied by the recommendation of such committee with regard thereto.
2. **Constitutional Amendments:** The Committee shall review all proposed changes to either the Articles of Incorporation or to the Constitution & Bylaws of the Association, and/or draft such amendments or revisions as may be requested by the Board or the membership.
3. **Legislative Activities:** The Committee shall study existing and proposed legislation of importance to the members, and shall consider ways and means of promoting appropriate laws and ordinances relating to environmental health without substantial lobbying.

## **EDUCATION COMMITTEE**

### **Composition**

The Education Committee shall consist of three or more members. One member of the Committee should also be a member of the Environmental Health Directors Association and, in so far as possible, each of the regions should be represented on the Committee.

### **Charge**

It shall be the duty of the Education Committee to:

1. Devise, and put into effect, ways and means of improving the professional standards of sanitarians through continuing education;
2. Devise, and put into effect, ways and means for enabling the members to better educate the public in all phases of environmental health;
3. Collect factual data relative to all aspects of environmental health control; and
4. Cooperate with the editors of the WSEHA Newsletter and the Journal of Environmental Health for dissemination of all such material in any way deemed feasible to the membership.

### **Subcommittees**

1. **Annual Swimming Pool Conference Subcommittee:** The free standing Swimming Pool Conference Committee was made a subcommittee of the Education Committee by the consolidated Constitution & Bylaws adopted in 1987. This move was made to streamline the committee structure of the association and to improve the coordination of the educational activities of the association.

#### **Policies**

- a. The subcommittee should consist of three or more members to distribute the workload.
- b. The subcommittee shall fix the time(s) and place(s) of the Annual Swimming Pool Conference, and arrange for the agenda and keynote speakers.

c. The subcommittee shall submit a tentative agenda and budget, through the Chair of the Education Committee, to the Board for approval at least 60 days prior to the date of the Conference.

2. **Ad hoc Educational Subcommittees:** The Educational Committee may form as many short-term ad hoc subcommittees as it may deem appropriate to plan and conduct specific training courses, workshops or other educational events which have been approved by the Board.

Policies

a. Sufficient ad hoc planning committees shall be established to plan and promote educational programs and activities which will directly and indirectly benefit the members of the Association including, but not limited to;

- 1) Designing or producing educational publications; and,
- 2) Developing, promoting or conducting educational programs.

b. Each subcommittee should consist of two or more members to distribute the workload.

c. Each ad hoc subcommittee shall submit a tentative agenda and budget, through the Chair of the Education Committee, to the Board for approval at least 60 days prior to the date of each educational program.

d. Registration fees for non-members shall be set \$50 higher than for members unless otherwise approved by the Board.

e. All cancellations of registrations received before noon of the day before the scheduled educational program shall be charged a \$10.00 processing fee. Cancellations received later than noon the day before the educational program will not be entitled to a refund.

f. A presenter's time and travel expenses to participate at a WSEHA educational program that are reimbursed by the employer of the presenter will not be reimbursed by WSEHA. The Board encourages employers to donate presenters' time and travel expenses to participate in WSEHA educational programs for the benefit and advancement of environmental public health.

3. **General Policies:** The subcommittee for each educational course, workshop, or other training event sponsored or co-sponsored by WSEHA shall adhere to the procedural guidelines in the WSEHA Education Manual, Annex B to these Policies & Procedures.

## **PUBLICATIONS COMMITTEE**

### **Composition**

1. The Publications Committee shall consist of three or more members. The Chairperson of the committee shall be the editor of the *Newsletter* and, notwithstanding the provisions of section A.4.a. above, may be appointed for a term of two years
2. Members of the Publications Committee other than the Chairperson shall be known as Associate Editors.
3. Each Regional Vice-President shall ensure that information and articles on regional events and concerns are submitted to the *WSEHA Newsletter* editor in a timely fashion.

### **Charge**

1. The Editor shall be responsible for editing the *Newsletter* in accordance with the objectives and policies adopted by the Board.
2. The Associate Editors shall be responsible for obtaining contributions from the membership and forwarding them to the Editor.

### **Policies**

1. **The *WSEHA Newsletter*:**
  - a. The Newsletter shall be published at least twice a year, preferably quarterly.
  - b. Articles for publication must be received by the Editor no later than the two weeks before the Newsletter is scheduled to be published.
  - c. All WSEHA Awards and Presidential Citations which are presented at the Annual Educational Conference are to be mentioned in the Newsletter.
  - d. The Newsletter Editor shall be appropriated monies by the Board prior to the publication of the Newsletter.

**2. Other Printing/Publications:**

- a. The Publications Committee shall assist the Board and the various committees of the Association in preparing and having printed brochures, announcements, forms or other printing and publication needs.
- b. The Publications Committee shall review for style and layout all requests for printing, and shall make arrangements to have the materials printed.
- c. The cost of printing Board and committee materials shall be charged to the individual Board or committee requesting the printing and shall not come out of the Publications Committee's budget.



## **MEMBERSHIP & BENEFITS COMMITTEE**

### **Composition**

The Membership & Benefits Committee shall consist of a five or more members. Each Regional Vice-President is automatically a member of this Committee. [Article VIII, Section 3]

### **Charge**

It shall be the duty of the Membership & Benefits Committee to:

1. Conduct an annual membership drive to attract new active and sustaining members of the Association.
2. Devise and implement ways and means of increasing and sustaining the membership of the Association; and
3. Develop or revise a membership brochure, and to mail out the brochure, to prospective new members.

### **Policy**

The Membership & Benefits Committee shall cooperate with and compliment the Education Committee and its subcommittees, and the Annual Educational Conference Committee.

## **ANNUAL EDUCATIONAL CONFERENCE COMMITTEE**

### **Composition**

The Annual Educational Conference Committee shall consist of five or more members. The out-going chairperson of the Committee shall automatically become a member of the committee for the succeeding year.

### **Charge**

It shall be the duty of the Annual Educational Conference Committee to arrange for the agenda, program, facilities, speakers and other requirements for the Annual Educational Conference.

### **Policies**

1. The annual business meeting shall be part of the Annual Educational Conference when held that year.
2. A separate category shall be included in the Association's annual budget for the Annual Educational Conference. The money allocated to the Conference will be greater than the estimated "break-even" point based on the expenditures and revenues of the preceding Conference.
3. Some type of special recognition program for retired sanitarians shall be presented every third year at the AEC.
4. Any voucher submitted to the Treasurer more than one year after the last day of the Annual Educational Conference, for which the bill is submitted, shall be considered invalid.
5. Any amounts of money above, or under, the cost of the Annual Educational Conference shall be deposited to, or withdrawn from, the Association's savings account.
6. The Committee shall recommend to the Board the site and dates for future annual educational conferences.
7. The Committee shall use the Annual Educational Conference Guidebook, Annex C to these Policies & Procedures, for guidance in organizing and conducting the Conference, but is not required to follow everything in the AEC Guidebook.

## **INTERNATIONAL HEALTH COMMITTEE**

### **Composition**

The International Health Committee shall consist of three or more members who are interested in international health issues.

### **Charge**

1. The mission of the International Health Committee shall be to promote environmental health in the international setting in order to prevent death and disease commonly associated with poor environmental conditions.
2. The responsibilities of the International Health Committee shall include, but not be limited, to:
  - a. Advising the Board of Directors on current international health needs;
  - b. Motivating WSEHA members to be interested in international health concerns and opportunities; and
  - c. Coordinating the activities and exchange of international health information between WSEHA and other agencies and groups.

## ANNUAL EDUCATIONAL CONFERENCE GUIDEBOOK

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### The goals of the Annual Educational Conference (AEC) include:

- Providing a variety of educational opportunities to WSEHA members during the AEC,
- Identifying emerging environmental health issues that will require education and training,
- Establishing connections among environmental health professionals in all agencies and arenas, and
- Encouraging professional standards of practice.

## **A. AEC CHAIR:**

Responsible for overseeing AEC, including appointing committee chairs, ensuring coordination between committees, election and AEC budget.

### **Duties**

- Select Conference Center.
- Budgeting, including setting registration fees.
- Scheduling AEC Committee meetings.
- Ensure coordination between sub-committees and other WSEHA committees (such as the International Health Committee Silent Auction and the Awards Committee) that may have a role during the AEC.
- Keep sub-committees apprised of their responsibilities and on track.

## **SELECT CONFERENCE CENTER**

### **Conference Center Search**

1. Adequate size to accommodate 250 - 300 people.
2. Meeting rooms need to cover number of tracks planned for conference. Best to have additional room available so hotel staff can set-up lunch tables while sessions are going on.
3. Guest rooms needed: 100-150 (depending on location).

### **Negotiations with hotel \$\$**

1. Guest rooms. Ask for government rate. Learn what the government rate is in the area prior to negotiations (Chamber of Commerce may be able to help).
2. Meeting rooms. Generally should be no charge or reduced cost for meeting rooms based upon number of guest rooms filled.
3. "Comped" hotel rooms. Should get free guest rooms for a certain number rented out. For instance, one free room per 50 guest room nights rented. AEC Chair will have one of those rooms, which should be a suite. Executive Secretary will have one of these rooms. Any additional may be used for speakers.
4. Meals. Tax and tip included. Find out if tax is also included on tip, or if it is figured out beforehand. Just need to know so you can adequately figure the cost.
5. Substitutions: Can sometimes make substitutions. For interest, a dessert planned as part of a meal package may be able to be-used, as an afternoon snack. (Facilities committee).

## **BUDGET**

Even though anticipated attendance projections may show there is plenty, be aware that speakers will not pay that day's registration fee nor for at least one meal. AEC Budget is typically \$30,000 - \$32,500 for a two day conference. Ensure that costs and 12% profit as

recommended by WSEHA Board are fully covered by registration fees. Sample budgets attached.

- REQUIRE that all your sub-committee chairs provide an estimate of their costs prior to your setting registration fees.
- REQUIRE that all costs be submitted to you for approval before going to the treasurer.

### **Setting Registration Fees**

Once you have as many hard costs down as possible, and an anticipated number of attendees, you can figure registration fees. An example of how to figure each days' registration fees:

X = Food Costs (include break snacks/beverages) per attendee.

Y = Meeting Room Cost including A/V Costs

Z = Speaker Cost (travel, lodging, speaker fees, meals, etc.)

W = Miscellaneous Costs, which can include publications cost, Executive Secretary cost, committee travel, logo artist cost, bags, postage, prizes, A/V Coordinator out-of-pocket expenses, etc.

$$1 \text{ Day registration fee} = X + \frac{(Y + Z + W)}{\# \text{ of attendees}} + 12\%$$

When figuring AEC package costs, need to use this formula to ensure that all hard costs are covered. Coordination is needed between the WSEHA Executive Secretary (who takes and deposits registration fees), WSEHA Treasurer (who writes the checks), and AEC Chair (who authorizes the checks). It is recommended that the Executive Secretary periodically update income/expense statements so we know AEC budget status. Check-ins may include at end of Early Bird registration, two weeks before the AEC (or final AEC Committee meeting prior to AEC), and whenever large payments (such as venue deposits) are required.

### **AEC COMMITTEE MEETINGS**

#### **Assuming an early May AEC date...**

1. July/August: Kick-off meeting at conference center site so Committee members can become familiar with the site and be introduced to conference center staff.
2. 1st or 2nd meeting: select sub-committee chairs. Theme for conference should also be selected at this time.
3. September – December: Monthly meetings may be required to get as much planning done and speakers in as possible.
4. October – November: Call for Papers goes out in October. solicit vendors/exhibitors.
5. Speakers are selected in December (ideally – may be extended into January).
6. January - AEC Date: Meeting frequency may be stretched out as necessary, but a final meeting 2-4 weeks prior to the AEC is necessary to finalize all details.

7. March – April: Pre-Approval for CEUs should be applied for after the preliminary agenda is developed and most speakers are confirmed (at least six weeks prior to the AEC). Organizations that provide CEUs for AEC participants include: WSBRS, NEHA, Washington Certification Services (for drinking water operators), Washington Department of Ecology (for wastewater operators), and SWANA (for solid waste professionals). Certificates of Attendance may also be made available for Public Health Nurses who wish to apply for continuing education contact hours from WSNA.
8. Post-AEC debrief meeting, to revise AEC guidance to reflect 'lessons learned' shortly after the AEC.

### **MISCELLANEOUS**

1. Coordinate introduction of keynote speaker with WSEHA President.
2. Coordinate presentation of awards/other matters with Awards Chair.

### **POLICIES**

1. Proposed Budget needs to be presented to WSEHA Board.
2. Hotel contract needs to be signed by both the WSEHA President (or designee, such as the WSEHA Treasurer) and the AEC Chair.

## **B. AEC CO-CHAIR:**

Responsibilities include stepping-in wherever AEC Chair sees a need, but the primary duty of the AEC Co-chair is to learn as much about running the AEC his/her up-coming role as AEC Chair.

### **Duties**

- Assist AEC Chair whenever required.
- Learn as much as possible about all sub-committee duties.
- Best to be a sub-committee chairperson on marketing, facilities or even speaker committee

## **C. SPEAKER COMMITTEE CHAIR:**

Responsible for collecting ideas and leads for possible speakers, securing those speakers and seeing that the speakers' needs are met.

### **Duties**

- Soliciting speakers and poster presenters for the AEC.
- Securing speakers and poster presenters for the AEC.
- Speaker accommodations for the AEC.
- Coordination on speaker bios with Publications Chair.

- Scheduling times for break-out sessions for presentation to AEC Committee. Breaks required between all sessions to ensure people can get to the next session.

### **SOLICITING SPEAKERS FOR THE AEC**

1. Works with AEC Committee Members and others to identify topics of interest to conference participants. Identify potential presenters, including soliciting of keynote speakers and presentations in line with selected theme for conference.
2. Preparation and distribution of call for papers, including coordination with Publications Chair and WEB page person.
3. Follow-up on possible speaker contacts from AEC Committee members.
4. Tracking and following up on speaker contacts received from any other source.
5. Presentation to AEC Committee list of speakers to choose from.

### **SECURING SPEAKERS FOR THE AEC**

1. Confirmation of speakers selected.
2. Including with confirmation letters a consent form asking if speaker's presentation may be distributed in Proceedings of Conference.
3. Notification of those not selected.

### **SPEAKER ACCOMMODATIONS**

1. Determine travel arrangements. Arrange for airport pick-up, if necessary.
2. Determine speaker expenses and report to AEC Chair.
3. Coordinate with Registration Committee as to speaker registrations.
4. Coordinate with Audio/Visual Committee as to speaker needs.

### **COORDINATION WITH PUBLICATIONS CHAIR**

1. Speaker bios are needed for the Program. Select a speaker subcommittee member to be responsible for putting these into electronic format to get to the Publications Chair (or if Publications has someone willing to do this, that would also work).
2. Make sure to include instructions on the Call for Papers form to limit length of speaker bios and include key information (professional qualifications, education, etc.).

### **POLICIES**

1. Keynote speaker receives reimbursement for travel, lodging and meals.
2. Presenters, other than the keynote speaker, normally pay regular registration fees. Only speakers who do not stay for other presentations should be exempt from paying fees.
3. If a speaker chooses to stay for additional AEC days, it will be at their cost.



4. Other speakers may be offered and receive reimbursement for travel and lodging expenses ONLY when the AEC Chair has approved this as presented by the Speaker Chair.

\*\*\*NOTE: This needs to apply for 'exceptional' speakers. Some ideas for control on this would be: only to out-of-state speakers; NEHA speakers that come highly recommended; nationally known experts in an emerging field. There should be some discretionary money for bringing in people other than the 'usual suspects.'\*\*\*

## **D. REGISTRATION COMMITTEE CHAIR:**

Responsibilities include coordination and confirmation of registrations in conjunction with the Executive Secretary.

### **Duties**

- Registration page for newsletter and brochure.
- Dissemination of brochure to WSEHA members.
- Coordination with speakers' committee on speaker registrations.
- Coordination for packet stuffing, meal cards, name tags, and any other items. Examples of other items that may be included in the registration packet are listed below and are included in the Appendix:
  - CEU tracking form
  - AEC evaluation form
  - WSEHA volunteer form
  - Local activity flyer with map
  - Silent Auction flyer

The Executive Secretary will take in registration fees send out registration confirmation letters to attendees and speakers, and order supplies (such as name tags, meal cards, copies of forms, etc.) at the direction of the Registration Committee Chair.

## **E. WEB PAGE COMMITTEE CHAIR:**

Responsibilities include web page publication and update.

### **Duties**

- Call for Papers.
- Topics selected.
- Final schedule.
- Follow-up after conference may include development of Proceedings of Conference.

## **F. PUBLICATIONS COMMITTEE CHAIR:**

Responsibilities include seeing that the brochure advertising the AEC and the program to be given out at the AEC are published in a timely and cost-effective manner.

### **Duties**

- Coordination with Speaker Committee and Web page committee on Call for Papers publication.
- Brochure publication.
- Program Publication.
- Distribution to AEC Committee.

## **BROCHURE PUBLICATION**

1. Coordination with Committee on speakers and topics selected.
2. Registration Page - coordination with Registration Committee and AEC Chair on final registration fees.
3. Brochure will be primarily available via the website. A small number of copies may be printed for the AEC if needed.

## **PROGRAM PUBLICATION**

1. Coordination with Speaker Chair on Speaker bios and session timing.
2. Work with Logo/Bags/Goodies Committee Chair for graphics on program cover.
2. Work with Printer on Layout of Program.

## **DISTRIBUTION**

Get adequate number of brochures to Marketing Chair, Registration for distribution to WSEHA members and other Committee Chairs as needed.

## **G. MARKETING COMMITTEE CHAIR:**

Recommend at least six month lead time for these activities. Contact the WSEHA Executive Secretary for exhibitor contact lists, example emails, and other information prior to beginning work.

### **Duties**

- Solicit exhibitors, sponsors, and establish relevant fees for AEC
- Responsible for coordinating advertising of AEC to agencies and people other than WSEHA members (which is done by Executive Secretary)
- Distribution of AEC information to non-WSEHA members

**Policies**

1. Vendor fees may be used to fund the social activities of the AEC. The Marketing chair should coordinate with the Social Chair and AEC Chair to ensure that vendor fees adequately cover planned social activities.
2. Non-profit organizations such as Red Cross, Peace Corps, etc. are typically charged a reduced fee (at a minimum to cover costs such as table rental, meals, etc)

**Planning Notes:**

1. Contact the current WSEHA Secretary, or prior Marketing Committee members, to get lists of organizations and contacts who have participated as exhibitors or sponsors at recent AEC events.
2. Work with the AEC Chair and Facility committee to ensure that the location selected for the next conference includes adequate space for exhibitor tables. Some considerations are to locate exhibit tables in a high traffic area for frequent interactions with conference attendees, and perhaps near food or break areas. Exhibitor area should include access to electrical outlets for each table and a good wireless internet connection.
3. Once the date and location for the upcoming AEC have been determined, send this information out to all recent exhibitors so they can put it on their planning calendars for the coming year, and include it their conference budgets. This should go out 10-12 months in advance if possible.
4. 8 months before conference, contact exhibitors from recent AEC by phone and email to encourage ongoing participation and support of WSEHA. If exhibitors are unable to attend, request donations of products or gift cards for the International Health Committee silent auction, and prizes for the exhibitor trivia game that will motivate conference attendees to interact with exhibitors.
5. Check with staff of local public health or state agencies who are familiar with the region where the conference will be held to get suggestions on local businesses who may be interested in participating as an exhibitor or sponsor.
6. One month prior to the AEC, send out an email to all exhibitors that includes details of the location, information about shipping packages and materials to the venue ahead of time, how to label the packages so they are properly identified for exhibitors to pick up, how to access the facility if large displays or heavy items need to be unloaded, and a contact person at the conference facility for further information.
7. Call or email exhibitors requesting several facts or pieces of interesting information or trivia about their products, services, or programs that can be used to create the trivia game questions.
8. Work with members of the AEC Social Committee to develop questions for the exhibitor trivia game. Schedule times on the conference program for the trivia game to occur, and prizes to be awarded. This may be on one or more days of the conference.

9. On the first day of the day of the conference, provide information to staff at the registration table about how to contact you if exhibitors have any questions or need help setting up. If possible, provide a map of the exhibitor table area with locations for each company or organization. Label each of the tables with this same information.
10. During the AEC, check in with each exhibitor to see if they have any questions, thank them for their support, and ask for feedback about how to improve our event.
11. Provide any feedback from exhibitors to the Planning committee during the "hot wash" debriefing session after the AEC.
12. Send updated information for all exhibitors, sponsors and donors to the WSEHA Secretary after the AEC so this information is available for future Marketing Committee members. Providing examples of email or correspondence to exhibitors may also be helpful.

***Note: Vendors generally want to be in an area that is easily visited by those attending the AEC. They are interested in as much exposure of their product as possible, so it is best to try to accommodate this desire through a location near the food.***
--

## **G. LOGO/BAGS/GOODIES COMMITTEE CHAIR:**

Responsibilities are self-explanatory!

### **Duties**

- Hire artist for logo.
- Coordinate with publications chair as to when logo needs to be complete.
- Canvas bags have been given out at many AEC's and seem to be well received. Other 'goodies' given out are limited only by this committee's imagination and budget constraints.

### **POLICIES**

Determine who will receive 'goodies' like the canvas bags. All attendees, those just attending all three days? Two days?

\*\*\*NOTE: Artist should do artwork only. Publications Chair can add wording in later.\*\*\*

## **I. STUDENTS/MODERATOR COORDINATOR:**

Student Coordinator: Provide liaison between students and AEC Committee and schedule which students will be assisting at what sessions. Outreach should be considered at colleges and universities in close proximity to the AEC venue.

Moderator Coordinator: Arrange and schedule moderators for each session.

### **Duties**

- Determine with AEC Committee if Student Papers are to be a breakout session topic. If so, coordinate with Speaker Committee chair.
- Clear direction needed to students as to what their duties are, which may include:
  - Running audio-visual equipment and lights for a speaker.
  - Packet stuffing
  - Staffing registration tables
  - Collecting meal tickets

### **POLICIES**

1. Student registration fee should remain low to encourage student attendance, thereby encouraging additional and continued membership in WSEHA.
2. Meals are to be provided to all students who are helping.

### **Moderator Coordination**

Moderators at each session help keep the sessions on time and running smoothly.

Arrange for moderators and schedule one in each session.

## **J. FACILITIES COMMITTEE CHAIR:**

Responsibilities include liaison with personnel of facility where AEC is held.

### **Duties**

- Following AEC Chair's initial contract with the hotel, need to turn over to one or two people on facility committee to act as liaisons with the hotel.
- Meet with hotel staff regarding:
  - Menu selection (take proposed menu to AEC committee for final choices)
  - Room arrangements and set-up (include vendor set-up)
  - Audio Visual needs and costs
- Once speakers are selected, coordinate with Speaker Committee Chair as to room assignments.
- Coordinate with Registration Committee number of meals anticipated for each meal and report to the hotel staff.

\*\*\* Note: Many conference centers may bargain. A dessert table may be eliminated at lunch and used for an afternoon snack. Don't be shy about asking.

Coffee Service: It is generally best to go with a break package. Paying for coffee by the gallon seems to run up the cost significantly.

A set of appetizers in the early evening is much cheaper than a sit down dinner and may be better for encouraging social networking.

Traffic Flow: Think about how people will change from room-to-room, where the vendors will be, and how meals will be served and try to create a smooth traffic pattern. Facilities committee should monitor and report problems to venue staff for prompt correction.

Meal Count: If the AEC ends at Friday lunch, plan for the meal count to be about 1/3 less than actual attendees for Friday. Many people leave without having lunch. This will help save money.

## **K. SOCIAL COMMITTEE/GOLF/FUN RUN:**

These activities can be as varied as possible, dependent solely upon the make-up of the committee.

### **Duties**

Coordination of evening events. Social activities need to be geared toward several different groups, old and young. Things that have worked well in past AEC's:

- Ice Cream social
- Talent Show
- Wednesday night off-site dinner
- Dance
- Softball game
- Film night

### **Golf/Fun Run Duties**

- Selection of golf course and fun run course.
- Establish green fees and coordinate with AEC Chair on cost for registration page.
- Purchase prizes.
- Presentation of golf trophies and fun run participant awards.

### **POLICIES**

1. Money for social events should come from vendor booth fees.
2. Golf Tournament needs to pay for itself.

## **L. AUDIO/VISUAL COMMITTEE CHAIR:**

Responsibilities include making sure the audio/visual needs of each speaker are met.

### **Duties**

- Coordinate with Speaker Committee Chair concerning audio/visual needs and ensure that these are provided, set up and operational prior to each session.
- Get a list of Departments that will loan equipment for use at the AEC. Any shortfall, coordinate with facilities to have hotel provide necessary equipment.

Equipment generally required per room:

- Microphone
- A/V cart
- Screen
- Laptop Computer and Powerpoint projector
- Extension cords

It is usually best to have one of these complete sets per room for the duration of the AEC so that it's not necessary to move equipment from place to place. 1-2 backup A/V carts should also be available to trade out quickly in case there are technical difficulties with the front line equipment.

Loan of WSDOH equipment needs to be coordinated with their IT unit. A few days before equipment is to leave, laptops need to be taken to IT to have identical passwords put on (password-1 has worked well in the past). WIFI must be enabled on all laptops!

The person collecting the A/V equipment should keep a master list (including tag numbers) of all equipment to ensure that a chain of custody is maintained with the loaning offices (and that they get the right equipment back in good repair). Mark all outside cases where equipment came from so it can be returned. The A/V Committee should also mark equipment inside the cases on Sunday so the same equipment goes back to the same cases.

At the end of conference, laptops should be checked for DVDs/CDs before putting back in cases. Laptops will have all conference presentations deleted.

The person collecting the A/V equipment will also generally be transporting easels (for poster sessions and/or bulletin boards). The same chain of custody procedures applied to A/V equipment should also be done for these items.

Have people label their equipment so that it can be returned when the AEC is over. When people bring their equipment in, it can be stored in a room generally used for AEC supplies.

Power Point Projectors: Best to have speakers put their presentations on a disc rather than bring their computer in. Not all computers are compatible with all Power Point projectors. This also eliminates the need to re-set the equipment.

## APPENDIX – EXAMPLES OF AEC HANDOUTS

CEU Tracking Form

WASHINGTON STATE ENVIRONMENTAL HEALTH ASSOCIATION 2013 Annual Education Conference • 6-7 May 2013 Great Wolf Lodge • Grand Mound, Washington		
CEU Tracking Form		
Name _____		
RS# _____ Other # (specify) _____		
Monday, May 6 Stamp session(s) attended		
8:00 – 9:30 a.m.	Plenary Session Welcome and Introductions Opening Remarks Agenda for Change & Environmental Public Health ③	1.0 contact hour
10:00 – 10:50 a.m.	Concurrent Session One Session 1D Friendly Water for the World Program in Africa Session 1E Making Open Water Safer: Designated Swim Area Guidelines for Washington State Session 1F Healthy Homes Initiative and Protecting Public Health in Washington State Session 1G Nitrates in Lower Yakima Valley and GWMA – Developing a Community Based Approach for Challenging Groundwater Issues ①	0.83 contact hour
11:00 – 11:50 a.m.	Concurrent Session Two Session 2D Toxic Cyanobacteria in Washington State Session 2E Cold Water Submersions and Implications for Washington Waters Session 2F Healthy Homes – Beginning a Program Presentation Session 2G Waterborne Disease Outbreak Investigations – Lessons Learned in Washington State ②	0.83 contact hour
1:00 – 1:50 p.m.	Concurrent Session Three Session 3D Penn Cove Oil Spill Response Session 3E Evaluating Safety Vacuum Release Systems in Pools and Spas Session 3F Environmental Public Health and Safety in School Building Design and Siting Session 3G Overview of Recent Exempt Well Issues and Water Use in Washington State ①	0.83 contact hour

CEU Tracking Form Page 1 of 4

WASHINGTON STATE ENVIRONMENTAL HEALTH ASSOCIATION 2013 Annual Education Conference • 6-7 May 2013 Great Wolf Lodge • Grand Mound, Washington		
2:00 – 2:50 p.m.	Concurrent Session Four Session 4D Introduction to Using Social Media in Environmental Health Session 4E Wading into Reclaimed Water Use: A New "Stream" Water Feature in Olympia ③ Session 4F School Inspection & The School Program – the Tacoma Experience Session 4G Well Siting ①	0.83 contact hour
3:10 – 4:00 p.m.	Concurrent Session Five Session 5D Risk Communications & Media Relations ①③ Session 5E Inspection and Maintenance Issues with Water Park Features Session 5F Wildfire Smoke and Air Quality Session 5G Panel Discussion: Funding Opportunities for Communities ①③	0.83 contact hour
4:10 – 5:00 p.m.	Concurrent Session Six Session 6D Fish Consumption Rates – Why They Matter ③ Session 6E Tour of the Great Wolf Lodge Water Park Session 6F Addressing the Built Environment: Changes in How We Do Our Work Session 6G Source Water Protection Case Studies ①	0.83 contact hour

CEU Tracking Form Page 2 of 4

**Tuesday, May 7**

WASHINGTON STATE ENVIRONMENTAL HEALTH ASSOCIATION 2013 Annual Education Conference • 6-7 May 2013 Great Wolf Lodge • Grand Mound, Washington		
8:00 – 9:30 a.m.	Concurrent Session Seven Session 7D Cultural Foods and Food Safety Challenges: Teriyaki, Sushi, Pho, and Ethnic Markets Session 7E Composting Basics (60 minutes) and Anaerobic Digesters: Powerful Tools for Managing Pungent Resources (30 minutes) ② Session 7F The Environmental Public Health Leader (Part 1) ③ Session 7G Pollution Identification and Correction (PIC) Guide (40 minutes) Performing Shoreline Surveys Using PIC Methodology (30 minutes) Henderson Inlet Risk-Based OSS Operation and Maintenance Program Review (20 minutes)	1.5 contact hours

CEU Tracking Form Page 2 of 4

WASHINGTON STATE ENVIRONMENTAL HEALTH ASSOCIATION 2013 Annual Education Conference • 6-7 May 2013 Great Wolf Lodge • Grand Mound, Washington		
10:00 – 11:30 a.m.	Concurrent Session Eight Session 8D Recent Washington State Foodborne Disease Outbreak Data 2010–2011 (40 minutes) and Lessons Learned from Recent Foodborne Outbreaks (50 minutes) Session 8E Primer on Regulation of Dairy Waste Management and CAPDs in Washington and Potential for Related Health Concerns (60 minutes) and Pulling the Needle – Twisting Solid Waste Code Enforcement (30 minutes) ① Session 8F The Environmental Public Health Leader (Part 2) ③ Session 8G Animal Manure Pollution Identification and Correction (45 minutes) and Oakland Bay Clean Water District Model (45 minutes)	1.5 contact hours
1:00 – 1:50 p.m.	Concurrent Session Nine Session 9D Cottage Food, Rapid Response Team, and More: WSDA Update Session 9E Commensal Rodents and Associated Zoonoses ② Session 9F Response Environmental Health and Safety Professionals Are You Prepared to Respond to a Disaster or Incident? ①③ Session 9G Getting a Handle on Boat Waste (40 minutes) and No Discharge Zone Petition Update (10 minutes)	0.83 contact hour
2:00 – 2:50 p.m.	Concurrent Session Ten Session 10D Water Outbreaks: The Epi & The Food Connection Session 10E What a Drag! Tick Surveillance in Washington (20 minutes) and Rabies in Washington: Past, Present, and Future. Why we still need to care! (30 minutes) Session 10F Creating Partnerships between Health and Local Planning Agencies to Advance Health, Equitable Community Planning Session 10G Septic System DIY Inspection Program ③	0.83 contact hour

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WASHINGTON STATE ENVIRONMENTAL HEALTH ASSOCIATION 2013 Annual Education Conference • 6-7 May 2013 Great Wolf Lodge • Grand Mound, Washington		
3:10 – 4:00 p.m.	Concurrent Session Eleven Session 11D Vibrio parahaemolyticus: The Benefits and Costs of Consuming Raw Oysters (20 minutes) and Marine Bioterrorism in Washington (30 minutes) Session 11E Measuring Environmental Exposures in Washington State – The Washington Environmental Biomonitoring Survey Session 11F Health Advisories & Emergencies: Dealing With the Press and Customers ① Session 11G On-Site Sewage System Nitrogen Reduction Strategies ② 4:10 – 5:00 p.m. Concurrent Session Twelve Session 12D Partnerships for Safer Produce (PB) – Panel Session 12E We're Tired of Your Scrap! Success in Solid Waste Code Enforcement ② Session 12F Expanded responsibilities for Washington's Large On-Site Program Session 12G Direct in Situ Field Measured Water Quality Parameters ③	0.83 contact hour

CEU Tracking Form Page 4 of 4

Total contact hours \_\_\_\_\_  
(Total possible 12.3 contact hours)

Note:

- Session A is in Salon A
- All D sessions are in Salon D
- All E sessions are in Salon E
- All F sessions are in Salon F
- All G sessions are in Fallen Timbers Room
- AEC eligible for up to 1.22 CEUs from WSBS

① These sessions eligible for CEUs from Waterworks Certification Program (cite Course ID# A2093)  
② These sessions eligible for CEUs from the Solid Waste Association of North America (SWANA)  
③ These sessions eligible for CEUs from Ecology Wastewater Operator Certification Program (cite course ID ECVSL3-563)



## AEC Evaluation Form

WASHINGTON STATE ENVIRONMENTAL HEALTH ASSOCIATION  
2013 Annual Education Conference • 6-7 May 2013  
Great Wolf Lodge • Grand Mound, Washington

**AEC Evaluation Form**

Facility / Food Service	Superior	Good	Fair	Poor
1. Registration				
2. Meeting Rooms				
3. Breaks / Networking				
4. Monday Lunch				
5. Monday evening social				
6. Tuesday Lunch & Awards				
7. Overall Food Choices				
8. Overall Food Quality				
9. Staff Service				
10. Other				
Comments:				

Technical Program	Excel lent	Very Good	Good	Fair	Poor
<b>Monday Sessions</b>					
A. Monday Plenary					
Comments:					

(circle one)

1. Concurrent Session 1	D	E	F	G				
2. Concurrent Session 2	D	E	F	G				
3. Concurrent Session 3	D	E	F	G				
4. Concurrent Session 4	D	E	F	G				
5. Concurrent Session 5	D	E	F	G				
6. Concurrent Session 6	D	E	F	G				
Comments:								

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Tuesday Sessions (circle one)								
7. Concurrent Session 7	D	E	F	G				
8. Concurrent Session 8	D	E	F	G				
9. Concurrent Session 9	D	E	F	G				
10. Concurrent Session 10	D	E	F	G				
11. Concurrent Session 11	D	E	F	G				
12. Concurrent Session 12	D	E	F	G				
Comments:								

**For the next AEC**

- How often should the AEC be held? ☐ annually ☐ every two years
- How long should the AEC be? ☐ 2 days ☐ 2 1/2 days ☐ 3 days
- Where should the next AEC be?
- Would you be willing to volunteer for the next AEC? ☐ Yes ☐ No
- Should we combine with the Joint Conference on Health (JCH)? ☐ Yes ☐ No

Additional Comments:

Thanks for your response.

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## WSEHA Volunteer Form

**WSEHA Needs Your Help!**

Please consider being a WSEHA volunteer. Please indicate your interest below by checking the appropriate boxes and providing your contact information on the back.

☐ **2014 Annual Education Conference Chair** – This position is responsible for overseeing AEC, including appointing committee chairs, ensuring coordination between committees and AEC budget. Duties include: selecting the conference site, budgeting, including setting registration fees, scheduling AEC Committee meetings, and keeping sub-committees apprised of their responsibilities and on track.

☐ **2014 Annual Education Conference Co-Chair** - Responsibilities include stepping-in whenever AEC Chair sees a need, but the primary duty of the AEC Co-chair is to learn as much about running the AEC as the up-coming role as AEC Chair.

☐ **Annual Education Conference Committee Members** - This committee is responsible for planning WSEHA's Annual Educational Conference, which is held during the last week of April or first week of May. Location may vary from year to year. The committee meets on the average of once a month. The AEC Committee breaks into several sub-committees to work on different parts of the conference...

☐ **Finance Committee Chair and Members** - This committee is concerned with the overall financial condition of the Association. It is responsible for providing advice and support to the Treasurer, devising ways and means of raising funds for the operation of the Association, preparing a yearly budget and ensuring that a review of financial records of the Association is conducted annually.

☐ **Education Committee Chair and Members** - The responsibility of this committee is to develop ad-hoc educational conferences and workshops for the Association. These conferences and workshops are to directly and indirectly benefit the members of the Association. The committee is responsible for designing or producing educational publications, and developing, promoting or conducting education programs.

☐ **Publications Committee Chair** - The responsibility of this committee is to produce the WSEHA Newsletter. The newsletter is produced and distributed quarterly by members of the committee to WSEHA members and affiliates. The Publications Committee also works with the AEC Committee to produce the AEC brochure and program for the conference.

☐ **International Health Committee Members** - The mission of the International Health Committee is to promote environmental health in the international setting in order to prevent death and disease commonly associated with poor environmental conditions.

☐ **Membership and Benefits Committee Chair and Members** - This committee is responsible for conducting an annual membership drive to attract new members to the Association. It is also responsible for devising and implementing ways and means of increasing and sustaining the membership of the Association.

☐ **Policy Committee Chair and Members** – The responsibility of this committee is to consider issues involving the basic policies and direction of the Association. This committee considers all policy resolutions made by the committee. This committee reviews all proposed changes to either the Articles of Incorporation or to the Constitution and Bylaws of the Association. It also drafts such amendments or revisions as may be requested by the Board or membership.

→ → → Please provide your contact information on the back. → → →

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I would be willing to run for election as:

☐ Association President (3 yr. term)

☐ Association Secretary (2 yr. term)

☐ Association Treasurer (2 yr. term)

☐ Regional Vice President (2 yr. term or until next is elected)

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number with Area Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE REGISTRATION DESK OR MAIL TO:

WSEHA  
103 SEA PINE LANE  
BELLINGHAM, WA 98225-9363

THANK-YOU!!

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## Local Activity Flyer with Map

**WASHINGTON ENVIRONMENTAL HEALTH ASSOCIATION  
2013 ANNUAL EDUCATIONAL CONFERENCE**

**PLACES TO GO, FOOD TO EAT, AND THINGS TO DO**

**CENTRALIA RESTAURANTS AND FAST FOOD (just to name a few...)**

Arby's - 1206 Belmont Ave	Burger King - 818 Harrison Ave
Burger King - 713 Harrison Ave	Country Cousin - 1054 Harrison Ave
Centralia Deli/BBQ - 708 Harrison Ave	Casa Ramos/Azteca - 929 Harrison Ave
Denny's - 1052 Harrison Ave	Domino's - 1241 Harrison Ave
Dairy Queen - 701 Harrison Ave	Dairy Queen - 19715 Old Hwy 99
Jack In the Box - 1130 Harrison Ave	McDonald's - 1201 Lum Rd
Northwest Sausage/Deli - 5945 Prather Rd	Peking House Chinese - 513 Harrison Ave
Papa Pate's Pizza - 933 Harrison Ave	Pizza Hut/Wings - 705 Harrison Ave
Panda Inn Chinese - 806 Harrison Ave	Safeway Deli - 1129 Harrison Ave
Starbucks - 1161 Harrison Ave	Subway - 1112 View Ave
Taco Bell - 1120 Belmont Ave	Wendy's - 817 Harrison Ave

**RESTAURANT BARS AND PUBS (Historic Downtown Centralia)**  
(To get there...head East on Harrison Ave, this turns into Main St and crosses Tower Ave.)

O' Blameys Irish Pub 221 - Tower Ave  
Mollenboms Olympic Club - 112 Tower Ave  
The Hub Bar and Grill - 110 Tower Ave  
Tower Tavern - 114 S Tower Ave

**ATTRACTIONS AND ACTIVITIES**

Lucky Eagle Casino (8 miles) 12888 188th Ave, Rochester (360) 273-2000	Riverside Golf Course (12 miles) 1451 NW Airport Rd, Chehalis (360) 748-8182
Centralia Antique District (5 miles) Historic Downtown Centralia Main St and Tower St (Antique Row)	Mollenboms Olympic Club/Theater (5 miles) 112 N Tower Ave, Centralia (360) 736-5164
Centralia Factory Outlet Stores (5 miles) 1342 Lum Rd, Centralia (360) 736-3327	Wolf Haven International Tours (20 miles) 3111 Offutt Lake Rd, Tenino (360) 264-4695

**DIRECTIONS FROM GREAT WOLF LODGE TO CENTRALIA, WA**

**Option 1: (4.7 miles)**  
Exit Great Wolf Lodge parking lot, turn LEFT and head South on Old Hwy 99 SW. Old Hwy 99 SW turns into Harrison Ave.

**Option 2: (6.7 miles)**  
Exit Great Wolf Lodge parking lot, turn RIGHT and head North on Old Hwy 99 SW. Turn RIGHT onto US-12. Merge onto I-5 South and EXIT 82 toward Factory Outlet Way. Turn LEFT or RIGHT on Harrison.

## Silent Auction Flyer

**WSEHA INTERNATIONAL HEALTH COMMITTEE  
2004 AEC SILENT AUCTION**

**Located in the Cascade Room**  
Thursday only

Come place your bids for a very worthwhile endeavor  
~ the completion of public health projects:

- ☐ Water well for an Afghani girl's school
- ☐ Environmental Health Educator in Ecuador

Bidding opens at 8:00 am Thursday –  
closes at 6:00 pm Thursday (Sharp!)  
Top Bid Wins!! Winners will be announced Thursday evening  
at dinner (Top bidder can pick up items Thursday night)

Here is some of what you will see at this year's silent auction:  
Alpaca wool sweaters from Ecuador, hand crocheted purses and handbags, jewelry,  
paintings, ceramic bowls, real vanilla extract from Mexico and so much more.

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## **Call for Papers Notification**

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Washington State Environmental Health Association  
2013 Annual Educational Conference  
Monday, May 6 and Tuesday, May 7  
Great Wolf Lodge, Grand Mound, Washington

### CALL FOR PAPERS NOTIFICATION

The Washington State Environmental Health Association is currently accepting presentation proposals for their 2013 Annual Educational Conference (AEC) at the Great Wolf Lodge in Grand Mound. We are very excited to have the AEC back after a long hiatus. A variety of environmental health topics will be provided at the conference.

#### **ORAL PRESENTATIONS:**

To submit a paper or proposal for presentation, complete the on-line submittal form by clicking this [link](#). You will need to provide as much information as possible including a presentation title, abstract and complete presenters/panelists information. Names of panelists need to be included so when assigning conference time slots presenters are not double-booked. Upon acceptance of your presentation, you will be asked to submit your presentation to the AEC Audio/Visual Coordinator for loading it prior to the conference. Only on-line submissions will be accepted; no faxed or mail-in proposals please.

#### **POSTER PRESENTATIONS:**

WSEHA will also be accepting poster presentations this year. Poster presentations will be submitted on-line using the same submittal form as the oral presentations. Size limit on posters is 48" X 60" and need to be hung no later than Monday, May 6 at 9:00 a.m. Authors of poster presentations do not need to be present at the conference; posters may be hung and represented by any registered conference attendee. Posters will need to be removed by close of the conference on Tuesday or they will be removed with no guarantee the poster will be returned to the author.

#### **VERIFYING YOUR SUBMISSION AND NOTIFICATION OF ACCEPTANCE:**

After entering your abstract, please verify your work and print a copy for your records. Results of acceptance will be e-mailed to the **Primary Presenter** by **Friday, January 11, 2013**. It is the responsibility of the primary presenter to notify any panelist of the results. If accepted, the primary presenter will be expected to work as the liaison between the Speaker Chair and any panelists. The primary presenter will be expected to keep the Speaker Chair informed of any changes made to the original proposal submitted. Abstract content cannot be edited once it's been accepted; only changes to panelists and title can be made.

#### **DEADLINE FOR SUBMITTING PRESENTATIONS:**

All presentations need to be submitted on-line **no later than Friday, December 7, 2012**.

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#### **REGISTRATION REQUIREMENTS:**

WSEHA is a non-profit organization that receives no financial funding other than support through annual membership dues. All revenue made by the AEC goes towards conference and administrative expenses.

With this in mind, the AEC Planning Committee and WSEHA Board have established the following policy for presenter registration: To avoid raising registration fees, presenters who submit an oral presentation for the AEC (also known as the primary presenter) will need to pay the registration fee for the day they are scheduled to present, or for the entire conference if they plan to attend. Panelists will not be required to pay if they are only coming to present, then leaving.

#### AEC Contact Information:

AEC Coordinator: Mark Toy, WA State Dept. of Health (360) 236-3321 [Mark.Toy@doh.wa.gov](mailto:Mark.Toy@doh.wa.gov)  
A/V Coordinator: Dick Pedlar, WA State Dept. of Health (360) 236-3115 [rpedlar@comcast.net](mailto:rpedlar@comcast.net)

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## **INTRODUCTION**

### **PURPOSE**

The purpose of this manual is to provide guidance concerning the nomination and selection of recipients for the following awards of the Washington State Environmental Health Association.

- a) The John Nordin Outstanding Sanitarian Award
- b) The Jack B. Hatlen Inspirational Award
- c) Environmental Health Professional of the Year Award
- d) Past President's Award
- e) Honorary WSEHA Membership
- f) Cind M. Treser Memorial Student Scholarship Award
- f) Rookie of the Year Award
- g) Environmental Health Story of the Year Award
- h) Most Humorous/Embarrassing Moment Award

Specifically, this manual is designed to:

1. Provide guidance to the members of the Nominations & Awards Committee in fulfilling their responsibilities concerning each of the awards;
2. Provide guidance to the Board of Directors concerning the final selection of recipients;
3. Provide guidance to members of the Association who wish to nominate candidates for the awards; and
4. Establish consistent criteria and specifications for the awards and their presentation.

### **POLICIES**

It is the policy of the Washington State Environmental Health Association that every effort shall be made to identify and reward deserving environmental health practitioners through special recognition by their peers.

1. Primary responsibility for the identification and selection of qualified candidates shall rest with the Nominations & Awards Committee.

2. Final selection of the candidates for the awards of the Association shall be made by action of the Board of Directors. The selections made by the Board of Directors are final and cannot be appealed.
3. All members of the Association are eligible to be nominated for any of the awards; except that officers and elected members of the Board of Directors are not eligible to receive any of the major awards of the Association (i.e., the Jack Hatlen Inspirational Award or the Outstanding Sanitarian Award) while they are sitting on the Board of Directors. Also, current members are not eligible for an Honorary WSEHA Membership.

### **PROCEDURES**

1. The members of the Nominations & Awards Committee shall follow the guidelines established in the following sections of this manual in making their selection of the candidates for the various awards of the Association.
2. The Nominations & Awards Committee shall maintain the list of award recipients and notify the Executive Secretary of the Association of each year's recipients.

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## **JOHN NORDIN OUTSTANDING SANITARIAN AWARD**

### **PURPOSE**

The purpose of this award is to give recognition to a member of the Association who:

1. Has earned the respect of his/her peers for outstanding service in the promotion of, and contribution to, the environmental health profession;
2. Does his/her job well, taking responsibilities seriously and continuously striving for excellence;
3. Shows a commitment to the environmental health profession by giving of his/her ideas and efforts;
4. Leads, by example, his/her fellow professionals to go beyond just what is expected; and
5. Contributes to the advancement of the environmental health professional and everything the job and title represents.

### **POLICY**

It shall be the policy of this Association to only make this award to nominated individuals who meet the following eligibility criteria. If in any year, no members are nominated, or if in the judgment of the Committee or the Board of Directors the nominated individuals do not meet the criteria, no award shall be awarded in that year.

### **ELIGIBILITY CRITERIA**

To be eligible for this award, the nominee must:

1. Be a member in good standing in any category of membership of the Association;
2. Have contributed to the field of environmental health above and beyond the usually expected level of performance, and in so doing, contributed to the elevation of the professional status of the environmental health practitioner;
3. Demonstrated exemplary adherence to the precepts of the Code of Ethics of the Association; and
4. Not have been a previous recipient of the award, nor be currently serving as an officer or director of the Association.

## **PROCEDURES**

### **1. Nominations for the Award:**

- a. Nominations may be made by any member of the Association. A person who is not a member of the Association, but who has worked closely with the nominee, may recommend an individual for nomination to any member of the Association and in particular to the Regional Vice-President for the region in which the nominee resides.
- b. Each year each Regional Vice-President should attempt to identify someone in his/her region who meets the eligibility criteria for nomination for this award.
- c. The nomination, together with all required supporting materials, must be submitted to the Nominations & Awards Committee at least two months prior to the annual meeting of the Association, in order to be considered for that year.
- d. Nominations must be made in writing, address each of the eligibility criteria, and be accompanied by sufficient supporting materials to permit the Committee to make a fair and complete evaluation of the nominee.
- e. The nomination and relevant support materials should include:
  - 1) A letter or letters of recommendation explaining why the nominee is regarded as outstanding as defined above.
  - 2) Biographical information using the following outline as a general format.
    - a) General: Family and other personal information
    - b) Education:
      - Schools attended
      - Degrees received
      - Other formal education/training
    - c) Employment History (in chronological order):
      - Place of employment
      - Job Titles/Positions
      - Scope of Responsibilities
    - d) Professional Contributions: List those significant contributions to the field of environmental health that are of outstanding character, for example, outstanding accomplishments in one or more of the following areas.
      - Program development
      - Program administration
      - Research, training or education
      - Special recognition by other organizations
      - Volunteer activities
      - Other
    - e) Publications: List published articles, documents or major unpublished materials developed for presentation to professional groups.



- f) Professional Association Activities: List the professional associations to which the nominee belongs including:
  - Years of membership
  - Positions of responsibility
  - Outstanding contributions
- g) Professionalism: List the outstanding qualities of the individuals that relate to his/her job performance, including:
  - Positive, enthusiastic attitude
  - Commands respect
  - Works well with the public
  - Other
- h) Other: List and describe other areas of activity that demonstrate participation, involvement and/or contribution.
  - Community service
  - School
  - Church
  - Service organizations
  - Other
- i) Appendix: Include all supporting documentation.

## **2. Review and Selection Procedure:**

- a. All nominations and supporting materials should be reviewed and evaluated by the Nominations & Awards Committee. A numerical score should be developed for each nominee using the following criteria. (Maximum possible = 100)
  - 1) Professionalism. The scope and significance of the nominee's contribution to the field of environmental health, which enhances the quality of environmental health practice. (Points = 20)
  - 2) Individual Achievements. Special activities, accomplishments, or work above and beyond usual employment practices. (Points = 20)
  - 3) WSEHA Activities. Offices held, committee assignments, participation in promoting continuing educational activities, etc. (Points = 15)
  - 4) Other Public Health Activities. Membership and activities in other public health or related organizations or public health volunteer work. (Points = 10)
  - 5) References. Recommendations from recognized persons in the field of environmental health. (Points = 10)
  - 6) Employment. Positions held, level of duties and responsibilities, breadth of experience, etc. (Points = 10)
  - 7) Publications. Published or unpublished articles and/or other documents, authored or co-authored by the nominee, which contribute to the art and science of environmental health. (Points = 5)
  - 8) Education. Degree(s) earned, continuing professional education (special courses or training) completed. (Points = 5)
  - 9) Other. Miscellaneous items, not covered above, which demonstrate the nominee's outstanding leadership or contribution to the field of environmental health. (Points = 5)

- b. A nominee should have a point total of more than 70 in order to be considered eligible for the award. All eligible nominees, as determined by the above screening procedure, shall be considered as candidates for the award.
- c. The Committee shall select only one of the candidates, by acclamation or vote, as its recommended recipient. The Committee's recommendation shall be forwarded to the Board of Directors for final approval. The Board may request to see the supporting materials for the candidate.
- d. Should the Board disagree with the Committee's recommendation, it may return the recommendation to the Committee for further action. The Committee may then select an alternate candidate or return a recommendation that the award not be awarded for this year.

**3. Award Specifications:** The award shall consist of a plaque and a bound copy of the materials developed to support the candidate's nomination.

- a. **Plaque:** The award shall be a metal plate mounted on a wood base, approximately 8 inches by 10 inches in size. The metal plate shall have at least a 1 inch border and contain the following inscription:

JOHN NORDIN  
OUTSTANDING SANITARIAN

20??

Presented to

First M. Name

by the

Washington State  
Environmental Health Association

- b. All written materials developed in support of the candidate shall be attractively bound by the Committee for presentation to the recipient.

**4. Presentation Procedure:**

- a. The award shall be presented (annually, provided a qualified candidate is nominated and selected) during the WSEHA Annual Educational Conference.
- b. The presentation shall be made by the Chairperson of the Nominations and Awards Committee, by some other appropriate person, or both.
- c. The Committee shall prepare an article for submission to the *WSEHA Newsletter*, together with an accompanying photograph of the recipient receiving the award.

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### **NEHA CERTIFICATE OF MERIT**

The National Environmental Health Association shall be notified and a request made to award the Outstanding Sanitarian a NEHA Certificate of Merit.

1. The Committee shall prepare the necessary materials for this recognition by June 1st of the year in which the award is made.
2. The materials to be prepared by the Committee shall include the following:
  - a. A letter for the President's signature urging NEHA to recognize the Outstanding Sanitarian, through the award of a NEHA Certificate of Merit; and,
  - b. A statement of recognition, which summarizes the materials contained in the recipient's award materials.

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## **JACK B. HATLEN INSPIRATIONAL AWARD**

### **PURPOSE**

The purpose of the Jack B. Hatlen Inspirational Award is to give recognition to a WSEHA member who has:

1. Directed considerable time, commitment and personal effort toward the development, maintenance and/or promotion of the Washington State Environmental Health Association; and,
2. Inspired and motivated other environmental health professionals, through his/her involvement and personal enthusiasm, to become involved with the Association and to develop their maximum level of personal and professional potential.

### **POLICY**

It shall be the policy of this Association to only make this award to nominated individuals who meet the following eligibility criteria. If in any year, no members are nominated, or if in the judgment of the Committee or the Board of Directors the nominated individuals do not meet the criteria, no award shall be awarded in that year.

### **ELIGIBILITY CRITERIA**

To be eligible for this award, the nominee must:

1. Be a member in good standing in any category of membership (NOTE: special emphasis shall be given to practitioners at the field level, but members at other levels should not be excluded);
2. Not have been a previous recipient of the award, nor be currently serving as an officer or director of the Association; and
3. Exhibit inspirational traits and qualities that reflect credit both upon the nominee as an individual and the profession. The desired inspirational traits are characterized by the following.
  - A positive and enthusiastic attitude
  - An orientation to meet challenges
  - An interest in the development of others
  - An interest in the approach(es), which others take to problems
  - Willingness to accept challenges and to try new ways of doing things
  - Willingness to take a stand on issues

Ability to encourage others to become involved

The activities of a nominee should epitomize the objectives of the Association. Activities that should be considered include:

- a. Developing cooperation among the various branches and departments of government in activities directed toward the improvement of public health;
- b. Increasing the knowledge and efficiency of WSEHA members to promote high standards of attainment in their work;
- c. Increasing opportunities for the professional development of the members;
- d. Enhancing the professional recognition of environmental health practitioners; and
- e. Giving time to the Association by serving on committees and on the Board.

## **PROCEDURES**

### **1. Nominations for the Award:**

- a. Nominations may be made by any member of the Association. A person who is not a member of the Association, but who has worked closely with the nominee, may recommend an individual for nomination to any member of the Association and in particular to the Regional Vice-President for the region in which the nominee resides.
- b. Each year each Regional Vice-President should attempt to identify someone in his/her region who meets the eligibility criteria for nomination for this award.
- c. The nomination, together with all required supporting materials, must be submitted to the Nominations & Awards Committee at least two months prior to the annual meeting of the Association, in order to be considered for that year.
- d. Nominations must be made in writing, address each of the eligibility criteria, and be accompanied by sufficient supporting materials to permit the Committee to make a fair and complete evaluation of the nominee.

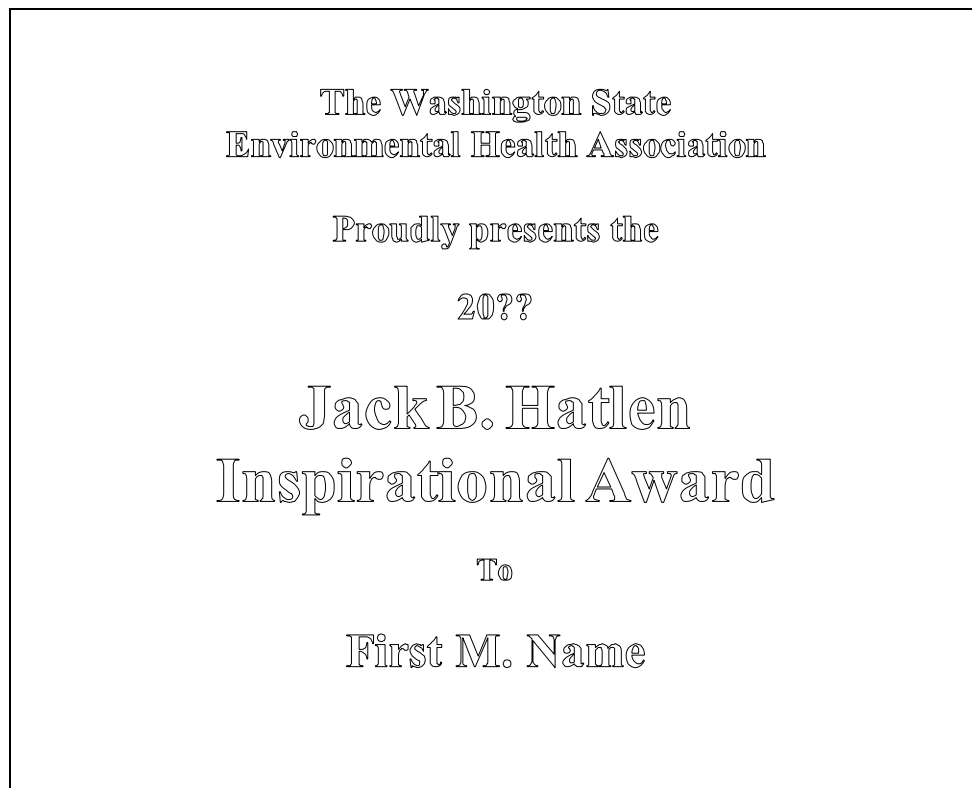
### **2. Review and Selection Procedure:**

- a. All nominations and their supporting materials shall be reviewed and evaluated by each member of the Committee. The members of the Committee may determine which nominees are qualified by consensus or by vote.

b. Of the nominees determined to be qualified, the Committee shall select the one individual who, in their judgment, is the most qualified.

c. The recommendation of the Committee shall be forwarded to the Board of Directors for final approval. The Board may request to see the written materials submitted concerning the recommended candidate(s). Should the Board disagree with the Committee's recommendation, it may request the Committee to make an alternate recommendation.

**3. Award Specification:** The award shall be a metal plate mounted on an appropriate wooden base, approximately 8 inches by 10 inches in size. The plate shall bear the following inscription:



**4. Presentation:**

a. The award shall be presented (annually, provided a qualified candidate is nominated and selected) during the WSEHA Annual Educational Conference.

- b. The presentation shall be made by the chairperson of the Nominations & Awards Committee or by some other appropriate person designated by the Chairperson.
- c. The Committee shall prepare an article for submission to the *WSEHA Newsletter*, together with an accompanying photograph of the recipient receiving the award.



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## **ENVIRONMENTAL HEALTH PROFESSIONAL OF THE YEAR AWARD**

### **PURPOSE**

The purpose of this award is to give recognition to an environmental health professional who may or may not be a member of the Association and who within a given year:

1. Developed an environmental health program or project which significantly contributed to the advancement of a specific field of environmental health;
2. Showed outstanding service and dedication in his/her particular job in the promotion of environmental health;
3. Displayed extraordinary leadership and/or professionalism in responding to an environmental health issue or emergency; and/or
4. Advanced the promotion of environmental health in a community service activity or project.

### **POLICY**

It shall be the policy of this Association to only make this award to nominated individuals who meet the following eligibility criteria. If in any year, no members are nominated, or if in the judgment of the Committee or the Board of Directors the nominated individuals do not meet the criteria, no award shall be awarded in that year.

### **ELIGIBILITY CRITERIA**

To be eligible for this award, the nominee must:

1. Have contributed to the field of environmental health above and beyond the usually expected level of performance or service in the year prior to nomination;
2. Have demonstrated exemplary adherence to the precepts of the Code of Ethics of the Association; and
3. Not have been a previous recipient of the award, nor be currently serving as an officer or director of the Association.

### **PROCEDURES**

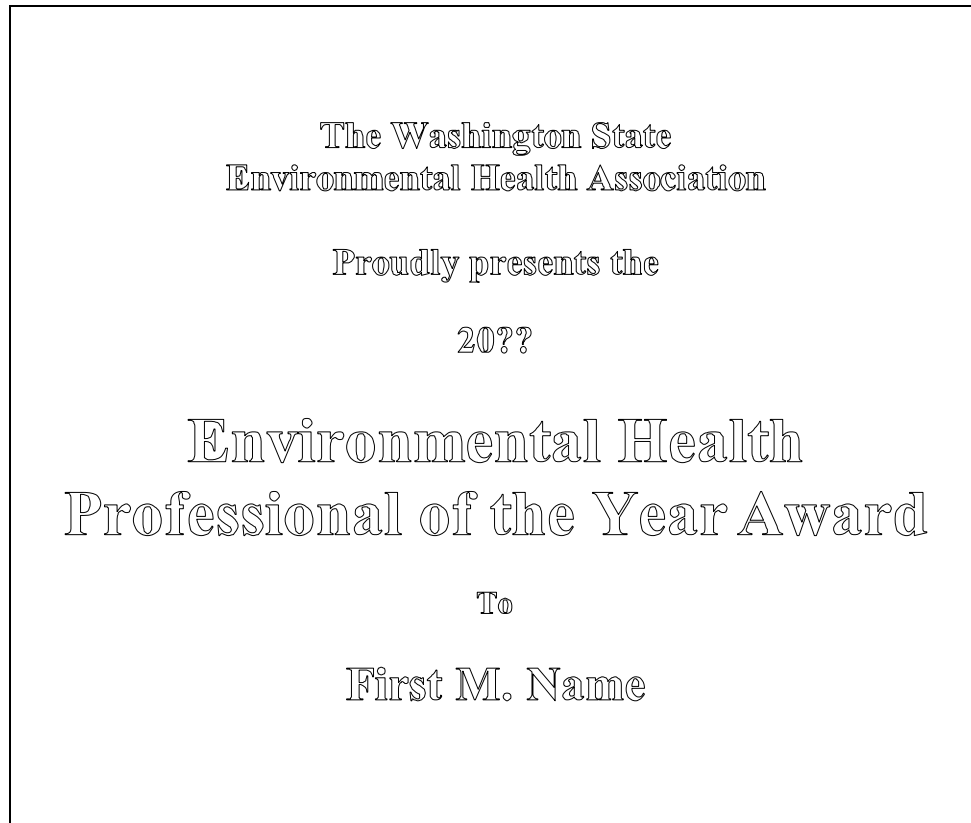
**1. Nominations for the Award:**

- a. Nominations may be made by any member of the Association. A person who is not a member of the Association, but who has worked closely with the nominee, may recommend an individual for nomination to any member of the Association and in particular to the Regional Vice-President for the region in which the nominee resides.
- b. Each year each Regional Vice-President should attempt to identify someone in his/her region who meets the eligibility criteria for nomination for this award.
- c. The nomination, together with all required supporting materials, must be submitted to the Nominations & Awards Committee at least two months prior to the annual meeting of the Association, in order to be considered for that year.
- d. Nominations must be made in writing, address each of the eligibility criteria, and be accompanied by sufficient supporting materials to permit the Committee to make a fair and complete evaluation of the nominee.

**2. Review and Selection Procedure:**

- a. All nominations and their supporting materials shall be reviewed and evaluated by each member of the Committee. The members of the Committee may determine which nominees are qualified by consensus or by vote.
- b. Of the nominees determined to be qualified, the Committee shall select the one individual who, in their judgment, is the most qualified.
- c. The recommendation of the Committee shall be forwarded to the Board of Directors for final approval. The Board may request to see the written materials submitted concerning the recommended candidate(s). Should the Board disagree with the Committee's recommendation, it may request the Committee to make an alternate recommendation.

**3. Award Specification:** The award shall be a metal plate mounted on an appropriate wooden base, approximately 8 inches by 10 inches in size. The plate shall bear the following inscription:



**4. Presentation:**

- a. The award shall be presented (annually, provided a qualified candidate is nominated and selected) during the WSEHA Annual Educational Conference.
- b. The presentation shall be made by the chairperson of the Nominations & Awards Committee or by some other appropriate person designated by the Chairperson.
- c. The Committee shall prepare an article for submission to the *WSEHA Newsletter*, together with an accompanying photograph of the recipient receiving the award.

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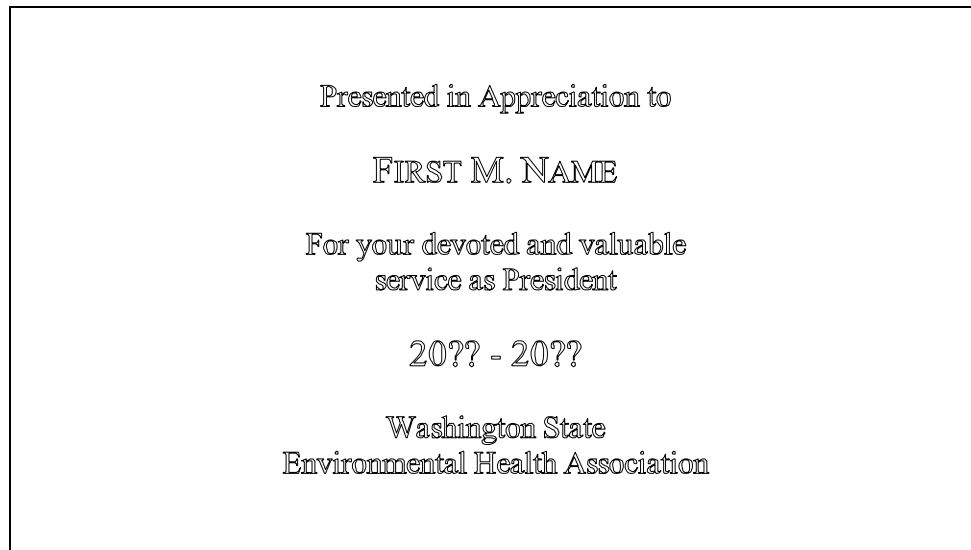
## PAST PRESIDENT'S AWARD

### PURPOSE

The purpose of the past President's Award is to recognize and honor the efforts and contributions of the outgoing WSEHA President by the membership of the Association.

### PROCEDURES

**1. Award Specification:** The award shall consist of a plaque commemorating the Past-President's tenure. It shall be a metal plate mounted on an appropriate wooden base, approximately 8 inches by 10 inches in size. The plate shall bear the image of a gavel and the following inscription:



### 2. Presentation Procedures:

The award shall be presented during the WSEHA Annual Educational Conference by the incoming President of the Association.

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## **HONORARY MEMBERSHIP**

### **PURPOSE**

The purpose of awarding honorary membership in the Washington State Environmental Health Association is to give recognition to a person for distinguished achievement or service in the field of environmental health or public benefit.

### **ELIGIBILITY CRITERIA**

1. A nominee for honorary membership should have made a significant contribution to the field of environmental health by achievements in the field or in related fields or through public service activities, which have benefited the field or profession.
2. The nominee should, by past performance and behavior, demonstrate his/her adherence to the concepts and principles embodied by the objectives and "Code of Ethics" of the Association as spelled out in the WSEHA Constitution and By-Laws.
3. Current members of the WSEHA are not eligible.
4. Residency within the state of Washington is *not* a requirement.

### **PROCEDURES**

#### **1. Nomination and Selection:**

- a. Nominations may be submitted by any member of the Association to the Nominations and Awards Committee.
- b. Nominations should include a narrative statement of the nominee's contribution to WSEHA and/or the nature of his/her distinguished service to the field of environmental health.
- c. The Committee will review all nominations and submit a recommendation to the Board of Directors for final approval.
- d. The Board of Directors, in unusual circumstances, may award an Honorary Membership without review by the Nominations & Awards Committee. In such cases, the Board shall subsequently provide to the Nominations & Awards Committee a copy of any related materials, used in the decision or presentation of the award, for its records.

- 2. Award Specifications:** A Certificate of Honorary Membership, suitable for framing, shall be issued to each recipient. The certificate shall be similar to the following example:

<p>The Washington State Environmental Health Association</p> <p>Hereby grants Honorary Membership in this Association to</p> <p>FIRST M. NAME</p> <p>In recognition of his/her distinguished service in the field of environmental health</p> <p>Date, 20??</p> <p>_____ President</p>
--

- 3. Presentation:** Honorary Membership Certificates shall, ordinarily, be presented at, or in conjunction with, the Annual Educational Conference.

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## **CIND M. TRESER MEMORIAL STUDENT SCHOLARSHIPS**

**formerly**

## **ED PICKETT MEMORIAL STUDENT SCHOLARSHIPS**

### **PURPOSE**

The WSEHA scholarship program gives recognition to outstanding and deserving undergraduate students majoring in environmental health (or in an allied discipline) and who intend to take employment in the field of environmental health in Washington State upon completion of the baccalaureate degree requirements.

### **ELIGIBILITY CRITERIA**

The applicant must:

1. Be enrolled in a program accredited by the National Accreditation Council for Environmental Health Curricula (EHAC), or have a curriculum comparable to the model curriculum recommended by the EHAC. The program must include substantial coursework in the following areas:
  - 1) Biology & Microbiology;
  - 2) Organic & Inorganic Chemistry;
  - 3) Epidemiology;
  - 4) Biostatistics; and
  - 5) Environmental Health topics (e.g., food protection, air pollution, water and wastewater, solid waste, vector control & housing, toxics & hazardous substances, hazardous waste, etc.);
2. Be a student member of WSEHA, or become a member upon receipt of the scholarship;
3. Demonstrate his/her intent to become employed in the field of environmental health in Washington following graduation;
4. Have submitted a completed Scholarship Application form, and be willing to submit a photograph if awarded the scholarship;
5. Intend to attend the WSEHA Annual Educational Conference to receive the scholarship award; and
6. Not be a previous recipient of the award.

### **PROCEDURES**

**1. Nomination and Selection:**

- a. The President and the Board of Directors will appoint a four-member Scholarship Committee, which shall be a subcommittee of the Nominations & Awards Committee.
  - 1) One of the members of the subcommittee shall be the Chair of the Nominations and Awards Committee.
  - 2) At least one member of the sub-committee shall be a faculty member of a college or university environmental health program that has been accredited by the National Council for the Accreditation of Environmental Health Curricula.
- b. The Association will advise eligible institutions during January (or such other month as may be determined by the Board) of the availability of the Scholarship and request submission of applications.
- c. The Scholarship Committee, meeting with or after having consulted with the environmental health program advisers from each school from which there are applicants, will review and select the scholarship winner(s) based on their:
  - 1) Academic excellence;
  - 2) Community and campus activities; and
  - 3) Potential for future contributions to the profession as an environmental health specialist.
- d. If there are funds available for more than one scholarship, one of the scholarships should be awarded to an eligible applicant whose financial need is the primary criterion.
- e. The Scholarship Committee shall inform the Board of Directors, the institution(s), and the individual(s) of their selection.

**2. Award Specification:**

- a. The annual budget of the Association shall contain an allocation for the Scholarship Award, which shall consist of part or all of the interest derived from the monies invested in the Scholarship Fund. The amount of the award shall be fixed by the Board upon recommendation of the Nominations and Awards Committee and the Finance Committee.
- b. The monetary award, in the form of a check drawn on the Association's account, shall be accompanied by a framed certificate imprinted similar to the following example:



<p>The Washington State Environmental Health Association</p> <p>Presents the</p> <p>The Cind M. Treser Memorial Student Scholarship Award for 20??</p> <p>to</p> <p>FIRST M. NAME</p> <p>In recognition of his/her outstanding achievements while a student at Name of University</p> <p>Date, 20??</p> <p>_____ President</p>
--

**3. Presentation:** The award(s) shall be made at the WSEHA Annual Educational Conference by a member of the Scholarship Committee or other appropriate WSEHA member.

## ATTACHMENTS

### 1. Scholarship Committee Members:

1987	Chuck Treser	Gary Irvine	Jack Hatlen	
1988	Chuck Treser	Gary Irvine	Tony Gomez	
1989	Chuck Treser	Bryan Harrison	Tony Gomez	
1990	Chuck Treser	Bryan Harrison	Tony Gomez	
1991	Chuck Treser	Bryan Harrison	Sharon Greenman	
1992	Chuck Treser	Bryan Harrison	Sharon Greenman	
1993	Chuck Treser	Linda Chapman	Sharon Greenman	
1994	Chuck Treser	Sara Brallier	Larry Kirchner	
1995	Chuck Treser	Sue Waldrip	Larry Kirchner	
1996	Chuck Treser	Janet Anderberg	Sue Waldrip	
1997	Chuck Treser	Janet Anderberg	Sue Waldrip	
1998	Chuck Treser	Sue Waldrip	Tania Busch-Weak	
1999	Chuck Treser	Sue Waldrip	Tania Busch-Weak	
2000	Chuck Treser	Rick Miklich	Tania Busch-Weak	Ned Therien
2001	Chuck Treser	Ned Therien		
2002	Chuck Treser	Ned Therien		
2003	Chuck Treser	Britt Pfaff-Dunton and Meagan Yoshimoto were the recipients		
2004	<i>not awarded</i>			
2005	<i>not awarded</i>			
2006	<i>not awarded</i>			
2007	Chuck Treser	Ned Therien		
2008	Chuck Treser	Ned Therien		
2009	Chuck Treser	Ned Therien		
2010	<i>not awarded</i>			
2011	<i>not awarded</i>			
2012	<i>not awarded</i>			
2013	Chuck Treser	Ned Therien	Joe Graham	Geoffrey Crofoot

## 2. Sample Scholarship Application Form:

<b>WASHINGTON STATE ENVIRONMENTAL HEALTH ASSOCIATION</b>	
<b><u>CIND M. TRESER MEMORIAL SCHOLARSHIP APPLICATION</u></b>	
Student's Name: _____	
Current Address: _____	
_____	Phone No.: _____
Permanent Address: _____	
_____	
<b><u>Instructions:</u></b>	
1. Fill in the following information:	
a. Present college/university: _____	
Major: _____ Cumulative GPA: _____	
Total number of (semester)/(quarter) hours earned: _____	
b. List all previous colleges/universities attended: _____	
_____	
c. List any previous honors/awards (including scholarships): _____	
_____	
_____	
2. Attach a copy of your current university/college transcript to this application form.	
3. Attach a brief biographical sketch (one page), describing your interests, your school and community activities, and indicating your plans for the future.	
4. Sign the application form.	
5. Ask your adviser or other qualified individual who can comment on your academic performance to complete the information requested on the back of this form and mail it to the <i>Washington State Environmental Health Association, 3045 Northwest 57th Street, Seattle, WA 98107</i> before <b>March 1, 20__</b> .	
Applicant's Signature: _____ Date: _____	

**3. Sample Recommendation Form:**

**CIND M. TRESER MEMORIAL SCHOLARSHIP RECOMMENDATION**

The student listed on the reverse side is submitting this application to the Scholarship Committee of the Washington State Environmental Health Association. We would appreciate your candid evaluation of this individual. Please address yourself to the five following questions. In addition, please feel free to make any additional comments, which you feel are relevant.

We appreciate the time and effort that you are making on behalf of this student. Please send the completed application to the *Washington State Environmental Health Association, 3045 Northwest 57th Street, Seattle, WA 98107* before **March 1, 20\_\_**.

1. In what way have you become acquainted with the applicant?

2. How would you rate the applicants' intellectual capacity

☐ AVERAGE    ☐ GOOD    ☐ VERY GOOD    ☐ EXCELLENT    ☐ OUTSTANDING

Explain:

3. How would you rate the applicants overall performance?

☐ AVERAGE    ☐ GOOD    ☐ VERY GOOD    ☐ EXCELLENT    ☐ OUTSTANDING

Explain:

4. What are the applicant's outstanding strengths?

5. If known, comment on the applicant's financial situation.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **ROOKIE OF THE YEAR AWARD**

### **PURPOSE**

The purpose of this award is to give recognition to a new member of the environmental health profession who:

1. Has earned the respect of his/her peers for outstanding service in the promotion of, and contribution to, the environmental health profession;
2. Does his/her job well, taking responsibilities seriously and continually strives for excellence;
3. Shows commitment to the environmental health profession by giving of his/her ideas and efforts;
4. Goes beyond what is expected; and
5. Contributes to the advancement of the environmental health profession and everything the job and title represents.

### **POLICY**

It shall be the policy of the Association to only make this award to nominated individuals who meet the eligibility criteria listed below. If, in any year, no member is nominated, or if in the judgment of the Committee or Board of Directors, none of the nominated individuals meet the criteria, no award shall be made in that year.

### **ELIGIBILITY CRITERIA**

To be eligible for this award the nominees must:

1. Be a member in good standing of the Association;
2. Have contributed to the field of environmental health above and beyond the usually expected level of job performance, and in doing so, contributed to the elevation of the professional status of the environmental health practitioner;
3. Have demonstrated exemplary adherence to the precepts of the Code of Ethics of the Association;

4. Not have been a previous recipient of the award, nor be currently serving as an officer or director of the Association; and
5. Have begun as an environmental health practitioner within 24 months of the date of the Annual Educational Conference in which the award will be received.

## **PROCEDURES**

### **1. Nominations:**

- a. Nominations may be made by any member of the Association. A person who is not a member of the Association, but who has worked closely with the nominee, may recommend an individual for nomination to any member of the Association and in particular to the Regional Vice-President for the region in which the nominee resides.
- b. Each year each Regional Vice-President should attempt to identify someone in his/her region who meets the eligibility criteria for nomination for this award.
- c. The nomination, together with all required supporting materials, must be submitted to the Nominations & Awards Committee at least two months prior to the annual meeting of the Association, in order to be considered for that year.
- d. Nominations must be made in writing, address each of the eligibility criteria, and be accompanied by sufficient supporting materials to permit the Committee to make a fair and complete evaluation of the nominee.

### **2. Review and Selection:**

- a. All nominations and their supporting materials shall be reviewed and evaluated by each member of the Committee. The members may determine which of the nominees are qualified by consensus or by ballot among themselves.
- b. Of the nominees determined to be qualified, the Committee shall select the one individual who in their judgment is the most qualified of all the nominees.
- c. The recommendation of the Committee shall be forwarded to the Board of Directors for final approval. The Board may request to see the written supporting materials. Should the Board disagree with the Committee's recommendation, it may request the Committee to submit an alternate recommendation.

3. **Award Specification:** The award shall be a metal plate, mounted on an appropriate wooden base, approximately 8 inches by 10 inches in size. It shall be inscribed as shown in the following example:

<p>ROOKIE OF THE YEAR AWARD</p> <p>Presented to</p> <p>First M. Name</p> <p>by the</p> <p>Washington State Environmental Health Association</p> <p>Date</p>
---

4. **Presentation:**

- a. The award shall be presented (annually, provided a qualified candidate is nominated and selected) during the WSEHA Annual Educational Conference.
- b. The presentation shall be made by the Chairman of the Nominations and Awards Committee or by some other appropriate person designated by the Committee Chair.
- c. The Committee shall prepare an article for submission to the *WSEHA Newsletter*, together with an accompanying photograph of the recipient receiving the award.

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## **ENVIRONMENTAL HEALTH STORY OF THE YEAR AWARD**

### **PURPOSE**

The purpose of this award is to give recognition to the print, television, and radio media for excellent and accurate coverage of environmental health issues. The distribution of information has always been a team effort between public health and the media to best serve the public.

### **POLICY**

It shall be the policy of this Association to only make this award to nominated individuals meeting the eligibility criteria stated in this section. If in the judgment of the Committee or Board of Directors, none of the nominated individuals meet the criteria, no award shall be made in that year.

### **ELIGIBILITY CRITERIA**

To be eligible for this award, the nominee(s) must:

1. Be a member, or team of members, of the news media;
2. Have written or presented a story to a broad public audience that provided information of environmental health (not environmental protection) importance during the calendar year preceding the Annual Educational Conference where the award is presented; and
3. Not have been a previous recipient of the award.

### **PROCEDURES**

#### **1. Nominations:**

- a. Nominations may be made by any member of the Association. A person who is not a member of the Association, but who has worked closely with the nominee, may recommend an individual for nomination to any member of the Association and in particular to the Regional Vice-President for the region in which the nominee resides.
- b. Each year each Regional Vice-President should attempt to identify someone in his/her region who meets the eligibility criteria for nomination for this award.



- c. The nomination, together with all required supporting materials, must be submitted to the Nominations & Awards Committee at least two months prior to the annual meeting of the Association, in order to be considered for that year.
- d. Nominations must be made in writing, address each of the eligibility criteria, and be accompanied by sufficient supporting materials to permit the Committee to make a fair and complete evaluation of the nominee.
- e. The nomination and relevant supporting materials should include a copy of the following:
  - 1) For a print story, a copy of the complete article or a condensed version from a media web-site;
  - 2) For a television story, a video tape or a written description; and
  - 3) For a radio story, an audio tape or a written description.

**2. Review and Selection:**

- a. All nominations and supporting materials shall be reviewed by each member of the Committee. The members may determine which nominees are eligible by consensus or by ballot.
- b. Of the nominees determined to be qualified, the Committee shall select the one individual, or team of individuals, who in their collective opinion is most deserving of this award.
- c. The recommendation of the Committee shall be forwarded to the Board of Directors for final approval. The Board may request to see the supporting materials. Should the Board disagree with the Committee's recommendation, it may request the Committee to submit an alternate recommendation.

3. **Award Specifications:** The award shall be a metal plate, mounted on an appropriate wooden base, approximately 8 inches by 10 inches in size. It shall be inscribed as shown in the following example:

ENVIRONMENTAL HEALTH STORY  
OF THE YEAR  
DURING 20??

Presented by the

Washington State Environmental Health Association

to

First M. Name

Media Outlet Name

for

Story Name

Date published/broadcast

**4. Presentation:**

- a. The award shall be made (annually, if a qualified and willing candidate is nominated) during the Annual Educational Conference.
- b. The presentation shall be made by the Chairman of the Nominations & Awards Committee or by some other appropriate person designated by the Chair.
- c. The recipient(s) of the award shall be encouraged to attend the Conference to receive the award.
- d. The Committee shall, if deemed appropriate, prepare an article for the *WSEHA Newsletter*, together with a photograph of the recipient receiving the award.

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## **MOST HUMOROUS/EMBARRASSING MOMENT AWARD**

### **PURPOSE**

The purpose of this award is to give recognition to the human (humorous) side of the practice of environmental health by highlighting a member who found himself or herself in a humorous and possibly embarrassing situation while performing his/her duties as an environmental health practitioner.

### **POLICY**

1. It shall be the policy of this Association to only make this award to nominated individuals meeting the eligibility criteria stated in this section.
2. This award shall not be made if, to the best knowledge and belief of the Committee, a member would be unduly embarrassed or discomfited by the presentation.

### **ELIGIBILITY CRITERIA**

To be eligible for this award, the nominee must:

1. Be a member in good standing of the Association in any membership category;
2. Not have been a previous recipient of the award, nor be currently serving as an officer or director of the Association; and
3. Be amenable to receiving the award at the Annual Educational Conference.

### **PROCEDURES**

#### **1. Nominations:**

- a. Nominations may be made by any member of the Association. A person who is not a member of the Association, but who has worked closely with the nominee, may recommend an individual for nomination to any member of the Association and in particular to the Regional Vice-President for the region in which the nominee resides.
- b. Each year each Regional Vice-President should attempt to identify someone in his/her region who meets the eligibility criteria for nomination for this award.

c. The nomination, together with all required supporting materials, must be submitted to the Nominations & Awards Committee at least two months prior to the annual meeting of the Association, in order to be considered for that year.

d. Nominations must be made in writing, address each of the eligibility criteria, and be accompanied by sufficient supporting materials to permit the Committee to make a fair and complete evaluation of the nominee. The nomination and relevant supporting materials should include documentation or testimony to verify the incident. Pictures, records, or accounts of witnesses to the event may be provided.

## **2. Review and Selection:**

a. All nominations and their supporting materials shall be reviewed by each member of the Committee. The members may determine which nominees are eligible by consensus or by ballot.

b. Of the nominees determined to be qualified, the Committee shall select the one individual who in their collective opinion is most deserving of this award.

c. The recommendation of the Committee shall be forwarded to the Board of Directors for final approval. The Board may request to see the written supporting materials. Should the Board disagree with the Committee's recommendation, it may request the Committee to submit an alternate recommendation.

## **3. Award Specifications:**

a. The Award shall be one that is applicable and appropriate to the nature of the incident for which the award is being made.

b. A certificate, suitable for framing, similar to the following example shall also be issued to the recipient.

The  
Washington State Environmental Health Association

Presents to	
First M. Name	
The 20??	
MOST HUMOROUS/EMBARRASSING MOMENT AWARD	
in recognition of .....	
Date	_____ President

**4. Presentation:**

- a. The award shall be made (annually, providing a qualified and willing candidate is nominated) during the Annual Educational Conference.
- b. The presentation shall be made by the Chairman of the Nominations & Awards Committee or by some other appropriate person designated by the Chair.
- c. The Committee shall, if deemed appropriate, prepare an article for the *WSEHA Newsletter*, together with a photograph of the recipient receiving the award.

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**JOHN NORDIN OUTSTANDING SANITARIAN AWARD RECIPIENTS**

1962	Hayes Evans, Jr.	1989	Dennis Kroll
1963	Dee Sherlock	1990	Gary Fraser
1964	Harold Amundsen	1991	Charles A. Bartleson
1965	Roy Olson	1992	Candace Ledford
1966	<i>not awarded</i>	1993	Jane Hedges
1967	John Fish	1994	George Schlender
1968	Larry Tucker	1995	Daryl Way
1969	Jerry Cluckey	1996	Richard Bernhardt
1970	<i>not awarded</i>	1997	Steve Wecker
1971	Wilbur VanLeuvan	1998	Don Leaf
1972	Charles Reagan	1999	Tania Busch-Weak
1973	Bill Miller	2000	Janet Anderberg
1974	John Nordin	2001	Linda Hofstad
1975	Carl Osaki	2002	<i>not awarded</i>
1976	Pat Vosse	2003	Phil Brinker
1977	<i>not awarded</i>	2004	<i>not awarded</i>
1978	Karen VanDusen	2005	Rose Silloway
1979	Gary Plews	2006	<i>not awarded</i>
1980	<i>not awarded</i>	2007	Chuck Treser
1981	Kimball Jones	2008	<i>not awarded</i>
1982	Tom Barton	2009	Gary Bickett
1983	Dave Lenning	2010	<i>not awarded</i>
1984	Bob Howell	2011	Randy Durant
1985	Linda Chapman	2012	<i>not awarded</i>
1986	<i>not awarded</i>	2013	Dave Tipton
1987	John Thayer		
1988	Stan Vendetti		

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**JACK B. HATLEN INSPIRATIONAL AWARD RECIPIENTS**

1980	Jack B. Hatlen	1998	Ned Therien
1981	Larry Kamberg	1999	David Compton
1982	<i>not awarded</i>	2000	Mary Ferluga
1983	<i>not awarded</i>	2001	Richard Ellis
1984	Karen Albrecht	2002	<i>not awarded</i>
1985	Tracey Driflot	2003	Darrell Cochran
1986	Joy Keniston-Longrie	2004	<i>not awarded</i>
1987	Pamela Heeter	2006	Richard Pedlar
1988	Diane Bierlein	2007	<i>not awarded</i>
1989	Janet Anderberg	2008	Tom Kunesh
1990	Nedda Turner	2009	<i>not awarded</i>
1991	Chuck Treser	2010	<i>not awarded</i>
1992	John Thayer	2011	<i>not awarded</i>
1993	Paul Chudek	2012	<i>not awarded</i>
1994	Gregg Grunenfelder	2013	Mark Toy
1995	Thomas Barton		
1996	<i>not awarded</i>		
1997	John Hadman		

**ENVIRONMENTAL HEALTH SPECIALIST OF THE YEAR AWARD RECIPIENTS**

2000	Rick Porso	2008	Sue Kennedy
2001	<i>not awarded</i>	2009	<i>not awarded</i>
2002	Sue Davis	2010	<i>not awarded</i>
2003	Ned Therien	2011	<i>not awarded</i>
2004	<i>not awarded</i>	2012	<i>not awarded</i>
2005	<i>not awarded</i>	2013	Joe Graham
2006	<i>not awarded</i>		
2007	<i>not awarded</i>		

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**ED PICKETT MEMORIAL STUDENT SCHOLARSHIP RECIPIENTS**

1985	Jim Sackville-West	Senior	University of Washington
1986	Gertrude Coville	Senior	University of Washington
1987	Sharon J. Quiring	Senior	University of Washington
1988	Ki Ran Shin	Junior	University of Washington
1989	Jeffrey King	Junior	University of Washington
1990	Patricia S. Davis	Junior	University of Washington
1991	Celine P. Stacheli	Junior	Central Washington University
	J. Lorne Sanford	Senior	University of Washington
1992	Sylvie Adam	Senior	University of Washington
1993	Michaela Trusty	Senior	University of Washington
1994	Christopher Hardwick	Sophomore	Edmonds Community College
	Jennifer Swain	Senior	University of Washington
1995	Tonya Thompson	Senior	University of Washington
	Terral Wilson	Junior	University of Washington
1996	Michelle Cowan	Senior	University of Washington
	Gabriella DePavia	Junior	University of Washington
1997	Thu B. Bui	Senior	University of Washington
1998	Kenton Wise	Junior	University of Washington
1999	Melissa Spencer	Senior	University of Washington
2000	Phebe Mason	Senior	University of Washington

**CIND M. TRESER MEMORIAL STUDENT SCHOLARSHIP RECIPIENTS**

2001	Shireen S. Assaf		University of Washington
2002	Beth Glynn		
2003	Britt Pfaff-Dunton		
	Meagan Yoshimoto		
2004	<i>not awarded</i>		
2005	<i>not awarded</i>		
2006	<i>not awarded</i>		
2007	Anh-Thu Le	Senior	University of Washington
	Abebe Abera	Senior	University of Washington
2008	Emily Cane		
	Amanda Connell		
2009	Alyssa Vivas		
	Kendra Broadwater		
2010	<i>not awarded</i>		
2011	<i>not awarded</i>		
2012	<i>not awarded</i>		
2013	Tess E. Wilson		University of Washington
	Freya S Fradenburgh		Western Washington University



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### ROOKIE OF THE YEAR AWARD RECIPIENTS

1988	Michael Bratcher	1999	Eric Meyer
1989	Wendy Von Eaton	2000	<i>not awarded</i>
1990	Glen Patrick	2001	Toni Bui
1991	Scott Berbells		Keith Chhum
1992	<i>not awarded</i>	2002	Susan Shelton
1993	<i>not awarded</i>	2003	Brad Zulewski
1994	Leticia Vasquez	2004	<i>not awarded</i>
1995	Lisamarie Carpenter	2005	<i>not awarded</i>
	Kim Lincoln	2006	<i>not awarded</i>
	Mark Rowe	2007	Cezanne Murphy-Levesque
1996	Charles DeJonckheere	2008	<i>not awarded</i>
	Darryl Flaspahler	2009	Cinnamon Brown
	Ed North	2010	<i>not awarded</i>
1997	Eric Evans	2011	Phil Hagihara
	Quynh-Anh Nguyen	2012	<i>not awarded</i>
	Lars Siefert	2013	<i>not awarded</i>
1998	Lulu Chou		

### ENVIRONMENTAL HEALTH STORY OF THE YEAR AWARD RECIPIENTS

2000	Kimberly Mills	Seattle P-I, "Analyzing the Meth Offensive"
2001	Sandi Doughton	Tacoma News Tribune, "Another Victim of Tainted Mussels"
2002	<i>not awarded</i>	
2003	<i>not awarded</i>	
2004	<i>not awarded</i>	
2005	<i>not awarded</i>	
2006	<i>not awarded</i>	
2007	<i>not awarded</i>	
2008	<i>not awarded</i>	
2009	<i>not awarded</i>	
2010	<i>not awarded</i>	
2011	<i>not awarded</i>	
2012	<i>not awarded</i>	
2013	<i>not awarded</i>	

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**MOST HUMOROUS/EMBARRASSING MOMENT AWARD RECIPIENTS**

1988	Marianne Guichard
1989	<i>not awarded</i>
1990	Don Oliver
1991	<i>not awarded</i>
1992	<i>not awarded</i>
1993	<i>not awarded</i>
1994	<i>not awarded</i>
1995	<i>not awarded</i>
1996	<i>not awarded</i>
1997	<i>not awarded</i>
1998	<i>not awarded</i>
1999	Will Satak
2000	<i>not awarded</i>
2001	<i>not awarded</i>
2002	<i>not awarded</i>
2003	<i>not awarded</i>
2004	<i>not awarded</i>
2005	<i>not awarded</i>
2006	<i>not awarded</i>
2007	<i>not awarded</i>
2008	<i>not awarded</i>
2009	<i>not awarded</i>
2010	<i>not awarded</i>
2011	<i>not awarded</i>
2012	<i>not awarded</i>
2013	<i>not awarded</i>

# WSEHA

## Education Manual



Developed by the  
Education Committee  
David Lenning, Chair  
1988

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## **INTRODUCTION**

### **PURPOSE**

The purpose of this manual is to provide guidance concerning the planning and conduct of educational workshops, training courses and similar educational event, and of the administration and recordkeeping functions associated with such endeavors. Specifically, this manual is designed to:

1. Provide guidance to the members of the Education Committee, and to the members of individual sub-committees responsible for planning, financing, and conducting educational offerings; and
2. Provide guidance to the Board of Directors concerning the responsibilities and procedures for evaluating and approving educational activities.

### **POLICIES**

It is the policy of the Washington State Environmental Health Association to support the professional growth and development of its members through the following activities:

1. The Association shall encourage, sponsor and/or undertake the development of quality educational opportunities for its members.
2. The Association, through its Education Committee, shall ensure that proper records are collected and maintained which will allow proper fiscal and qualitative evaluations of the courses conducted and/or sponsored by the Association.

### **PROCEDURES**

This manual is divided into two sections, roughly corresponding to policies outlined above. The first provides guidance for members, committees, and the Board regarding the planning, organization, funding and conduct of training courses, workshops, seminars and similar educational events. The second spells out the type of records and reports which must be prepared by the committee sponsoring or conducting a training session.

### **COMMITTEE ORGANIZATION AND RESPONSIBILITIES**

1. **Committee Charge:** The goals of the Education Committee are to:
  - a. Provide educational opportunities for Association members and other with interest in environmental health issues;

- b. Enable Association members to better educate the public in all phases of environmental health;
- c. Utilize the WSEHA Newsletter and the NEHA Journal of Environmental Health for dissemination of educational information and opportunities to the Association membership as well as others;
- d. Work with other professional organizations to enhance the provision of educational opportunities for members and others; and,

2. **Committee Composition:** The Education Committee shall consist of at least five (5) members. At a minimum, the Committee's membership shall consist of the following:

a. The Chair:

- 1) Ensures that the charges of the Committee are accomplished;
- 2) Arranges and conducts committee meetings;
- 3) Provides liaison between the Education Committee and the WSEHA Board of Directors, including the provision of a report to the President-Elect prior to each regularly scheduled meeting of the Board and the conveyance of information from the Board to the Committee;
- 4) Ensures that the Committee membership is at full strength and provides a list of new and continuing Committee members to the Board by June 1<sup>st</sup> of each year;
- 5) Fixes responsibilities for chairing and/or providing liaison for the ad hoc subcommittee responsible for planning and implementing an educational event, whenever a proposal for such an event is received by the Committee;
- 6) Ensures the development and presents to the Board, a prioritized schedule of proposed educational activities by July 1<sup>st</sup> of each year;
- 7) Oversees the development and submission of a proposed Committee Budget to the Finance Committee and the WSEHA Board of Directors no later than February 1st of each year; and,
- 8) Develops an annual report of committee activities by April 1<sup>st</sup> of each year for submission to the Board of Directors.

b. The Vice-Chair:

- 1) Assumes the role of Chair upon its vacation by the previous chair<sup>1</sup>
- 2) Conducts Committee meetings in the absence of the Chair;
- 3) Conducts a periodic review of the Education Manual and recommends needed revisions to the full Committee, and to the Board of Directors;
- 4) Participates in the normal functions and activities of the Committee;

c. The Records and Reports Sub-committee Chair:

- 1) Oversees the operation of the Records and Reports Sub-committee;
- 2) Maintains an active liaison between the Sub-committee and the full Committee; and,
- 3) Participates in the normal functions and activities of the Committee.

d. The Representative of the Environmental Health Directors:

- 1) Represents the interests of the Washington State Environmental Health Directors group;
- 2) Maintains a liaison between the Education Committee and the EH Directors; and,
- 3) Participates in the normal functions and activities of the Committee.

e. And, Other Members Appointed by the Chair:

- 1) Serve as the Chair of or liaison between an ad hoc subcommittee established to coordinate a specific educational event and the Education Committee; and,
- 2) Participate in the normal functions and activities of the Committee.

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<sup>1</sup> Normally, the Vice-Chair shall be elevated to the Chair position upon the retirement of the previous chair at the annual meeting of the Association. This should not be construed to mean a Chair may serve for only one (1) year. The Association recognizes the necessity of attempting to achieve a balance between the sense of continuity which can be achieved through the retention of a committee chair for several years, and influx of new ideas and enthusiasm which can follow a change in the leadership and/or membership of a committee.

## PROCEDURES FOR PLANNING AN EDUCATIONAL EVENT

### POLICIES

1. WSEHA encourages the presentation of environmental health related educational opportunities and will assist and, in some cases, take an active role in the planning, presentation and follow-up of such courses, seminars, conferences and workshops.
2. No affiliation or sponsorship by WSEHA may be stated or implied without prior approval being obtained in accordance with the procedures contained in this manual.
3. Interested individuals or organizations need to consider the following levels of involvement which may be undertaken by WSEHA:
  - a. WSEHA Presented or Sponsored: WSEHA does the planning and assumes full financial and legal responsibility for the content and presentation of the educational event.
  - b. Co-Sponsored by WSEHA: WSEHA shares the production responsibilities of the educational event with one or more other groups. WSEHA may or may not have a financial or legal responsibility for this type of event.
  - c. Endorsed by WSEHA: Another group or organization assumes the total financial, production and legal responsibilities for the event. WSEHA will lend its name, and provide a set of mailing labels of its members if requested, to the sponsoring organization(s) only if the event is felt to be of interest to a majority of the WSEHA members and the event's proposal is found to be acceptable to the Education Committee.
  - d. The planning of any educational event shall adhere to the intent of the guidelines contained in this section. Deviations may be approved by Chair or by the Board in special circumstances.

### PROCEDURES

1. **Proposals**: Anyone wishing to organize an educational event involving WSEHA as a sole or joint sponsor, co-sponsor or endorser, should obtain a planning packet from the Education Committee. The packet contains all of the information and forms necessary to assist the person(s) in planning for the event and in collecting the information needed for submission to the Education Committee. At a minimum every proposal should contain the following information:
  - a. Level of Involvement: An explicit statement of the level of WSEHA's involvement (i.e., sponsor, co-sponsor, endorser) and an estimate of the degree of commitment necessary in terms of time, money and resources.



b. Course Objective: List the knowledges and/or skills which a person attending the event is expected to gain.

c. Course Format: Describe the manner in which the course is to be conducted, e.g., a lecture, discussion panels, laboratory exercise, seminar, etc.

d. Audience: Describe the intended (target) audience of the course and provide an estimate of the number of individual attending the event.

e. Scheduling: Provide the time(s), date(s) and location(s) of the event, including the reason for selecting a particular location.

f. Proposed Budget: A proposed budget should be included which details all expected revenues and expenditures, except that a budget is not required for events in which no financial obligations will be incurred by WSEHA. The budget should indicate the assumptions/methods used in determining the registration costs. If the proposal is for a series of the same event (only the dates and locations change), only one budget for the entire series is required, unless the registration costs will vary by location.

2. **Approval**: Anyone wishing to have WSEHA endorse, sponsor, co-sponsor or conduct an educational event must receive authorization and approval for the event in accordance with this section. (See figure 1.)

a. Initial Submission: Any member of the Association may submit a proposal for an educational event. Also members of other associations or organizations, acting on behalf of their organization, may submit proposals to the Education Committee.

In most cases an ad hoc subcommittee may already be formed develop this proposal and implement the remainder of the planning process noted in this section. However, if such a subcommittee does not exist, the Chair of the Education Committee shall appoint one to perform the planning and conduct of the proposed course. (Where WSEHA is not assuming a financial or legal obligation, the proposal may be submitted directly to the Education Committee without the formation of an ad hoc subcommittee.)

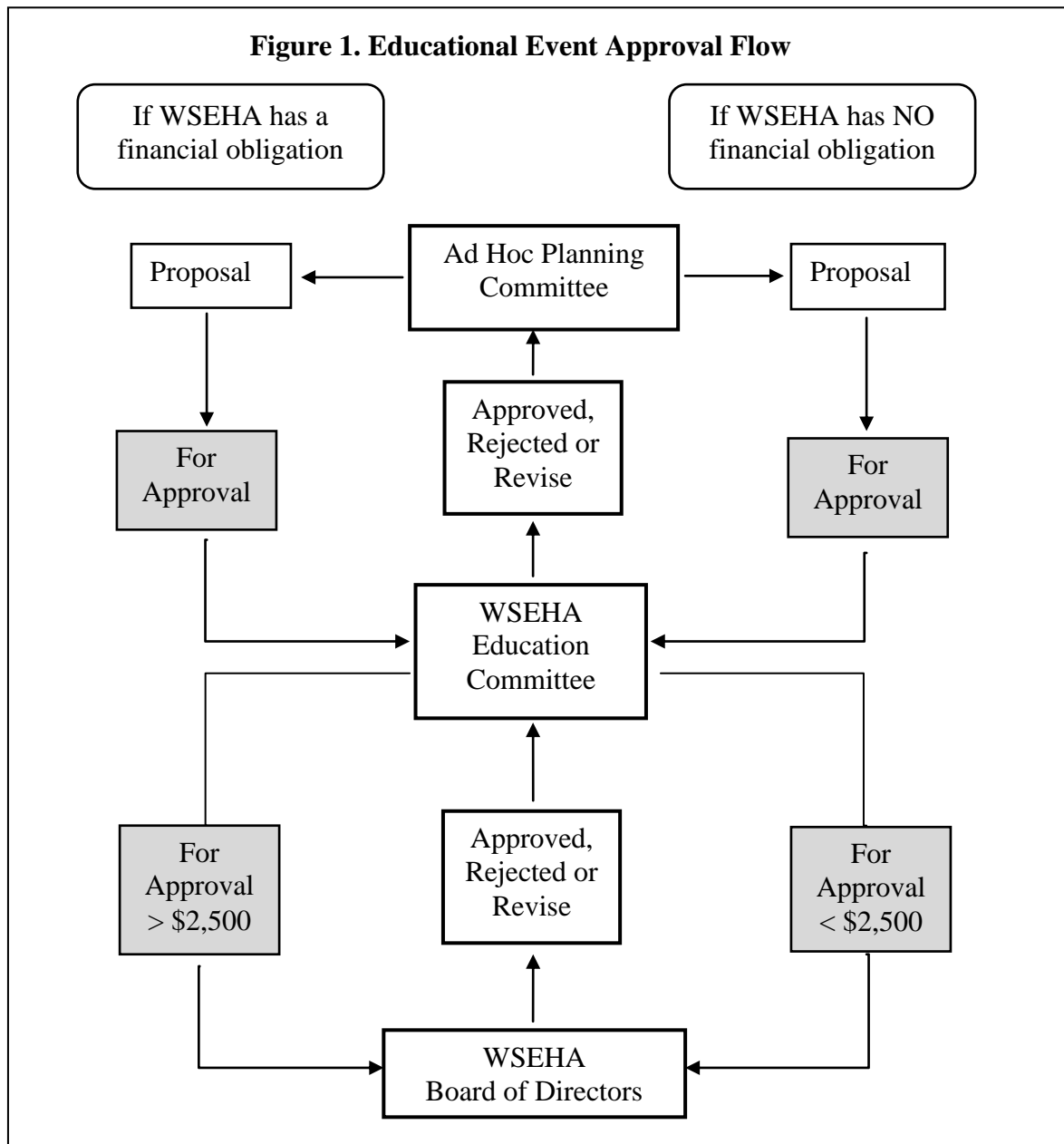
b. Committee Review: A proposal for a new educational event must be submitted to the Education Committee at least ninety (90) days prior to the event date. The Committee will review the proposal forward its response within thirty (30) days of its receipt of the proposal.

c. Approval: Final authority for the approval of all educational events resides with the Board, however, this authority has been delegated to the Education Committee for any events in which WSEHA does not have a financial obligation and in those cases in which the financial obligation of WSEHA is limited to less than \$2,500.

3. **Event Planning:** The following procedures apply only to those educational events for which WSEHA is assuming a financial obligation. However, they should also be helpful for any event in which WSEHA is taking an active role in the planning or conduct of the event

a. Location: Locations should be planned to provide quality education to all members. While the geographic distribution of WSEHA members must be considered, locations should be selected so as to provide reasonable access to events by all WSEHA members.

1) Every attempt should be made to schedule events at locations where there are facilities which WSEHA can use at little or no charge in order to assist in keeping registration costs to a minimum.



2) The Education Committee will compile and maintain a list of sites and facilities throughout the state that can be used for free or for a nominal charge. The information about each site will include:

- the name and phone number of a contact person;
- a description of the facility, including the number and types of room(s), and their size seating capacity;
- the availability of audio-visual equipment, projectors, screens, blackboards, microphones and other teaching aids;
- the availability of restrooms, sinks, kitchens, and other appropriate amenities; and
- information about nearby restaurants and/or hotels.

b. Publicity: The subcommittee responsible for the educational event is responsible for developing and disseminating appropriate information about the event. Depending upon the size and target audience, information may be disseminated through brochures and announcements, the WSEHA Newsletter, the newsletters or correspondence of other associations, and/or the popular news media. The planners should consider the appropriate degree and type of publicity which is desirable for each event.

1) *Announcements/Brochures*: The subcommittee may use any format for the announcement or brochure which it feels appropriate. Several examples of past brochures are included in the planning packet.

a) At a minimum the announcement/brochure should contain the following standard information:

- WSEHA Logo
- Brief statement of the scope or purpose of the event
- Indication of the target audience for the event
- List of speakers or instructors
- An outline of the course or subject to be covered
- Information on the date(s), times and location
- Registration fees

b) Other registration information might include the date on which the registration fee is due, deadlines for full or partial refunds, maximum number of participants, etc.

c) A registration form should be included as part of the brochure. The form should provide space for the registrant's name, address, affiliation and phone number. It should tell the registrant who to make the check payable to, and where to send the form and payment. It is also advisable to list a contact person and provide his/her phone number.

d) If CEUs are to awarded for the event, the number of CEUs, if known, should be included on the brochure.

2) *Internal Announcements*: Most of the information contained in the brochure should be provided to the Chair of the Publications Committee for inclusion in the next issue

of the WSEHA Newsletter. It is also a good idea to have a copy of the information placed on the Department of Health's electronic bulletin board (DOH Net). This can be accomplished by anyone with a personal computer and a modem by dialing the DOH Net at (206) 753-4352, or by contacting either the Chair of the Education Committee or the Executive Secretary of the Association.

3) *External Announcements:* For some courses, it may be appropriate to advertise more widely. Depending upon the size and target audience, information may be disseminated through the newsletters or correspondence of other associations, and/or the popular news media.

c. Mailing Announcements/Brochures:

1) *First Class Mailings:* If the number of announcements to be sent out is less than 200, they will have to be sent by first class mail. The responsible subcommittee will be responsible for purchasing stamps, stamping and mailing the envelope or brochure.

2) *Bulk Mailing:* Whenever the number of announcements exceeds 200 pieces, they should be sent out using the Association's bulk mailing permit, if in use. This will greatly reduce the mailing cost. (NOTE: Use of the bulk mailing permit is restricted to WSEHA presented or sponsored events only.) The responsible subcommittee will prepare the announcements/brochures according to the procedures established by the Association's policy and procedures, a copy of which should be included in the planning package. The subcommittee will coordinate the bulk mailing with the Executive Secretary.

d. Budgets: The organizers of the event (i.e., the subcommittee, if one has been established) are responsible for compiling a preliminary budget and submitting it to the Education Committee with the initial proposal. The preliminary budget should be prepared using the standard forms and directions provided in the planning packet.

1) *Registration Fees:* The budget should be planned so that the financial outcome will "break even plus twelve percent (12%)". Therefore, registration fees should be set by dividing the projected expenditures (plus the 12%) by the conservative estimate of the expected number of participants. This will yield the per person cost for Association members. Consideration should be given to setting a higher fee for non-members than the fees established for members (including members of allied or co-sponsoring organizations). To encourage WSEHA membership, the cost differential between WSEHA members and non-members should be \$50 (the cost of a Regular or Associate Membership). A provision may be made to decrease this amount when the Board feels the majority of those attending would not benefit from a membership (such as the pool conferences that pool operators attend).

2) *Expenses:* The intent of WSEHA is to provide quality educational opportunities for its members and other interested parties for as low a cost as possible. The Education Committee, and the Board, will review all preliminary

- budgets with this intent in mind. The following are some possible activities that can affect the total expenditures:
- a) Usually refreshments (coffee, tea, pastries, fruit, etc.) will need to be provided. The ad hoc committee must also determine whether meals should be provided. Food costs usually result in a significant increase in overall costs.
  - b) Parking may be a problem in certain locations and should be included in the costs. This may have some effect on the choice of the location for an educational event
  - c) Speaker costs vary depending on the event location, the distance speakers have to travel, whether the speaker's room and board are paid, and whether honorariums are paid. The initial decision concerning each of these is the responsibility of the ad hoc subcommittee. A listing of possible options to consider when paying a speaker is provided in the planning packet.
  - d) Another major cost item is the printing of announcements, brochures, programs, course materials/handouts, etc.. There are sometimes opportunities to have the minimal printing done by local agencies as an "in-kind" service. The responsible subcommittee should investigate a number of options and consult with the Publications Committee before having printing done by a local printer.
  - e) Coordinating with the Treasurer, it is suggested that major costs, such as printing expenses, honoraria, travel expenses, certificates, etc., be billed to WSEHA or be paid in advance by the Treasurer. For other minor expenses, such as coffee and pastries, it is suggested that an advance be obtained from the Treasurer which will cover most of the anticipated minor expenses. The intent is to reduce the amount of transactions for the Treasurer, and to prevent members from incurring large out-of-pocket expenses which must be reimbursed. (NOTE: For reimbursement of expenses which do occur, see WSEHA Policy & Procedures page II.C.)
- 3) *Final Budget:* A final budget, showing all accounting, must be submitted on the forms contained in the planning packet to the Education Committee within sixty (60) days after the event. All revenue from registrations should be kept and submitted together with a copy of the final budget to the WSEHA Treasurer. Included should be requests for reimbursements, and all bills or other obligations which have not been paid.
- e. Certifying An Event For Credit: The ad hoc subcommittee is responsible for preparing an Application for Certification of a Continuing Education Program for any educational event which WSEHA is presenting or sponsoring.
- 1) Application forms are available from the Washington State Board of Registered Sanitarians (WSBRS). This application is to be submitted, together with a copy of the agenda or program and supporting documentation, such as the qualifications of the instructor(s), number of contact hour, method(s) of instruction, etc., to the

WSBRS. The application should be submitted as far in advance of the event as possible to enable advertising the number of CEUs awarded.

2) The originating subcommittee should receive a formal written reply from the WSBRS. It is the responsibility of the subcommittee to follow-up with the WSBRS in case of any delay or difficulty.

3) Copies of the "sign-in forms", see section 4.b.5 below, and the "letter of award" from the WSBRS should be sent to the organizations requested by the registrants within 30 days of the completion of the event. This includes sending a copy of these documents to the WSEHA Records and Reports Subcommittee and to the WSBRS.

5) In cases where WSEHA is co-sponsoring or endorsing an event, and the sponsoring organization(s) desires the WSBRS to evaluate the event for CEUs, the subcommittee may assist the sponsoring organizations in obtaining such an evaluation by following the procedures outlined above.

#### **4. Registration:**

a. The method of registration will vary depending on the size of the event. As the number gets larger, the importance of using a computer to do the work increases.

b. Regardless of the methods used for registration, the following activities should be performed.

1) Once a registration form and payment have been received, notification should be sent to the registrant acknowledging receipt of the payment and confirming the event, and its time, date(s) and location. Information concerning lodging, meals and restaurants, parking, etc. may be sent along with the confirmation letter.

2) It is recommended that an on-going registration list be kept as registrations are received. This list is most useful when it is kept in alphabetic order by event and location.

3) If late, or day of the event, registrations are permitted, a form for issuing receipts at the site of the event should be available.

4) As individuals arrive for the event their names should be checked against the registration list.

5) While attendance may be verified by requiring those attending to take a test, a sign-p sheet will usually be sent around during the day. The sheet is for the purpose of verifying attendance and for allowing individuals to indicate where they desires their record of attendance be sent. The sheet may contain a column for the individual to enter his/her social security number.

5. **Certificates of Completion:** A "Certificate of Completion" or a "Certificate of Attendance" should be presented to all registrants who attend the event. A standard WSEHA certificate is available for use, though the subcommittee may choose to develop its own certificate. The certificate should include the individual's name, the title of the event, the number of hours or CEUs awarded, the signatures of the event coordinator, instructor, or WSEHA president.

6. **Event Evaluations:** A course/event evaluation form should be provided to each registrant to enable them to evaluate the event for content, instructor effectiveness, and general learning atmosphere. The instructors and members of the subcommittee should discuss the strengths and weaknesses of the event, whether it met its intended objectives, what changes should be made, whether the event should be offered again, etc. A summary of this evaluation should be written up and included in the permanent record.

7. **Permanent Record:** A complete record of the event must be kept by WSEHA. The ad hoc subcommittee is responsible for submitting the completed record to the Chair of the Education Committee within 60 days of the completion of the event. The Chair is responsible for sending the file to the Executive Secretary. The completed record shall include copies of the following items:

- The course announcement or brochure
- Preliminary and final budgets
- Final registration list
- The final "sign-in" sheet
- The WSBRS CEU application and award letter
- All course materials, notes and handouts
- The summary evaluation of the course