

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

January 22, 2015

WDOH Center Point Regional Office – Kent, Washington

Present

Michael Baker (*President*), Lauren Brinker (*Publications Committee Chair*),
Jodie Holdcroft (*Olympic Region Vice President*), Ross Lytle (*Secretary*),
James Rivard (*Central Region Vice-President*), Jesse Smith (*Treasurer*),
Ned Therien, Michael Vinatieri (*Southwest Region Vice-President*),
Kerri Wagner (*Executive Secretary*),

Meeting called to order at 10:07 a.m.

Approval of Agenda

Michael noted that the Agenda states that the Meeting is to end at 3:00 p.m., but the room is reserved until 3:30. He also recommended that we move the discussion of the *Executive Secretary's role at 2014 Annual Education Conference* from the President's Report to the Treasurer's Report.

Jodie made the motion to approve the Agenda with these changes. Mike Vinatieri seconded. Motion approved.

Approval of Minutes

Mike Vinatieri made the motion to approve the Minutes of July 14, 2014. Jodie seconded. Motion approved.

Treasurer's Report

Profit and Loss Report – Jesse updated the Board about WSEHA's investment profits.

Checking account statement – Jesse stated the need to start moving money from the WSEHA checking account into the savings account, which our bank has told us is safer.

Conferences – Both the Pool Conferences and the 2014 Annual Education Conference were profitable. The Pool Conferences, especially, were more profitable than expected, yielding about \$14,000 income above expenses overall.

Credit card/finance issues – Jesse noted that, at the last meeting, Kerri had inquired about a WSEHA credit card. WSEHA doesn't qualify for a credit card, because we're a non-profit. We can, however, utilize a debit card. Our bank recommended that we do this, and keep less money in the checking account. Michael asked about the minimum /maximum amounts that can be used for a day. Jesse said that he was envisioning just one WSEHA debit card for the Executive Secretary.

Mike Vinatieri made the motion to authorize Jesse to obtain a WSEHA debit card for the Executive Secretary's use. Jodie seconded. Motion approved unanimously.

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Treasurer's Report (cont.)

Waiving fees for Board members - Jesse also raised a discussion last year about waiving fees for Board members. He has consulted other non-profit organizations about this. Most have some expectation of work, e.g., attending a minimum number of Board meetings, minimum number of hours worked per week. If implemented, we might need some kind of a written stipulation. We might also lose some liability protection if a Board member loses "volunteer" status.

Executive Secretary's role (moved up from later in the agenda) – Michael noted that, at the 2014 AEC, Kerri did a lot of AEC-related work outside of her regular Executive Secretary's duties. He went back into the records, and found that most of the extra work took place from February 2014, up to and including the AEC. He came up with a figure of about \$1,571. Kerri compared her work with Kathy Kondakjian's 2004 AEC Coordinator contract. She has highlighted the key parts, and will show results to anyone interested.

Ned noted that 2003 was the last year WSEHA had a volunteer AEC Coordinator until Mark Toy did it in 2013. He emphasized the immense work time commitment involved in coordinating the AEC. If there are no volunteers, we either need to pay the Executive Secretary to do it, or we need to pay someone else to do it. Jodie said that Kerri deserves the additional money, plus a bonus. Mike V. reminded the Board that the primary WSEHA function is education – conducting AEC's is not an option. Ned reminded the Board that, in the past, we paid Kathy Kondakjian \$8,000-\$10,000 just for her AEC duties.

Mike Vinatieri made the motion to approve paying \$2,500 to Kerri for compensation and appreciation for her extra work at the 2014 AEC. Ross seconded. Motion approved

Committee Reports

Education Committee

• 2015 Training Sessions

Michael informed the Board that, with no 2015 AEC scheduled, he was proposing two smaller "mini-AECs". He was looking at two locations that could handle 75-100 people per day, for two full days. He also said that the EH directors would prefer a one-day, "big picture" session, that would be more program-specific. He has talked to a couple of locations so far, with costs ranging from \$250 per person to \$9,000 per day. Michael suggested that landfill/solid waste training is especially needed. James suggested that we check with the Washington Department of Ecology as to how much effort they could contribute to this kind of training. There was extensive discussion among the Board members as to how we could collaborate with other agencies in providing training.

Ross inquired about the timeline for scheduling and implementing the mini-AECs, noting that it would probably be at least fall before we could do all of this. Kerri reminded the Board of the Washington State Public Health Association's Annual Conference on Health (formerly the Joint

Committee Reports (cont.)

Education Committee (cont.)

• *2015 Training Sessions (cont.)*

Conference on Health) in October, and the possibility of having EH training there. There was discussion among the Board as to locations in Western Washington - Tacoma, Olympia, etc.

Ned reminded the Board that Portland and Seattle are on the list of potential sites for the 2018 National Environmental Health Association AEC. Ned suggested that he would contact the Oregon Environmental Health Association about collaborating on a potential AEC in the Portland/Vancouver area.

Mike V said he would continue to contact John Thomas (WOSSA Executive Director) about collaborating on wastewater-related training.

Nominations and Awards Committee

- *2015 Scholarships* - There was discussion among the Board as to the allocation of the WSEHA Scholarship funds for 2015.

Jodie made the motion to approve up to \$2,000 for WSEHA Scholarship money for 2015. Mike Vinatieri seconded the motion. Motion approved.

Publications Committee – Kerri said she had contacted Megan McNelly (Publications Committee Chair) by e-mail. We didn't have a WSEHA newsletter for winter, but we are looking to start a new one. We are looking to advertise the 2015 Pool Conferences, the WSEHA scholarships, the mini-AECs, etc. Kerri suggested a February 20th deadline for new articles. Mike V requested that Kerri call Megan to express our appreciation for her work on the newsletter.

Jesse inquired about having the WSEHA General Membership meeting at the mini-AEC. There was also discussion about where and when the Washington State Board of Registered Sanitarians would meet this year. Kerri suggested that someone from the Board contact Joe Graham to see if he's still handling awards and nominations this year.

International Health Committee – There was some discussion among the Board as to some kind of International Health Committee event at the proposed mini-AECs (e.g., a single-item raffle, a small Silent Auction, etc.). The Committee will determine what event can be planned, if and when the plans for the mini-AECs are finalized. The regular cycle of IHC meetings, and the selection of the recipient charity, will need to start in the fall if there is a 2016 AEC.

Policy and Procedures Committee – This Committee still needs a Chairperson. The Chairperson could be a liaison between WSEHA and the Washington Department of Health (WDOH). The Committee works on reviews of the WSEHA By-Laws, as needed by the Board. Jesse said he would be willing to help, but not to chair the Committee. An example would be the change to the President's NEHA membership, to be discussed later in the meeting.

Break for lunch at 12:32 p.m.

Resume at 1:38 pm

President's Report

- **WDOH involvement in WSEHA** – Michael informed the Board that he has contacted Maryanne Guichard (Assistant Secretary of Environmental Public Health at WDOH), about having a WDOH representative on the WSEHA Board. She submitted a couple of possible names. She simply requested that whatever we come up with be submitted to her in writing. Jesse reminded the Board that a voting Board member would need to be elected. Ned suggested that the WDOH representative be more of an ad-hoc member, or be serving WSEHA at the Committee Chair level. Ned also cautioned that a future Assistant Secretary of Health may not be quite as supportive. Ned will review this in the WSEHA Policies and Procedures.

Michael asked the Board members if we want to proceed with this. There was general support among the Board members. Kerri noted that we don't need a motion about this, unless and until we propose a change in the By-Laws. Mike V noted that it would be good to have a more formal relationship with WDOH, which could be of great help with education and training issues.

- **NEHA requirements for President** – Ned noted to the Board that the affiliate representative to the NEHA AEC must be a NEHA member. There must also be at least one other member of the affiliate who is a NEHA member.

Mike V made a motion for WSEHA provide for the WSEHA President's NEHA membership for the duration of his WSEHA presidency. Jodie seconded. Jesse said that he can put it into the WSEHA Budget – that this would be one way to attract people to run for President-Elect. **Mike V amended the motion to pay for the NEHA membership, and budget up to \$1,500 for travel expenses to attend the NEHA AEC. Ross seconded the amended motion. Motion approved.**

Executive Secretary's Report

Elections – Kerri reminded the Board that, in the case where there is a contested election, we need to get ballots out before any General Membership meeting we have – whether it's at the mini-AECs, or at an annual AEC. We need to provide a written ballot with the names of the person(s) running, and a space for a write-in candidate.

Membership Renewals – Kerri noted that we are still holding at 193 members. She also noted that many of them submitted their memberships to get the break on fees at the 2014 AEC, and that many of these will be expiring soon. We need to consider, for the future, whether we will charge membership fees for just the AEC, or charge AEC membership plus annual membership.

Pool Conferences/training – Kerri said she had sent an e-mail to Paul Reeves (WDOH), informing him what he will need to do for planning and budgeting for the Pool Conferences. She has not yet gotten a response. We probably won't have enough Pool Manuals for everyone for the Conferences. Paul recommended that use the ones we have, then update them by next January, with the updates to include the Model Aquatic Health Code. Mike V noted we can conduct an e-mail vote for the Pool Conference budget. Jesse reminded the Board that most of the Pool Conference expenses come from honorariums for speakers. The fees collected for the Pool Manuals will help to defray those expenses.

Executive Secretary's Report (cont.)

Pool Conferences/training (cont.)

Jesse made the motion to approve the Pool Conferences Budget, based on the 2014 Budget, using the same fees as last year, minus the \$20 per registrant for the Pool Manuals. Mike V seconded. Motion approved.

James asked about the possibility of soliciting some advertisements in the next Pool Manual to help defray printing costs. The Board raised questions about fairness...that questions could arise about how we allowed just those companies to do the advertising. Kerri noted that there is an item in the Budget for printing the next batch of Pool Manuals. Paul has told us that he wants to print them by next January. Ned recommended that we not print more than a year or two's supply. There may be some push to upgrade the State Pool Code, because of the Model Aquatic Health Code. Michael asked how we would start the upgrading process. We will need to contact Paul to see if anything has started at the WDOH level.

Regional Vice-President's Reports

Olympic Region – *Jodie Holdcroft* – No report.

Central Region – *James Rivard* – Noted that there have been a few new members in the Region as a result of new memberships from the AEC.

Northwest Region - (*currently vacant*) – No report.

Southwest Region – *Mike Vinatieri* – Mike informed the Board that he will try to look for people to fill his position, as he will want to step down next year. Ned suggested holding a regional dinner meeting, and possibly getting someone from WDOH as a speaker. Kerri offered to provide Mike with a list of Southwest Region members.

Eastern Region – (*currently vacant*) – Michael said that he has asked one of his staff, Chelsea Cannard, to take the Eastern Region Vice-President's position.

New Business

NEHA update - Ned informed the Board that there are currently four candidates to replace Nelson Fabian as Executive Director of NEHA.

Adjourn

Mike V made the motion to adjourn the meeting. Ross seconded. Motion approved. Meeting was adjourned at 2:36 p.m. No future Board Meeting was scheduled at this time.

Summary of Board Motions and Decisions

⇒ **Jodie made the motion to approve the Agenda, with a minor change in topic order. Mike Vinatieri seconded. Motion approved.**

⇒ **The Board reviewed the Minutes for the July 14, 2014 Board Meeting. Mike Vinatieri made the motion to approve the Minutes of July 14, 2014. Jodie seconded. Motion approved.**

⇒ **In the Treasurer's Report, Jesse updated the Board about WSEHA's investment profits.**

The Board discussed the need to start moving money from the WSEHA checking account into the savings account.

The Board also discussed securing a WSEHA debit card for use by the Executive Secretary.

Mike Vinatieri made the motion to authorize Jesse to obtain a WSEHA debit card for the Executive Secretary's use. Jodie seconded. Motion approved unanimously.

The Board took up the issue of additional compensation for Executive Secretary Kerri Wagner, for her additional work during the 2014 Annual Education Conference. It was also noted that, for upcoming AECs, WSEHA will either need to pay the Executive Secretary to do it, or will need to pay an outside party to do it.

Mike Vinatieri made the motion to approve paying \$2,500 to Kerri for compensation and appreciation for her extra work at the 2014 AEC. Ross seconded. Motion approved.

⇒ **In the Committee Reports,**

Education Committee - *Michael informed the Board that, with no 2015 AEC scheduled, he was proposing two smaller "mini-AECs". He was looking at two locations that could handle 75-100 people per day, for two full days. There was extensive discussion among the Board members as to how we could collaborate with other agencies in providing training.*

Nominations and Awards Committee - *There was discussion among the Board members as to the allocation of the WSEHA Scholarship funds for 2015.*

Jodie made the motion to approve up to \$2,000 for WSEHA Scholarship money for 2015. Mike Vinatieri seconded the motion. Motion approved.

Publications Committee - *We didn't have a WSEHA newsletter for winter, but we are looking to start a new one. We are looking to advertise the 2015 Pool Conferences, the WSEHA scholarships, the mini-AECs, etc. Kerri suggested a February 20th deadline for new articles.*

International Health Committee - *The regular cycle of IHC meetings, and the selection of the recipient charity, will need to start in the fall if there is a 2016 AEC.*

Policy and Procedures Committee – *This Committee still needs a Chairperson. The Chairperson could be a liaison between WSEHA and the Washington Department of Health (WDOH).*

⇒ **In the President's Report, Michael reported to the Board about the possibility of having a WDOH representative on the WSEHA Board. Any WDOH representative would need to be elected. It was also suggested that a WDOH representative be more of an ad-hoc member, or be serving WSEHA at the Committee Chair level. Ned will review this in the WSEHA Policies and Procedures.**

Summary of Board Motions and Decisions (page 2)

⇒ Also in the **President's Report**, the Board was reminded that the affiliate representative to the NEHA AEC must be a NEHA member. There must also be at least one other member of the affiliate who is a NEHA member.

Mike V made a motion for WSEHA provide for the WSEHA President's NEHA membership for the duration of his WSEHA presidency. Jodie seconded. Mike V amended the motion to pay for the NEHA membership, and budget up to \$1,500 for travel expenses to attend the NEHA AEC. Ross seconded the amended motion. Motion approved.

⇒ In the **Executive Secretary's Report, Elections** – Kerri reminded the Board of the need to get ballots out before any election at a General Membership meeting that we have.

Kerri also reminded the Board that many current WSEHA members submitted their memberships to get the break on fees at the 2014 AEC, and that many of these will be expiring soon.

There was extensive discussion among the Board members about the upcoming Pool Conferences and the WSEHA Pool Manuals.

Jesse made the motion to approve the Pool Conferences Budget, based on the 2014 Budget, using the same fees as last year, minus the \$20 per registrant for the Pool Manuals. Mike V seconded. Motion approved.

⇒ In the **Regional Vice-President's Reports**, Mike Vinatieri informed the Board that he intends to step down as Southwest Region Vice-President next year.

⇒ **Mike Vinatieri made the motion to adjourn the meeting. Ross seconded. Motion approved. Meeting was adjourned at 2:36 p.m. No future Board Meeting was scheduled at this time.**