

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

September 9, 2013

Via conference call

Present

via conference call in Tumwater – Jodie Holdcroft (*Olympic Region Vice-President*), Ross Lytle (*Secretary*), Kay Massong (*President*), Jesse Smith (*Treasurer*), Ned Therien (*Procedures Committee Chair*), Mike Vinatieri (*Southwest Region Vice President*).

via conference call in Everett – Michael Baker (*President-Elect*), Lauren Brinker (*Education Committee Chair*), Geoffrey Crofoot (*Immediate Past President*), Megan McNelly (*Publications Committee Chair*), Kerri Wagner (*Executive Secretary*)

The meeting was called to order at 9:42 a.m.

Approval of Agenda

Ned stated that he would like to move up the discussion about the Annual Education Conference, putting it in before the **Treasurer's Report**. We also need to change Eastern Region Vice-President to Scott Paradis.

Ross made the motion to approve the Agenda as amended. Mike V seconded. Motion approved.

Approval of Minutes

Board Meeting minutes of 6/26/13 – Jesse pointed out that we need to remove the specific money figures from Treasurer's Report. These also need to be stricken from the **Executive Secretary's Report**.

Mike V moved to approve the Minutes of the June 26, 2013 Board Meeting as corrected. Jodie seconded. Motion approved.

New Business

2014 Annual Education Conference planning – Ned informed the Board that he had talked to the Great Wolf Lodge. They will give us the same rates as last year. They are expecting a call from him after the Board meeting. Should we save the dates or not? The 2014 AEC would have to follow the same Monday-Tuesday format as last year.

Kerri asked if anyone on the Board would be willing to volunteer as the AEC Coordinator. She also suggested the possibility that we may want to hire an outside person to handle it. Ned said he had talked to Nancy Napolili. The Washington Department of Health could provide speakers. Nancy also recommended a big AEC every two years. Kerri said that a planned educational opportunity for Fall 2013 fell through, so there will be no WSEHA educational opportunities between now and next May. Mike V stated his desire to see the AEC continue, maybe going to every two years after the

New Business (cont.)

2014 Annual Education Conference planning (cont.)

2014 AEC. Geoffrey said he didn't think we could get it done by next May.

Michael Baker volunteered to serve as AEC Coordinator. Ross and Jodie offered their support. Ned said he would be willing to be the Facilities Chair. The priority dates for the 2014 AEC will be May 12th and 13th, with the 19th and 20th as back-up dates. Kerri also noted that we need a Speakers Chair. Ned suggested that Kerri be hired as a Speakers Chair. Kerri was hesitant, but pointed out that we could use the same submittal forms as last year. Ned has Mark Toy's Speaker's Committee notes, and he will forward them to Kerri. Kerri said she will contact Eric Evans (Kitsap County Public Health) to get the Speaker Requests posted on the WSEHA website. The deadline last year was December 6th.

Jodie stressed the need to set up a first meeting for the AEC Planning Committee meeting. Kerri has updated the AEC Guidance Document, which is posted on the WSEHA website. Ned asked Lauren if she would be willing to be the nominal Speakers Chair, and Lauren agreed to do it. Kay suggested that the first AEC Committee meeting should be during the first week of October, perhaps October 2nd. Michael B said he will contact everyone to finalize a time and place for the meeting. Ned will try to secure the Kent WDOH office as an anchor facility.

Treasurer's Report

Profit and Loss Report – Jesse noted that some of the registration fees from the 2013 AEC had actually been placed into the "Classified" category. Our Calvert Investments sheets are showing a good profit. Jesse said that the WSEHA checking account is in good shape – there should be plenty of money available for down payments for the 2014 AEC. Kerri will provide Jesse with a list of deposits from the recent AEC.

Committee Reports

Education Committee – Lauren and Geoffrey shared with the Board some of the feedback we received from surveys at the recent AEC.

Nominations and Awards Committee – Joe Graham will be continuing as the Committee Chair.

Publications Committee – Kerri noted that she should be receiving all of the articles for the Fall Newsletter by the end of this week – she is waiting for one more.

International Health Committee – Since we are now committed to a 2014 AEC, Ross will initiate the regular Silent Auction project selection process with the IHC members, and anyone else who had expressed interest in getting involved with the IHC on the 2013 AEC exit surveys.

President's Report

Kay asked if they knew of anyone who was willing to serve as the Northwest Region Vice-President. The position remains vacant.

Executive Secretary's Report

2013 AEC - Kerri noted that we lost a few WSEHA members. We have no pending balances left from the AEC.

Pool Manuals / Conferences – There are 193 Pool Manuals remaining in our storage. She also noted that the budget totals are a bit less than stated on the report, due to some redundancy. With Gary Fraser now retired, we are hoping that WDOH will continue to conduct the Pool Conferences. Kerri said she will call WDOH and Gary about confirming the Pool Conferences for 2014. Kay will get back to Kerri with possible dates and locations. Kerri said she will also encourage them not to have the Pool Conferences around the dates of the AEC.

Ned reserved the Kent WDOH room for October 2nd for the first AEC Committee meeting. He also stated the need for us to approve an AEC budget soon to allow for payment of AEC expenses.

Mike V made the motion to adopt the budget from the 2013 AEC to allow Jesse to move forward with paying expenses for the 2014 AEC. Jodie seconded. Motion approved.

Next meeting – Geoffrey recommended that the Board meet again after the first AEC Committee meeting. He suggested October 24th, using the same time frame and conference-call format again.

The first AEC Committee meeting will take place on October 2nd, at the WDOH office in Kent, from 10:00 a.m. to noon.

Regional Vice-President's Reports

Olympic Region – *Jodie Holdcroft* – No report.

Central Region – *James Rivard* – No report.

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

Southwest Region – *Mike Vinatieri* - No report.

Eastern Region – *Scott Paradis* – No report.

Adjourn

Jodie made the motion to adjourn the meeting. Mike V seconded. Motion approved. Meeting was adjourned at 10:57 a.m.

Summary of Board Motions and Decisions

- ⇒ *Some changes were made to the original meeting Agenda. **Ross made the motion to approve the Agenda as amended. Mike V seconded. Motion approved.***
- ⇒ *The Board reviewed the **Minutes for the June 26, 2013 Board Meeting**. One minor correction was made. **Mike V moved to approve the Minutes of the June 26, 2013 Board Meeting as corrected. Jodie seconded. Motion approved.***
- ⇒ *In **New Business**, the Board decided to proceed with a 2014 Annual Education Conference at the Great Wolf Lodge. Michael Baker volunteered to serve as AEC Coordinator. Ned said he would be willing to be the Facilities Chair. The priority dates for the 2014 AEC will be May 12th and 13th, 2014, with the 19th and 20th as back-up dates. Kerri said she will contact Eric Evans (Kitsap County Public Health) to get the Speaker Requests posted on the WSEHA website. Lauren Brinker agreed to be the Speakers Chair. The Board also decided to move forward quickly with a first AEC Committee meeting, to be held in early October.*
- ⇒ *In the **Treasurer's Report**, Jesse noted that our investment funds sheets are showing a good profit. He also informed the Board that there should be plenty of money available in the WSEHA checking account for down payments for the 2014 AEC.*
- ⇒ *In the **Committee Reports**:*
- Publications Committee** – Kerri will soon have all of the articles she needs for the Fall Newsletter.*
- International Health Committee** – Ross will initiate the regular Silent Auction project selection process within the IHC membership.*
- ⇒ *In the **President's Report**, Kay notified the Board that we are still looking for a Northwest Region Vice-President.*
- ⇒ *In the **Executive Secretary's Report**,*
- 2013 AEC** - Kerri noted that we have no pending balances left from the AEC.*
- Pool Manuals / Conferences** – There are 193 Pool Manuals remaining in our storage. With Gary Fraser now retired, we are hoping that WDOH will continue to conduct the Pool Conferences. Kerri said she will call WDOH and Gary about confirming the Pool Conferences for 2014. Ned reminded the Board of the need to approve an AEC budget soon to allow for payment of AEC expenses. **Mike V made the motion to adopt the budget from the 2013 AEC to allow Jesse to move forward with paying expenses for the 2014 AEC. Jodie seconded. Motion approved.***
- ⇒ *There were no **Regional Vice Presidents' Reports** submitted at this meeting.*
- ⇒ *The **next meeting of the WSEHA Board of Directors** was tentatively scheduled for October 24th, 2013, using the same time frame and conference-call format as before. The **first AEC Committee meeting** will take place on October 2nd, at the WDOH office in Kent, from 10:00 a.m. to noon.*
- ⇒ ***Jodie made the motion to adjourn the meeting. Mike V seconded. Motion approved. Meeting was adjourned at 10:57 a.m.***