



Washington State Environmental Health Association Board of Directors Meeting AGENDA

Date: Tuesday, September 24, 2019
Time: 11:00 a.m. – noon
Call Info: 1-877-311-2008, code: 300864#

11:00 a.m.

11:03 am, Call to Order, Roll Call –Tom

President	Tom Kunesh	P	Central V-P	James Rivard	P
President Elect	Nancy Bernard	P	Olympic V-P	Jodie Holdcroft	P
Imm. Past President	Mike Young	P	Southwest V-P	Jeremy Simmons	P (late)
Secretary	Jen Garcelon	P	Eastern V-P	Ben Stone	P
Treasurer	Jesse Smith	P	Northwest V-P	Kevin Chung	P
Executive Secretary	Megan McNelly	P	NEHA Rep	Matt Reighter	Ab

Approval of Agenda - Tom

Add Executive Secretary Report and a discussion about meeting NEHA Executive in October to the agenda.

Approval of meeting minutes from 5-8-19. No discussion. Jodie moved to approve the minutes from 5-8-19. Ben seconded. No opposition. *Motion passed.*

Treasurer's Report - Jessie

- Treasurer's Report-see documents on the Board's webpage
 - Calvert report up \$20K to \$143K in investment account.
 - Checking account \$46K, we still need to pay DOH \$11K for HACCP class. Will be at ~\$35K. Still doing well.
 - Profit & Loss (P&L) Reports
 - Review of 2019 AEC P&L
 - Review of overall P&L, we are in the red for \$11K because of deposit to Hotel Murano for 2020 AEC. Discussion of P&L AEC column with negative balance. The negative balance has to do with the time of the report run, not that the AEC was not profitable. P&L of each AEC can be compiled to show the information in a more accurate way.
 - Discussion of 2020 AEC costs. Is there room for improvement? The location makes it more expensive, we are estimating cost of \$54K. About \$10K more than the last few AECs. It will be a Board decision on using reserves to make up the difference or add it to registration.
- Start Annual Internal Audit
 - Need some volunteers from the Board to do a standard audit. It may be in our policies and procedures and maybe by-laws. Jesse would like to do it in the new year. Jesse will send out a request for the Finance Subcommittee, need 2-3 volunteers. Nancy and Mike are interested. Request one more from general membership in the newsletter.

Executive Secretary - Megan

- Membership Report
 - Drop in membership in April and May, but should bounce back. People get a reminder of their membership renewal the month they expire.
 - Discussion of two-year membership. Would likely need a change in the by-laws. More research is needed.
 - Discussion of online payments. Tom asked Megan to do some research on the online payment.
 - Nancy is interested in looking at ways to increase membership. Membership stays strong as long as the organization provides training.
 - Discussion on regional meetings. Perhaps have one universal topic with a trainer who travels to all of the regions.
 - Everyone voted for the International Health Subcommittee.
- Pool Manual sales
 - Sold out all of the printed manuals. We have requests for digital copies. How do we sell digital copy? Watermark the copy? Make it available for the same price as the printed manual? Need to investigate. The manual is dated. DOH may not update until 2021. Jun is not fond of the document, but it's the only printed one available. Long term, refer people to the Certified Pool Operator (CPO) document. We shouldn't spend a lot of resources on an out of date document, however, not a lot is available in the market now. Megan will contact Jun for further information on DOH's long term plan. Manual sales brought in \$1,100 last year.

AEC update - Tom

- 2020 Tacoma Planning
 - AEC Chair, Jamie could not make this call. First Committee call has been made. Subcommittees have been set. Next meeting Oct 3. Megan will meet with Jamie Oct 1. Calls are the first Thursday of the month. Registration will hopefully open in January 2020. Registration cost has to do with registration numbers and food menu.

A/V equipment: Borrow, Rent, or Purchase - Tom

- Mike talked to a guy who records lectures. He will look at costs. Do we think people would be interested in online views of trainings? Would we charge for access to the lectures? Could we provide CEUs for review of recorded lectures?
- Mike will put this on his things to do list to provide a cost of rent versus purchase video equipment.

NEHA Representative – Matt see his email for information.

- We will need a new regional V-P for NEHA since he will be stepping down. He would like the new regional V-P to come from our organization.

President's Message - Tom

- Tom attended the NEHA 2019 Nashville AEC. Tom believes the quality of the breakout sessions, WSEHA AEC is comparable.
- Discussion on meeting with NEHA Executive in October. Tom can meet with him. Jen will be Leavenworth too.
- Next meetings should be in January 2020, then in March 2020.

Adjourn, motion to adjourn at 12:06 pm.