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

**Date:** Tuesday, November 15, 2022  
**Time:** 12:10 pm – 12:50 pm  
**Location:** Microsoft Teams

12:11 pm **Call to Order, Roll Call**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Ab</th>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Nancy Bernard</td>
<td>X</td>
<td>Central V-P</td>
<td>James Rivard</td>
</tr>
<tr>
<td>President Elect</td>
<td>Susan Shelton</td>
<td>X</td>
<td>Olympic V-P</td>
<td>Jodie Holdcroft</td>
</tr>
<tr>
<td>Immediate Past President</td>
<td>Tom Kunesh</td>
<td>Ab</td>
<td>Southwest V-P</td>
<td>Jeremy Simmons</td>
</tr>
<tr>
<td>Secretary</td>
<td>Jen Garcelon</td>
<td>X</td>
<td>Eastern V-P</td>
<td>Vikki Barthels</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Jesse Smith</td>
<td>Ex</td>
<td>Northeast V-P</td>
<td>Ethan Schmidt</td>
</tr>
<tr>
<td>Executive Secretary*</td>
<td>Megan McNelly</td>
<td>X</td>
<td>NEHA Rep*</td>
<td>Bill Emminger</td>
</tr>
</tbody>
</table>

*non-voting positions

**Approval of Agenda**  
Remove Treasurer’s Report  
*Move to approve, seconded.*  
All approved.

**Introductions and Background**

Susan, Jen, Vikki, Ethan, Jeremy, Megan, and Bill discussed their backgrounds to get to know each other better.

**Approval of Minutes from 9/27/22 Meeting**

*Jen motions to approve the minutes. Susan seconds.*  
All approved.

**2024 AEC Location**  
*M. McNelly"
An east side location for 2024 AEC should be considered and decided upon by the May 2023 AEC; suggestions should go through Susan or Nancy. Megan will send a write up a pitch with location and LHJ expectations and Jen will mention at Nov monthly EHD meeting.

**Budget Update/Treasurer’s Report – Remove this month**

*J. Smith*

**Policy and Procedures Versus By-Laws**

*S. Shelton*  

Info

Is there a periodic review of the policies and procedures and by-laws? No scheduled review. Jeremy is on the Policy Subcommittee. Last large review was ~2015/2016. Susan will review for next meeting.

**WSEHA Annual Calendar (Timeline of Events, etc.)**

*S. Shelton  

Info

Is there a cadence to the business of WSEHA? Susan will work with Megan to see if there are any gaps. It is mentioned in Policies and Procedures.

**Executive Secretary Contract**

*N. Bernard  

Action

12:46 PM

Nancy will talk to Jesse regarding the employee versus independent contractor email. They will draft a contract, check in with Megan, and send it to the group with red line changes.

**Adjourn**

12:55 pm  

Jen motions to adjourn, Susan seconds. All approved.