

**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**

PRESIDENT	Nancy Bernard	X	CENTRAL V-P	James Rivard	Ab
PRESIDENT ELECT	Susan Shelton	X	OLYMPIC V-P	Jodie Holdcroft	Ab
IMM. PAST PRESIDENT	Tom Kunesh	Ab	SOUTHWEST V-P	Jeremy Simmons	X
SECRETARY	Jen Garcelon	X	EASTERN V-P	Vikki Barthels	X
TREASURER	Jesse Smith	Ex	NORTHWEST V-P	Ethan Schmidt	X
EXECUTIVE SECRETARY*	Megan McNelly	X	NEHA REP*	Bill Emminger	X

\*non-voting positions

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**Approval of Agenda**

*N. Bernard*

**Action**

Remove Treasurer's Report  
*Move to approve, seconded.*  
**All approved.**

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**Introductions and Background**

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

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

*N. Bernard*

**Action**

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

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**2024 AEC Location**

*M. McNelly*

**Info**

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 LHM expectations and Jen will mention at Nov monthly EHD meeting.

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

*J. Smith*

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**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.

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**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.

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**Start discussion at  
12:46 PM**

**Executive Secretary Contract**

*N. Bernard*

**Action**

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.

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**12:55 pm**

**Adjourn**

*Jen motions to adjourn, Susan seconds.*

**All approved.**

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