

**Washington State Environmental Health Association  
Board of Directors Meeting Minutes  
December 19, 2012, via conference call**

**Present**

Geoffrey Crofoot (*President*), Kay Massong (*President-Elect*), Ned Therien (*Procedures Committee Chair*), Mike Vinatieri (*Southwest Regional Vice President*), Ross Lytle (*Secretary - joined the meeting at 9:45 a.m.*), Jesse Smith (*Cowlitz County Health Department, future Treasurer*), Steve Garrett (*Treasurer*), Mark Toy (*2013 AEC Chair*), Michael Baker (*Eastern Region Vice President*), James Rivard (*Central Region Vice President*), Chuck Treser (*Guest – University of Washington*), Kerri Wagner (*Executive Secretary*).

*The meeting was called to order at 9:10 a.m.*

**Approval of Agenda**

The following were changes noted to the provided Agenda:

- Meeting beginning time changed to 9:00 am
- Add “Transition to New Treasurer” under Treasurer’s Report
- Correct the names of the regional Vice-Presidents

*Mike V made a motion to approve the amended Agenda for the Board Meeting. Kay seconded. Motion passed.*

**Approval of the Minutes**

The Board reviewed the following minutes and email votes:

- July 24, 2012 Board Meeting
- E-mail vote 9/11/2012 (Executive Secretary software training)
- E-mail vote 11/23/2012 (Transfer of Treasurer’s duties)

Steve stated that, in order to have Jesse as a signatory, the bank must receive documentation, in writing with an original signature by the Secretary, and that he is being designated as a signatory (as stated in the Board minutes). The proper verbiage was discussed and the “E-mail vote 11/23/2012 (Transfer of Treasurer’s duties)” was amended to include that Jesse is being designated as a signatory.

*Mike V made a motion to approve the Minutes of the July 24, 2012 Board Meeting, the e-mail vote of 9/11/2012 (Executive Secretary software training), and the amended e-mail vote of 11/23/2012 (Transfer of Treasurer duties). Steve seconded. Motion passed.*

## **WSEHA Board of Directors Meeting**

**December 19, 2012**

**Page 2**

### **Approval of the Minutes (cont.)**

Geoffrey reminded the Board Members to “Reply All” when voting electronically, in order to aid in tracking the votes.

### **Treasurer’s Report**

***Budget Year-to-Date Report.*** Steve provided four documents for the Treasurer’s Report. The Board reviewed the Profit & Loss Report by Class and, as expected, we are in the red. Steve noted that a portion of this was due to \$3,300 that was paid to the Great Wolf Lodge as an advance for the 2013 AEC rental. There was a negative amount for the Pool Manuals – the amount for taxes exceeded the amount for the over-the-counter sales. (Most of the distribution of the Manuals occurred at the Pool Conference, and this income is reported under Registration Fees).

Steve also provided an Expenses Report for the Executive Secretarial Services for 2012. He noted that, thanks to the mid-term contract that was approved by both parties, the amount paid to the Executive Secretary has decreased. The Checking Account Report was also provided, showing that one of our investments was deposited in August in preparation for covering future expenses. Steve stated that, even though our overall budget for the year is in the red, we are still in good shape due to our investments. He feels we can coast on our investments and hopefully the AEC will bring in money.

Steve stated that we should have two people looking at the money to confirm the Treasurer’s honesty. To this end, we identified two people who will have the password information for the investment company information.

***Transition to New Treasurer.*** Steve stated he expects the signatory card to be turned into the bank in the next two weeks. Steve felt this would be a logical time for Jesse to become the official Treasurer. After a short discussion, both Steve and Jesse expressed they are comfortable with this decision.

***Steve moved to transfer the Treasurer’s duties to Jesse, once the signatory card is approved by the Washington State Employees Credit Union. Mike V seconded. Motion passed.***

### **Committee Reports**

***Education*** – We will be turning this over to Mark Toy.

***Nominations and Awards*** - Joe Graham said that he would be willing to chair the Committee again if needed. Kerri asked if we wanted to accept nominations for awards and scholarships before the AEC. Joe noted that there is some money in the budget for a scholarship or two. Geoffrey noted that the 2013 budget is not yet set, but we have given out \$1,000-\$1,500 scholarships in the past. Joe also noted that Chuck Treser would be willing to help. Chuck said that these scholarships would apply toward students who were continuing through 2013-2014. Kerri said she would like more information

## **WSEHA Board of Directors Meeting**

**December 19, 2012**

**Page 3**

### **Committee Reports (cont.)**

#### *Nominations and Awards (cont.)*

on this for the WSEHA website. Kerri also reminded the Board that the deadline for articles in the next WSEHA newsletter will be February 1<sup>st</sup>. Chuck suggested March 1<sup>st</sup> for a scholarship application deadline.

We will also be giving out the regular annual WSEHA awards. Kerri said that she and Joe will need to get together to finalize the online nomination forms. Joe suggested a March 15<sup>th</sup> deadline for the award nominations. He said the initial teaser/mass e-mail will go out to the membership (by the end of the week?) for nominations, then it will be mentioned in the next newsletter. Steve and Jesse will work on some of the budget numbers for the scholarships.

**Publications** – Mark noted that Megan McNally (Pacific County) has been designated as a Publications Chair for the AEC. He has sent out matrix with a Committee roster. Geoffrey requested that he re-send it.

**International Health** – Mark said that he has already been in contact with Friendly Water for the World, a world aid organization specializing in providing clean water technology and business opportunities in developing countries. An FWW contingent from Burundi will be available during the AEC, and Mark was planning to have them as a featured group for the Silent Auction. Mark also noted that the Great Wolf Lodge Ballroom will be available for the Silent Auction. Ross has been in contact with the Etta Project, another world aid group. Through them, he was looking to secure items for the Silent Auction

### **President's Report**

**Open WSEHA Board positions** – The Board discussed when would be the best time to transfer the presidency to the President-Elect. All seemed to agree it would be best to do so at the AEC. Steve brought up how we would best utilize Kay between now and then. She is currently a voting Board member. Kerri suggested that we mention the need for Board volunteers in the newsletter article, and that she would like to get Geoffrey's signature on the article. Geoffrey emphasized the need to enlist people wherever possible. As to when at the AEC the transfer will take place, Mark said that this would be decided at the January 7<sup>th</sup> AEC Committee meeting, but the plan was to have it happen during lunch on the second day.

### **Executive Secretary's Report**

**2013 Annual Education Conference update** – Mark noted that, since the July 24<sup>th</sup> Board meeting, there have been three AEC committee meetings. There are no more than 40 speaking slots available. By January 3<sup>rd</sup>, they expect to decide on speakers, and plan out a preliminary schedule. He wants it on the website by January 15<sup>th</sup>. He, Ned, and Dick Pedlar will be meeting at the Great Wolf Lodge this

## **WSEHA Board of Directors Meeting**

**December 19, 2012**

**Page 4**

### **Executive Secretary's Report (cont.)**

#### *2013 Annual Education Conference update (cont.)*

afternoon for a walk-through meeting. At the January 7<sup>th</sup> Committee meeting, the members will discuss a revised AEC budget. They are expecting about 200 participants – the “break-even point” is about \$75 per person. Kerri asked about extending the deadline for submission of abstracts to January 15<sup>th</sup>. Geoffrey agreed, figuring that it will at least generate some further interest.

*Student rates / volunteer opportunities* - Kerri also noted that she had received an e-mail from Anna Fretheim, which expressed interest from the Student Environmental Health Association (SEHA) members for volunteering at the AEC. The e-mail also asked about student registration rates.

*WSEHA website* - Kerri is also working on the WSEHA website, using the WordPress template. The draft website looks better. It has also added a “What’s New” tab. She has been working with Eric Evans (Kitsap Public Health District) on the membership profiles. They have also been working on the feasibility of online paying. Geoffrey said he felt it was just breaking even - it’s also further tracking work for Kerri and the Treasurer. Mark said he planned to include this as a discussion point at the AEC Committee meeting, and that the Committee will wait for input from Eric. Geoffrey asked if there is a preference for regular payment methods, or for doing it online. Mark will check the WSPHA website, but the preference seems to be for the old methods (purchase order/check/invoice, etc.). Kerri also noted that our membership has decreased somewhat since the last Board meeting. There are no Sustaining Memberships at this time. One Emeritus Member died recently. The Certified Pool Operator class was held on October 11<sup>th</sup> and 12<sup>th</sup>, and brought in \$1,120.

### **Regional Vice-Presidents' Reports**

- **Olympic Region** – *Jodie Holdcroft* – no report.
- **Central Region** – *James Rivard* – no report.
- **Northwest Region** – (*currently vacant*)
- **Southwest Region** – **Michael Vinatieri** – no report.
- **Eastern Region** – **Michael Baker** - Michael was due to take a job in Hawaii, but reconsidered. He was hoping to conduct a one-day training in the Fall of 2013. He is waiting to see the abstracts that don't make the cut at the AEC, then decide on a topic.

**New Business** – Geoffrey stressed the need for another Board Meeting prior to the AEC, probably in March 2013. Mark noted that we should have some idea of AEC registration figures by then. The next Board meeting was tentatively scheduled for Thursday, March 14<sup>th</sup>. Mark or Ned will check on room availability at the Kent office, from 10:00 am to 3:00 pm.

**WSEHA Board of Directors Meeting**

**December 19, 2012**

**Page 5**

**New Business (cont.)**

Geoffrey also noted that the teleconferencing option does not appear to be generally available to all of the local health jurisdictions.

**Adjourn**

*Steve made the motion to adjourn the Board meeting. Michael V seconded. Motion approved. Meeting adjourned at 11:07 am.*

*The next WSEHA Board meeting is tentatively scheduled for March 14, 2013, in the Centerpoint Corporate Park in Kent, Washington.*

**Respectfully submitted,**

*Kerri Wagner, Executive Secretary*

*Ross Lytle, Secretary*

---

---

## **Summary of Board Motions and Decisions**

- ⇒ *Some changes were made to the original meeting Agenda. Mike V made a motion to approve the amended Agenda for the Board Meeting. Kay seconded. Motion passed.*
- ⇒ *The Board reviewed Minutes for the July 24, 2012 Board Meeting, the e-mail vote of 9/11/2012 (Executive Secretary software training), and the e-mail vote 11/23/2012 (Transfer of Treasurer's duties).*

*Mike V made a motion to approve the Minutes of the July 24, 2012 Board Meeting, the e-mail vote of 9/11/2012 (Executive Secretary software training) as presented. The e-mail vote of 11/23/2012 (Transfer of Treasurer duties was approved with modifications). Steve seconded. Motion passed.*

- ⇒ *In the Treasurer's Report, Steve showed that WSEHA is generally in the red, a portion of this being due to \$3,300 that was paid to the Great Wolf Lodge as an advance for the 2013 AEC rental. He also provided an Expenses Report for the Executive Secretarial Services for 2012. He noted that the amount paid to the Executive Secretary has decreased.*

Steve stated he expects the signatory card to be turned into the bank in the next two weeks.

*Steve moved to transfer the Treasurer's duties to Jesse, once the signatory card is approved by the Washington State Employees Credit Union. Mike V seconded. Motion passed.*

- ⇒ *In the Committee Reports:*

*Nominations and Awards* - Joe Graham said that he would be willing to chair the Committee again if needed. There is some money in the budget for a scholarship or two. We have given out \$1,000-\$1,500 scholarships in the past. These scholarships would apply toward students who were continuing through 2013-2014. A March 1<sup>st</sup> deadline for scholarship applications was suggested. WSEHA will also be giving out the regular annual WSEHA awards. A March 15<sup>th</sup> deadline for the award nominations was suggested.

*International Health* – A Silent Auction is still being planned for the upcoming AEC, and the Great Wolf Lodge Ballroom will be available for it. Both Mark and Ross have been in contact with aid organizations for planning.

- ⇒ *In the President's Report*, he Board discussed when would be the best time to transfer the WSEHA presidency to the President-Elect. All seemed to agree it would be best to do so at the AEC, and the plan was to have it happen during lunch on the second day of the Conference. Kerri suggested that we mention the need for Board volunteers in the newsletter article.
- ⇒ *In the Executive Secretary's Report*, Mark noted that we want to get information about the AEC on the website by January 15<sup>th</sup>. The AEC Committee members will be meeting on January 7<sup>th</sup> to discuss a revised AEC budget. The deadline for the submission of abstracts will be extended to January 15<sup>th</sup>. The use of volunteers from the Student Environmental Health Association (SEHA) was also discussed.

Kerri is also working on the WSEHA website, using the WordPress template, which has resulted in a better website. She has been working with Eric Evans (Kitsap Public Health District) on the

---

---

***Summary of Board Motions and Decisions (page 2)***

⇒ ***Executive Secretary's Report (cont.)***

*membership profiles, and online paying methods for the AEC.*

⇒ In the **Regional Vice-Presidents' Reports**, it was noted that Michael Baker will continue to serve as the Eastern Region Vice-President.

⇒ In **New Business**, it was determined that we need another Board Meeting prior to the AEC. The next Board meeting was tentatively scheduled for Thursday, March 14<sup>th</sup>.

⇒ ***Steve made the motion to adjourn the Board meeting. Michael V seconded. Motion approved. Meeting adjourned at 11:07 am.***

***The next WSEHA Board meeting is scheduled for March 14, 2013, in the Centerpoint Corporate Park in Kent, Washington.***

H:\WSEHA Minutes\WSEHA Minutes 121912.Docx

FINAL - approved without corrections – Board Meeting of 3/14/13