

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

March 14, 2013

WDOH Center Point Regional Office – Kent, Washington

Present

(at WDOH office) Geoffrey Crofoot (*President*), Jodie Holdcroft (*Olympic Region Vice President*), Ross Lytle (*Secretary*), Kay Massong (*President-Elect*), Kerri Wagner (*Executive Secretary*).

(via conference call) Michael Baker (*Eastern Region Vice-President*), Steve Garrett (*Treasurer*), Joe Graham (*Awards Committee Chair*), James Rivard (*Central Region Vice-President*), Jesse Smith (*Treasurer-in-Training*), Ned Therien (*Washington State Board of Health*), Mark Toy (*AEC Coordinator*), Mike Vinatieri (*Southwest Regional Vice-President*).

The meeting was called to order at 9:39 a.m.

Approval of Agenda

Jodie moved to approve the Agenda as presented. Mike V seconded. Motion approved.

Approval of Minutes

Board Meeting minutes of 12/19/12. Geoffrey moved to approve the Board Meeting minutes of 12/19/12 as presented. Jodie seconded. Motion approved

Pool Conference e-mail vote Kerri questioned whether we should post these on the WSEHA website. Geoffrey said he had no objection. Jodie noted that we may not need to track each individual vote. Mike V moved to approve the e-mail vote minutes as written. Jodie seconded. Motion approved.

Signatories e-mail vote. Kerri and Geoffrey noted that we may not want to publish the names of the WSEHA signatories on the WSEHA website – there could be security issues. Ross added that the bank said they wanted official vote results/minutes on WSEHA letterhead. Mike V made the motion to approve the e-mail vote results as written, with a brief (redacted for the bank) version to be posted on the WSEHA website. Steve seconded. Motion approved. Steve also reminded the Board of the need to get the WSEHA Board signatures on card provided by bank.

Treasurer's Report

Budget Year-to-Date Report - Steve informed the Board that we sold off our Fidelity Fund to fund the Annual Education Conference (AEC). He updated the Board as to WSEHA's total investment equity.

Profit and Loss Report – Geoffrey inquired about how the WSEHA budget is shaping up. Steve said

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Treasurer's Report (cont.)

Profit and Loss Report (cont.)

Steve said he is encouraged by the response to the AEC. Geoffrey added that this year's budget will be a bit late – we are waiting for some figures from the AEC.

Committee Reports

Education Committee

2013 Annual Education Conference update - Mark informed the Board that all of the speakers for the AEC are confirmed. There are currently 13 confirmed moderators for panels; more are needed. Chuck Treser has some University of Washington volunteers lined up, but he noted the need to set up an internship board. We also need to start working on the process to apply for CEU's. We also need more outreach to get more registrants - about 24 more. **Deadlines:** April 12th to finalize the AEC program done. April 22nd is the last AEC "checklist". Power Point presentations need to be forwarded to Dick Pedlar by April 26th.

Ned asked about how many registrations we've received from the Seattle-King County Health District. Kerri said we had only five so far. Kerri also noted that we have a lot of membership fees come in with AEC registrations. She has also received 41 registrations from the Washington Department of Health (WDOH). Mike V said he is working on contacting vendors, adding that he and Bill Angel (Whatcom County) are the contact persons for them re: vendors. Kerri added that the AEC registration count now stands at 152 (see Executive Secretary's Report sheet), with a lot of new and renewed memberships.

Nominations and Awards Committee

Award for Mary Selecky – Ned reported to the Board for Joe Graham. They are proposing an Honorary WSEHA Membership for Mary Selecky. This usually just involves a certificate, but Ned was proposing something more durable. He added that we currently have 3 other Honorary Members.

Mike V made the motion to grant Mary Selecky an Honorary WSEHA Membership, and a "durable" gift. Steve seconded. Motion approved. Mike V and Ned requested a cost figure. The Board members suggested \$50-100. The Board left the engraved message up to Ned. Geoffrey suggested wording along the lines of "Honorary Membership...Years of being a friend to Environmental Health".

Publications Committee

Kerri informed the Board that Megan McNally may be willing to be Publications Chair after the AEC. Megan will provide program materials for the AEC soon.

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Committee Reports (cont.)

International Health Committee

Mark said that he would be meeting next week with Ginny Stern (WDOH), who is coordinating the Silent Auction for Friendly Water for the World. Ginny will have 2 people available to help with Auction at the conference. Ross noted that he still has several auction items on behalf the Etta Project that he has been working on, and hopes to have more to donate soon. Geoffrey said that he has photography to donate.

President's Report

Board positions to be filled - Geoffrey reminded the Board that we are still looking for a Northwest Region Vice-President. Michael Baker has been nominated for President-Elect. Ned reminded the Board of the need for a regional meeting to choose a Regional VP, but we no longer seem to be having them – maybe this could be done by an e-mail vote. Geoffrey also said that there needs to be an election for officers at the AEC. The WSEHA by-laws say that officers are elected in offsetting years. Kerri said she needs a biographical profile of Michael for the ballot. Kay will move into the WSEHA Presidency at the AEC.

Executive Secretary's contract – The Board met in Executive Session to review the Executive Secretary's contract, covering the period of 1/1/13 to 12/31/13. The Board renewed the contract.

Break for lunch

Resume at 1:02 p.m.

Executive Secretary's Report

WSEHA exhibition table at the AEC - Kerri showed the WSEHA display board that we have used previously. The WSEHA table will also have membership brochures. There was discussion as to displaying WSEHA membership information along with International Health Committee information. Geoffrey suggested that we don't want to have people confusing IHC and WSEHA. Jodie proposed displaying old pictures of current WSEHA members from previous AECs. Mike V will make sure that the WSEHA table is included among the 20 table spaces.

Executive Secretary's Report - Kerri reported that WSEHA membership has increased significantly to 160, up from the previous 114. There will be two Pool Conferences this spring, as opposed to just one. Gary Fraser is back on board for the Conference, and is training a new person. The Conferences will take place April 23rd at the Benton/Franklin Health District, and April 25th at Clover Park Technical College. Mike V will contact Gary about pool-related vendors at the AEC. Kerri also requested volunteers to work at AEC registration desk. Geoffrey, Kay, Jodie, and Mike all said they would be available to help.

As previously mentioned, there were many new memberships requested as a result of the AEC. She

Executive Secretary's Report (cont.)

Executive Secretary's Report (cont.)

noted she has had some problems with the Post Office in mailing membership materials. She would like to send just the paper items, and have the members pick up their lanyards and pins at the AEC. There was discussion about how to distribute name tags and lanyards to everyone at the AEC, and whether there should be an individualized bag for each registrant. Michael asked if he could get a list of new memberships within his region for an outreach letter from the Regional Vice-Presidents.

Regional Vice-President's Reports

Olympic Region – *Jodie Holdcroft* – No report.

Central Region – *James Rivard* – No report.

Northwest Region - (*currently vacant*)

Southwest Region – *Mike Vinatieri* - No report.

Eastern Region – *Michael Baker* – No report.

New Business

Election for WSEHA officers / Voting by-laws – The WSEHA General Membership meeting is scheduled for noon Tuesday (May 7th) at the AEC. Ballots must be in by 5:00p.m. on Monday (5/6), or have been previously mailed in. The votes need to be counted by the Secretary and another WSEHA member. There was some discussion among the Board about the logistics of voting, per the Constitution and by-laws.

On this year's ballot (per Kerri's e-mail), Ross' term as Secretary will end in 2014. Jesse's term as Treasurer will end in 2015. Now that we have a General Membership meeting, these officers' terms need to be confirmed by election.

Mike V made a motion to change the WSEHA Policies and Procedures Manual. The motion was to strike Section 6.a., on Page II.D.3. of the Manual, and to put this change on the general election ballot:

“a. Ballots in unsigned envelopes, or from members not in good standing, shall not be counted.”

The wording on this ballot proposal would be finalized by Ned. Jodie seconded. Motion approved.

So for this year's AEC, there will be three names on the ballot (confirm terms for Ross and Jesse, elect Kay as President), and the Policies and Procedures change.)

In another motion, Jodie moved for a change to the WSEHA Constitution (Article XI, Section 5). That section specifies that the vote for Regional Vice-Presidents be put to a vote before the membership of the region. ***Jodie moved that language be added that would, alternatively, allow for conducting***

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New Business (cont.)

Election for WSEHA officers / Voting by-laws (cont.)

these Regional Vice-President elections via e-mail. Mike V seconded. Motion approved. Ned will also work on the ballot wording for this measure.

Geoffrey also said he would work on updating the WSEHA Policies & Procedures Manual.

2013 Awards Nominations

1. Jack B. Hatlen Inspirational Award - Joe Graham said he received three nominations. Mark Toy received seven votes. *Jodie made the motion to approve Mark Toy as the recipient of the Jack B. Hatlen Inspirational Award. Steve seconded. Motion approved.*

2. John P. Nordin Outstanding Sanitarian Award – Nominations were received on behalf of Bruce Perkins and Dave Tipton. *Joe moved to recognize Dave Tipton as the recipient of the John P. Nordin Outstanding Sanitarian Award. Steve seconded. Motion approved.*

3. Environmental Health Professional of the Year Award – After some discussion, the Board could not arrive at a consensus. *Steve moved to table the nominations at this time. Jodie seconded. Motion approved.*

Joe noted that the award plaques would total about \$200. Geoffrey suggested that we allow for this in the AEC budget. At this point, Joe signed off from the conference call.

Mike V made the motion that the Environmental Health Professional of the Year Award go to Joe Graham. Steve seconded. Motion approved.

Schedule next meeting - The next WSEHA meeting will be a short, informal Board meeting, to be conducted after the AEC. We will plan on the next official Board meeting – Kay's first as President – in early June. Ned will look into room availability at the WDOH Center Point Offices.

Adjourn

Ross made the motion to adjourn the Board meeting. Jodie seconded. Motion approved. Meeting adjourned at 2:46 p.m.

Summary of Board Motions and Decisions

- ⇒ *Jodie moved to approve the Agenda as presented. Mike V seconded. Motion approved.*
- ⇒ *Geoffrey moved to approve the Board Meeting minutes of 12/19/12 as presented. Jodie seconded. Motion approved*
- ⇒ *Mike V moved to approve the e-mail vote results, pertaining to the Spring Pool Conferences, as written. Jodie seconded. Motion approved.*
- ⇒ *Mike V made the motion to approve the e-mail vote results, pertaining to the WSEHA Signatories list, as written, with a brief (WSECU redacted) version to be posted on the WSEHA website. Steve seconded. Motion approved.*
- ⇒ *In the Treasurer's Report, Steve updated the Board WSEHA's total investment equity, checking account balance, and registration receipts so far from AEC registrations.*
- ⇒ *In the Committee Reports:*
 - Education** – Mark Toy gave the Board a complete update on the progress of the 2013 Annual Education Conference, including speakers and panelists, and upcoming deadlines. The Board also Discussed AEC vendors, and current registration numbers.*
 - Nominations and Awards** – The Board discussed giving an Honorary WSEHA Membership to Mary Selecky. Mike V made the motion to grant Mary Selecky an Honorary WSEHA Membership, along with a gift. Steve seconded. Motion approved.*
 - Publications** - Megan McNally will provide program materials for the AEC soon.*
 - International Health** – Mark is coordinating with Ginny Stern (WDOH) in getting Friendly Water for the World as a charity for the Silent Auction at the conference. Ross is continuing to gather donation items for the Etta Project, which he has been working on.*
- ⇒ *In the President's Report, Geoffrey updated the Board on our search for a Northwest Region Vice-President. He also said that there needs to be an election for officers at the AEC.*
- ⇒ *The Board met in Executive Session to review the Executive Secretary's contract, covering the period of 1/1/13 to 12/31/13.*
- ⇒ *In the Executive Secretary's Report, Kerri showed the WSEHA display board that we will be displaying at the AEC. This will be part of the WSEHA table at the AEC, where we will also have membership brochures available. Kerri also reported that WSEHA membership has increased significantly to 160, up from the previous 114. There will be two Pool Conferences this spring, one at the Benton/Franklin Health District, and one at Clover Park Technical College.*
- ⇒ *There were no Regional Vice-Presidents' Reports presented at this meeting.*
- ⇒ *In New Business, the Board discussed the ballot for the WSEHA general election that will take place at the AEC. There will be three names on the ballot this year: to confirm terms for Ross Lytle and Jesse Smith, and to elect Kay Massong as President. Also, there will be a proposed change to the*

Summary of Board Motions and Decisions (page 2)

New Business (cont.)

WSEHA Policies and Procedures Manual. Mike V made a motion to change the WSEHA Policies and Procedures Manual, and to put this change on the general election ballot.. The motion was to strike Section 6.a., on Page II.D.3. of the Manual. Jodie seconded. Motion approved.

In another motion, Jodie moved for a change to the WSEHA Constitution (Article XI, Section 5). That section specifies that the vote for Regional Vice-Presidents be put to a vote before the membership of the region. Jodie moved that language be added that would, alternatively, allow for conducting these Regional Vice-President elections via e-mail. Mike V seconded. Motion approved.

⇒ ***Also in New Business, the Board voted for recipients of the WSEHA Awards, to be given out at the AEC:***

Jodie made the motion to approve Mark Toy as the recipient of the Jack B. Hatlen Inspirational Award. Steve seconded. Motion approved.

Joe moved to recognize Dave Tipton as the recipient of the John P. Nordin Outstanding Sanitarian Award. Steve seconded. Motion approved.

Mike V made the motion that the Environmental Health Professional of the Year Award go to Joe Graham. Steve seconded. Motion approved.

⇒ ***The next WSEHA meeting will be a short, informal Board meeting, to be conducted after the AEC. We will plan on the next official Board meeting in early June.***