

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

**September 26, 2016**

**Present**

Bill Angel (*Northwest Region Vice-President, via phone*), Michael Baker (*President, by phone*), Jennifer Garcelon (*Secretary candidate, by phone*), Joe Graham (*Nominations and Awards Committee Chair and President-Elect*), Dayna Katula (*Executive Secretary, by phone*), Ross Lytle (*Secretary*), Ruth Picone (*Secretary candidate*), James Rivard (*Central Region Vice-President*), Jeremy Simmons (*Southwest Region Vice-President*), Chris Skidmore (*Eastern Region Vice-President, by phone*), Jesse Smith (*Treasurer*), Ned Therien (*Policies and Procedures Chair, NEHA Representative*).

**Meeting called to order at 9:40 a.m.**

**Approval of Agenda**

Michael requested to have the President's Report early, proposing to move it to just before the Treasurer's Report. ***Ross made the motion to approve the Agenda as amended. Michael seconded. Motion approved.***

**Approval of Minutes**

***Ross made the motion to approve the Minutes for August 11, 2016 as presented. Jeremy seconded. Motion approved.***

**President's Report**

***Presidency transition*** - Michael thanked Joe for taking over WSEHA business during the transition created by Michael's job change. He also noted that there is nothing in the WSEHA by-laws that says he can't still serve as President. He wants to stay on board to help Joe continue with the transition. If the rest of the Board is agreeable with this transition, they would like to continue it in this way.

***San Bernardino fund*** – Michael said he has tried to contact the people connected with the San Bernardino charity, but has not heard anything back. Joe recommended that we just have Michael sign the proceeds check on behalf of the WSEHA Board. Or, if there is no response, we could get onto their website and find someone else to contact. Ned said he had some contact information that he could forward to Joe.

## **WSEHA Board of Directors Meeting**

**September 26, 2016**

**Page 2**

### **Treasurer's Report**

***Profit and Loss Report*** – Jesse e-mailed all documents to all of the Board members prior to the Board Meeting. We will generally be in the negative this year. There are still some proceeds coming in from the Annual Education Conference. An insurance payment is due in November. Referring to the tally sheet of checks/payouts. We still need to send a check to Dayna. One honorarium check from the AEC has not yet been cashed. There is still a steady increase in WSEHA's Investments. We are still looking at one non-payment for the last Pool Conference, although Joe and Jesse agreed that it's probably cheaper to not pursue it. We can let the matter go for now, but we'll have Dayna flag their name for any future Pool Conferences.

### **Committee Reports**

#### **Education Committee**

***2017 Annual Education Conference*** – Joe said he had a proposal on the table for Wenatchee, for May 1-3, probably occurring from noon on Monday 5/1 to 2:00 pm Wednesday 5/3. Yakima had a competitive bid, but the dates were not as desirable. He said that Friday 9/30 is the deadline for a commitment. Currently, we are proposing four educational tracks. Five tracks, as we had at the Vancouver AEC, was probably too many. The Coast Wenatchee Center Hotel would be the main venue.

Jesse asked if we would be able to get some of the rooms “comped” if we were to get a certain number of attendees. Joe said his could be negotiable.

Michael noted that the Washington Public Health Association will be having their Joint Conference on Health there soon. We can get some feedback from them about costs, logistics, etc. Joe said the Washington Department of Health is still willing to help with the AEC, and he would still like to see the Speaker's Committee chairs still be from WDOH. He is welcoming suggestions for Speaker's Committee chair.

***Michael made the motion to start the process for moving forward with the 2017 AEC in Wenatchee. Ross seconded. Motion approved.***

Joe said he will need to sit down with Jesse and Dayna to determine who has what AEC-related duties, so we don't burn people out.

***Michael made the additional motion that Joe be given the authority to sign any AEC-related contracts. Jesse seconded. Motion approved.***

Jesse asked whether we are still going to try to find an AEC co-chair for MT, since he will not be doing it next year. Joe will work with Dayna to send out a notice to the WSEHA membership to find a volunteer.

**Committee Reports (cont.)**

**Education Committee (cont.)**

***Future AECs*** - Joe told the Board that he had received some e-mail input about future AECs. We could enter into a contract with Yakima for 2019, and we actually already have dates reserved. Michael suggested a 2-to-1 ratio of AECs held on the Westside vs. the Eastside – there’s just not enough involvement by the eastside membership to justify more than that. As we mentioned before, we need an AEC Co-chair for this year, and to have him/her ready for 2018. Michael recommended that we get everything going with Yakima for 2019, since the groundwork has already been laid, then proceed with the 2-to-1 plan. Jesse suggested that we start contacting Great Wolf Lodge about the 2018 AEC.

***FDA plan review course*** – The U.S. Food and Drug Administration will be conducting a plan review workshop in March. Dayna has sent Joe a draft budget, and a “save-the-date” communication. The Board needs to approve WSEHA’s participation. The budget for it will be about \$900. We will also need to consider Dayna’s travel and hotel expenses in the project. Ned recommended adding a charge to cover this.

***Ross made the motion that the WSEHA Board agree to partner with WDOH and USFDA to facilitate the Food Plan Review Course. Jesse seconded. Motion approved.***

**Nominations and Awards Committee**

***Committee Chair*** – Joe said he had reached out to Larry French to chair the Committee, but has not yet received any response. Dayna said she thought that Larry had accepted the position.

***Secretary*** – Two people had said that they were interested in the Secretary position. Joe welcomed both candidates (attending by phone), and that they could decide from what they hear today. Ruth also discussed the possibility of signing on as AEC Co-Chair. After input from both candidates, Ruth withdrew her interest in Secretary, but Jennifer was still interested. Jesse said we can appoint Jennifer, then formalize her position as Secretary at the next AEC.

***Jesse made the motion to appoint Jennifer Garcelon as WSEHA Secretary, effective immediately. Jeremy seconded. Motion approved.***

**Publications Committee**

***Newsletter*** – Joe asked if there was any timetable for the next WSEHA newsletter. Jesse suggested that a newsletter be sent out when we have more information about the AEC. Dayna pointed out that the next newsletter deadline is will be November 9<sup>th</sup>, as specified in the previous newsletter.

**International Health Committee**

***Chair*** – The Committee still needs a Chairperson, as Ross has stepped down from that position. Ross reminded the Board that the usual cycle for the Committee to meet and discuss the next year’s

**WSEHA Board of Directors Meeting**  
**September 26, 2016**  
**Page 4**

**Committee Reports (cont.)**

**International Health Committee (cont.)**

*Chair (cont.)* recipient project is due to start again in November. Joe proposed that Dayna send the Regional VP's a list of their memberships, and have the Regional VP's reach out to their members for Chair candidates and/or participation.

**Policies/Procedures Committee** – No report.

**Executive Secretary's Report**

*Membership* - Ross provided the membership report for Dayna. WSEHA membership currently stands at 150. Ned said that this is trending downward. Ned added that local health jurisdictions are currently not supporting WSEHA membership.

**Regional Vice-Presidents' Reports**

**Olympic Region** – *Jodie Holdcroft* – No report.

**Central Region** – *James Rivard* – No report.

**Eastern Region** – *Chris Skidmore* – Chris said that he was trying to secure some solid waste or landfill training for the Eastern Washington Region membership.

**Northwest Region** – *Bill Angel* – No report.

**Southwest Region** – *Jeremy Simmons* - No report.

Ned noted to the Board that the Regional VPs used to be very active in arranging meetings and training sessions, often associated with dinner, and that these kind of events have somehow “died out”. Joe noted to the Board that conducting such training is a requirement for Regional VPs in the WSEHA By-Laws.

**New Business**

*Schedule next meeting* - Dayna suggested that we have the next Board meeting in Tumwater. She recommended an early December date. However, we may want to wait for some input from Mark Toy, depending on the progress of any AEC-related business.

*NEHA Region 1 Vice-President* - Ned's term is up after the next NEHA AEC in July. If anyone in WSEHA is interested, please have them contact Ned.

**Adjourn**

*Ross made the motion to adjourn the Board meeting. Jesse seconded. Motion approved.*  
*Meeting adjourned at 12:13 p.m.*

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

- ⇒ *Michael requested to have the President's Report early, proposing to move it to just before the Treasurer's Report. **Ross made the motion to approve the Agenda as amended. Michael seconded. Motion approved.***
- ⇒ ***Ross made the motion to approve the Minutes for 8/11/16 as presented. Jeremy seconded. Motion approved.***
- ⇒ *In the **President's Report**, the transition of the Presidency from Michael Baker to Joe Graham was discussed. Michael intends to stay on as President wants to stay on board to help continue with the transition.*
- ⇒ *Also in the **President's Report**, we are still trying to get the proceeds from the San Bernardino fundraiser, conducted at the Vancouver AEC, to the appropriate people there.*
- ⇒ *In the **Treasurer's Report**, Jesse reported that WSEHA will generally be in the negative this year. There are still some proceeds coming in from the Annual Education Conference.*
- ⇒ *In the **Committee Reports**,*
- Education Committee** – There was extensive discussion as to the planning for the 2017, 2018, and 2019 Annual Education Conferences. Joe said he already had a proposal for the 2017 AEC to be held in Wenatchee, for May 1-3. He also said that WDOH is still willing to help with the Conference.*
- Michael made the motion to start the process for moving forward with the 2017 AEC in Wenatchee. Ross seconded. Motion approved.***
- The Board also discussed the upcoming U.S. FDA plan review workshop in March.*
- Ross made the motion that the WSEHA Board agree to partner with WDOH and USFDA to facilitate the Food Plan Review Course. Jesse seconded. Motion approved.***
- Nominations and Awards Committee** – Larry French has accepted the position of Committee Chair.*
- Two candidates for the Secretary position attended the meeting by phone. After input from both candidates, one withdrew her interest in Secretary, but Jennifer Garcelon was still interested.*
- Jesse made the motion to appoint Jennifer Garcelon as WSEHA Secretary, effective immediately. Jeremy seconded. Motion approved.***
- Publications Committee**- The deadline for the next WSEHA newsletter will be November 9<sup>th</sup>.*
- International Health Committee** - The Committee still needs a Chairperson, as Ross has stepped down from that position. Joe proposed that Dayna send the Regional VP's a list of their memberships, and have the Regional VP's reach out to their members for Chair candidates and/or participation.*
- ⇒ *In the **Executive Secretary's Report, Membership** - WSEHA membership currently stands at 150.*

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

⇒ *In the **Regional Vice-President's Reports**, Chris said that he was trying to secure some solid waste or landfill training for the Eastern Washington Region membership.*

*There was also discussion about the need for Regional VPs to be conducting regular meetings and training.*

⇒ *In **New Business** the next WSEHA Board Meeting was tentatively scheduled for early December, 2016, pending progress with planning for the 2017 AEC.*

*Also, Ned was looking for anyone who might be interested in the NEHA Region 1 Vice-President's position, as his term will expire after the next NEHA AEC in July.*

⇒ ***Ross made the motion to adjourn the Board meeting. Jesse seconded. Motion approved. Meeting adjourned at 12:13 p.m.***