

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

September 1, 2015

Via conference call

Present

Michael Baker (*President-Elect*), Dayna Katula (Executive Secretary), Ross Lytle (*Secretary*), Jodie Holdcroft (*Olympic Region Vice-President*), Jesse Smith (*Treasurer*), Mike Vinatieri (*Southwest Region Vice President*), Ned Therien, Kay Massong (*Immediate Past President*).

Meeting called to order at 10:07 a.m.

Approval of Agenda

Due to some Board members' availability, the order of the Agenda was changed. The following change of order was agreed upon:

- Committee Reports
- Executive Secretary's Report, including:
 - purchase of Adobe Pro
 - Pool Manual issues, and
 - items for new members
- Regional Vice-Presidents' Reports
- Treasurer's Report

Mike Vinatieri made the motion to approve the revised Agenda. Jodie seconded. Motion approved.

Approval of Minutes

Mike V made the motion to approve the Board Meeting minutes of January 22, 2015 as received. Jesse seconded. Motion approved

Committee Reports

Education Committee

2016 Annual Education Conference - Michael noted to the Board that we already received quite a bit of interest from potential speakers, as a result of the Westside Educational Seminar. Ned informed the Board that the National Environmental Health Association (NEHA) President is already scheduled to speak at the WSEHA Annual Education Conference in the spring of 2016.

Mike V made the motion that we approve the formation of a 2016 AEC Committee. Jesse seconded. Motion approved.

Committee Reports

Education Committee (cont.)

2016 Annual Education Conference (cont.)

Mark Toy has offered to help in putting together the 2016 AEC. Ned noted that Maryann Guichard (Assistant Secretary, Washington Department of Health, Division of Environmental Public Health) is retiring next spring, but has offered WDOH support for speakers. He also noted the urgency in securing a contract with a venue. There was a consensus among the Board members for a new AEC location, focusing on the Vancouver area. Jodie asked if a Vancouver site would cause WDOH to withdraw their customary support, and Ned said that it would not be a problem. The AEC Committee, and not the Board, would be the ones to start choosing a location.

Executive Secretary's Report

Purchase of Adobe Pro software

New Executive Secretary Dayna was looking for Adobe Pro to be purchased for her. She quoted the price at about \$120. Michael noted that it would be a timesaving tool, helping her to create new documents, to convert older documents into PDF format.

Jodie made the motion to purchase a copy of Adobe Pro for the Executive Secretary's use. Kay seconded. Motion approved.

Parking for Westside Education Sessions

Dayna informed the Board that the Tacoma-Pierce County Health Department (site of the Westside Education Seminar) has very limited parking, and that it would cost about \$80 to rent a separate lot. TPCHD has also recommended security guards. The final total would be about \$300 for the two session days, with the security guards. Ned questioned the need for security guards, but Kay noted that the security was probably needed to make sure that the people using the lot are actually the ones who are there for the Seminar. There was some discussion of having WSEHA volunteers to keep non-WSEHA members out. Jodie recommended that we get the security, then ask the Board of Sanitarians to pitch in afterward. Michael noted that it would reflect badly on us if something happened and we didn't at least make an effort. Ned suggested that we ask the people using the additional lot to chip in for the parking. With Jodie suggesting that we make it on a donation basis.

Ross made the motion to acquire the extra parking lot at TPCHD, with security. Jodie seconded. Motion approved.

Pool Manuals

Mike V updated the Board on the status and history of the WSEHA Pool Manual. We need a Pool Committee to review the Manual for any needed revisions. If the WDOH Water Recreation staff are supportive, he recommend that we proceed with revisions. Michael asked if there was anyone

Executive Secretary's Report (cont.)

Pool Manuals (cont.)

currently taking lead on this, but there does not appear to be anyone at this time.

Mike V made the motion to form a committee of water recreation people to explore changes to the Pool Manual. Ross seconded. Motion approved.

Items for New Members

Dayna informed the Board that we need to find a new company that makes the pins, lanyards, and bags that we have traditionally given out to new WSEHA members. However, she also suggested that pins and lanyards are outdated, recommending that we give out t-shirts instead. Jodie suggested that we keep the bags for WSEHA or AEC use. Dayna noted that we still have quite a few bags left, but suggested that we dump the lanyards and pins. Jodie suggested cups or water bottles, but Michael noted that the mugs would cost quite a bit more. Jesse also noted that the mugs would increase shipping costs. Dayna asked about possibly selling some of these things on the WSEHA website, but Michael said that there could be some concerns with payment methods. Dayna said she will look into the prices of some of these items, get back to the Board at the Annual Meeting.

WSEHA Membership

Dayna informed the Board that, since January, WSEHA membership has gone from 193 to 122. The drop is probably due to people who got WSEHA Memberships at the 2014 AEC, and many of those memberships are expiring.

Westside Education Sessions

For the Westside Education Seminar, we need about \$800 more in registrations to break even. So far, we have received good feedback from attendees. The current registration for the Westside Sessions is at 33, with still a month to go.

Member Updates

Dayna informed the Board that Lauren Brinker has not renewed her WSEHA membership. Michael will follow up with this. Also, it was noted that Jim Matsuyama, late of the Northeast Tri-County Health District passed away on July 28th. The Tri-County Health District will write a tribute to him, to be included in the next WSEHA newsletter.

Regional Vice-Presidents' Reports

Olympic Region – *Jodie Holdcroft* – No report.

Central Region – *James Rivard* – No report.

Northwest Region - (*currently vacant*)

Regional Vice-Presidents' Reports (cont.)

Southwest Region – *Mike Vinatieri* - No report.

Eastern Region – *Michael Baker* – Michael noted that Chris Skidmore has been nominated to take the Eastern Region Vice-President's post. He will be on the ballot at the Annual Meeting.

President's Report

No new items other than the previous AEC updates.

Treasurer's Report

Jesse noted that the WSEHA investment accounts were steadily up, with a bit of a dive in the last month or two.

Profit and Loss (P & L) Report – Jesse noted that the registrations for the Eastside and Westside Education Seminars have not been entered yet. The Pool Conferences went well. The P & L Report includes our last payment to Kerri (outgoing Executive Secretary). It also includes a fee for ordering new checks, which we have not had to do in a long time.

Budget – Jesse noted that a lot of budget items got transferred from 2014 to 2015. There was no money allocated to the International Health Committee, since there was no AEC. The budget includes \$1,500 for Michael to attend the NEHA AEC in Orlando. This left \$3,500 for the printing of the Pool Manuals. Securing the WSEHA debit card was somewhat delayed. There are documents that will need to be signed to secure the debit card.

New Business

Other 2016 AEC Business

Ned informed the Board that he has had some contact with the Oregon Environmental Health Association. They have said that they would be interested in some participation with a Vancouver AEC.

There was some discussion at the conference of holding the 2018 AEC in Seattle or Portland. However, there was no expressed interest from Portland, and the lone submitted cost estimate from a Seattle location was cost-prohibitive, so it looks like the Pacific Northwest is out of the running for 2018.

Adjourn

Ross made the motion to adjourn the meeting. Kay seconded. Motion approved. Meeting adjourned at 11:27 a.m.

Summary of Board Motions and Decisions

- ⇒ *The Agenda was greatly modified, due to the availability of some of the Board members. **Mike Vinatieri made the motion to approve the revised Agenda. Jodie seconded. Motion approved.***
- ⇒ *The Board reviewed the **Minutes for the January 22, 2015 Board Meeting. Mike V moved to approve the Minutes of the January 22, 2015 Board Meeting. Jodie seconded. Motion approved.***
- ⇒ *In the **Committee Reports,***
- Education Committee** - Michael noted that there was sufficient interest in a 2016 Annual Education Conference. Ned informed the Board that the National Environmental Health Association (NEHA) President is already scheduled to speak at the WSEHA Annual Education Conference in the spring of 2016. There was a consensus among the Board members for a new AEC location, focusing on the Vancouver area. It was also determined that WSEHA will still receive support from the Washington Department of Health.*
- Mike V made the motion that we approve the formation of a 2016 AEC Committee. Jesse seconded. Motion approved.***
- ⇒ *In the **Executive Secretary's Report,** Dayna was looking for the Board to purchase Adobe Pro for her work. She quoted the price at about \$120.*
- Jodie made the motion to purchase a copy of Adobe Pro for the Executive Secretary's use. Kay seconded. Motion approved.***
- ⇒ *It was recommended that WSEHA arrange to rent, and provide security at, a separate parking lot at the Westside Education Seminars at the Tacoma-Pierce County Health Department. Ned suggested that we ask the WSEHA members using the separate lot to chip in for the parking. Jodie suggested that we make it on a donation basis.*
- Ross made the motion to acquire the extra parking lot at TPCHD, with security. Jodie seconded. Motion approved.***
- ⇒ *We need a Pool Committee to review the WSEHA Pool Manual for any needed revisions. If the WDOH Water Recreation staff are supportive, he recommend that we proceed with revisions.*
- Mike V made the motion to form a committee of water recreation people to explore changes to the Pool Manual. Ross seconded. Motion approved.***
- ⇒ *Giveaway items for new WSEHA members and WSEHA membership status were also discussed, but with no action taken*
- ⇒ *In the **Regional Vice-President's Reports,** Michael noted that Chris Skidmore has been nominated to take the Eastern Region Vice-President's post. He will be on the ballot at the Annual Meeting.*

Summary of Board Motions and Decisions (page 2)

- ⇒ *In the **Treasurer's Report**, Jesse updated the Board on WSEHA's investment accounts, and the Profit and Loss Report.*
- ⇒ *As for the **Budget**, Jesse noted that a lot of budget items got transferred from 2014 to 2015. The budget includes \$1,500 for Michael to attend the NEHA AEC in Orlando. This left \$3,500 for the printing of the Pool Manuals.*
- ⇒ *In **New Business**, Ned informed the Board that he has had some contact with the Oregon Environmental Health Association. They have said that they would be interested in some participation with a Vancouver AEC. There was also some discussion at the conference of holding the 2018 NEHA AEC in Seattle or Portland.*

Ross made the motion to adjourn the meeting. Kay seconded. Motion approved. Meeting adjourned at 11:27 a.m.