

Washington State Environmental Health Association Board of Directors Meeting AGENDA



Date: February 1, 2022
Time: 1:00 pm
Call Info: Zoom; <https://zoom.us/j/92102575575?pwd=S1ZSRWRSVHZ3bjNFMmszQ1ZwMUtiUT09>
Website Link: [Board](#); password: WSEHAbord

1:00 pm Call to Order, Roll Call

T. Kunesh

PRESIDENT	Tom Kunesh	X	CENTRAL V-P	James Rivard	X
PRESIDENT ELECT	Nancy Bernard		OLYMPIC V-P	Jodie Holdcroft	X
IMM. PAST PRESIDENT	Mike Young	X	SOUTHWEST V-P	Jeremy Simmons	
SECRETARY	Jen Garcelon	X	EASTERN V-P	Ben Stone	
TREASURER	Jesse Smith	X	NORTHWEST V-P	Vacant	
EXECUTIVE SECRETARY	Megan McNelly	X	NEHA REP	Frank Brown	

1:07 pm Approval of Agenda

T. Kunesh

Motion to approve, MY motion to approve, JG second, all approve

1:02 pm Approval of Minutes

T. Kunesh

Tom reviewed Sept 2021 meeting, reserves going down a bit, but accounts are healthy; new IHC committee;

Motion to approve, MY motion to approve, JG second, all approve

1:08 pm Email vote results – held since 9/2021

M. McNelly

Executive Secretary Contract - passed
 2022 Pool and Spa Conferences - passed
 IHC Recipient - passed

1:05 pm Executive Secretary's Report

M. McNelly

Memberships
 Posted on website, and it's looking sad, but DOH is setting up to send a bulk membership 116 members as of 1/25/2022-it should increase as registration for AEC occurs
 Pool and Spa Conference
 Jun has set tentative dates for Pool and Spa Conferences at the end of April, no recording this year, will post soon
 Tom has a meeting scheduled with NEHA tomorrow, 2/2/2022

1:13 pm

Treasurer's Report

J. Smith

TK-Checking acct ~\$28,500

Calvert \$207k

Right now the P&L is at -\$10,775 for 2021, but with the reserves and investments, the organization is stable. The Calvert went up more than the losses. The only income is dues so the P&L statement is expected.

P&L as expected since income is only dues but the Calvert account went up more than losses.

January was not kind in investments but did increase a week ago. Finances are still doing well, despite up and down of stock market.

Register/Quickbook as expected for expenses – Executive Secretary, insurance, fax, etc

Jesse was going to request an update to Quickbook2017 since the current program is not supported but Quickbook has changed to a subscription model for \$300/yr. He is postponing the request since the cost isn't worth it at this time. Taxes will need to be filed online now and the software may make it easier. Due to WSEHA's income over the last few years, the tax filing will be easy for the next couple of years but for future considerations once income increases again.

We will need to use investment accounts to cover the AEC expenses. The Board will need decide what account to use. Jesse thinks the larger account but more analysis will be needed to make a definitive answer since that account also performs very well.

To cover a WSEHA AEC, a maintain minimum balance of \$90k would be needed which is more than we'll need this year. We may not want to pull out that much funding at the time since income will be coming to offset some of those costs. Jesse recommends only pulling out what is currently needed, especially since the IRS considers this income.

1:15 pm

Committee Reports

- Publications
 - o A few newsletters have been published since the last meeting
- Awards/Scholarships-see below
- NEHA Affiliate-vacant

1:30 pm

Regional VP Reports-No Reports

- Central
- Eastern
- Northwest
- Olympic
- Southwest

- WSEHA Budget

- o Social Committee

- JH-Jun 29 is the tentative date for the WSEHA event; cornhole competition, Carissa Ware from the Spokane Parks and Rec, Dwight Merkle Sports Complex, five miles from conference center, rent for \$550 for 64 participants; band costs \$500, beer garden discussion-there's concession and beer garden that's on site, JH recommends an additional food truck with at \$100 permit, other walking trails-see JH's proposal \$1,617+\$95 set up

Motion to approve social committee budget, JS moves, JG seconds, all approve

Discussion on where the beer garden is located and whether people need to stay in a specific area, can it be brought to the cornhole area? If needed, may need to increase budget. Jodie will check with Parks and Rec. Will bring additional budget information at next meeting.

Moved to email vote due to quorum limit

- o Scholarships

Larry French provided information on scholarship

Proposal:

- That WSEHA award one or more student scholarships to a maximum amount of \$5,000 which is the same as last year's awards.
 - That the minimum award be no less than \$1,000.
 - In addition, that WSEHA cover the \$250 student conference registration fee for each of the scholarship winners to attend the AEC.
 - That the scholarships be awarded in person at the AEC in Spokane, or virtually during the AEC if NEHA makes the decision to hold the conference as virtual only.
 - That the announcement for the scholarship go out to all 4 year academic institutions on either 15 February or most practical date thereafter, depending on the meeting and approval by the Board of Directors, and be open for a period of one month.

Motion to approve scholarship proposal, JH, MY seconds, all approve

- o Exec. Secretary attendance expenses

Discussion on whether the Board will cover Executive Secretary expenses: travel time, mileage, hotel and per diem, budget ~\$2,100

Moved to email vote due to quorum limit

- o Financial Support for UW students

Proposal from UW, Haley Leventhal:

- UW is planning to send up to 8 undergraduates to the AEC this year.
- Students will be responsible for paying \$20 toward the cost of registrations of both WSEHA and NEHA's AEC, as well as the meals not provided by the conference. UW will also cover their travel and lodging.
- We are asking WSEHA to match our \$100 contribution toward student registrations. This match will allow us to bring 8 students, as opposed to the 4 students our budget would otherwise allow.

The students will have some jobs available like IHC auction room and moderate sessions. The students should be WSEHA members (\$5 membership)

*Motion to approve UW proposal of up to \$800 to bring students to AEC to support up to 8 UW students for registration, MY motions, JH seconds
MY Amend to require student membership to WSEHA, JG seconds, all approve*

Adjourn

T. Kunesh

Jesse motions at 2:26 pm, Mike seconds – all in favor