



**Date:** Wednesday, September 20, 2017  
**Time:** 9:30 a.m. – 12:30 p.m.  
**Location:** The Chambers, 345 6th Street, Suite 300 Bremerton, WA 98337-1866  
**Conference Call:** 1-877-311-2008, code 300864#

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**The meeting was called to order at 9:38 a.m. for the Washington State Environmental Health Association Board of Directors Meeting.**

### **Roll Call**

Joe Graham (*President, present*), Mike Young (*President-Elect, present*), Michael Baker (*Immediate Past-President, absent*), Jesse Smith (*Treasurer, present*), Jen Garcelon (*Secretary, on phone*), Dayna Katula (*Executive Secretary, present*), James Rivard (*Central Vice-President, called in 10:10 am*), Jodie Holdcroft (*Olympic Vice-President, present*), Jeremy Simmons (*Southwest Vice-President, present*), Chris Skidmore (*Eastern Vice-President, on phone*), Bill Angel (*Northwest Vice-President, absent*), Matt Reighter (*NEHA Representative, on phone between 10:20 am -11:00 am*). Also present, Shawn Ultican, member.

### **Approval of Minutes from March 23<sup>rd</sup> and May 3<sup>rd</sup>, 2017 Meetings**

*There was a motion to approve the March 23<sup>rd</sup> and May 3<sup>rd</sup>, 2017 meeting minutes as presented. It was seconded. All were in favor. Motion approved.*

### **Approval of Agenda**

There were no comments on the agenda.

*There was a motion to approve the agenda. It was seconded. All were in favor. Motion approved.*

### **Executive Secretary Report, by Dayna Katula**

- Membership update-Membership is currently stands at 170; see attached spreadsheet for demographics.
- Member emails after renewals or new membership-Members will receive a one page attachment with receipt, WSEHA card and a hyperlink to the webpage, [www.wseha.org](http://www.wseha.org).
- Website-There have been 17,000 hits to the website in the past two years. A chat feature has been added that goes directly to Dayna's phone. The International Health Committee page is being updated.
- Mailings into WSEHA-The organization received thank-you notes from the scholarship recipients and the International Health Committee.
- 2018 Pool Conferences-There will be two Pool Conferences in April 2018. There will be one in Tacoma and one in the Benton-Franklin area. Dayna plans to coordinate the registration with Jun and Justin with DOH.
- Pool Manuals-WSEHA has 100 pool manuals left. DOH says the pool manual is outdated. No more manuals will be ordered. The National Swimming Pool Foundation ([www.nspf.org](http://www.nspf.org)) Certified Pool Operator Manual is superior in current technical information. The only information missing are the specifics of Washington State Water Recreation rules. Joe will talk to Jun about the audience for the manuals, whether it's for inspectors or operators. Joe will encourage the AEC Speakers Committee to have some water recreation sessions, including lessons learned during inspections, types of water recreation facilities, etc.

- Potentially taking credit cards-Dayna and James will look into using PayPal as an option to receive payments. There was discussion on using it as a non-profit organization and the potential liability of using it.
- Discussion on whether to purchase a camera-there was discussion on the use of the WSEHA camera; there is photographer for the AEC who will likely use their own camera. There is no immediate need for a WSEHA camera.
- Purchase external hard drive-The Board discussed the critical need to back-up data and have a hard drive. *There was a motion to spend up to \$500 for a hard drive. It was seconded. All were in favor. Motion approved.*
- Potentially purchasing laptops-WSEHA needs five laptops for the AEC. Joe will check with DOH to see what they can offer before we purchase new laptops.

### **NEHA Update, by Matt Reighter**

- Matt introduced himself to the Board. He is the NEHA Region 1 Vice-President. He currently works for Starbucks in Seattle. He is from California where he worked in retail and wholesale and he was on the California Environmental Health Association Board.
- NEHA is offering support for recovery and technical assistance to the areas affected by Hurricanes Irma and Maria.
- NEHA is reviewing their credentialing programs. They are looking at updating some of their programs and sunseting others.
- Their website has a new affiliate resource page.
- The 2018 NEHA Conference will be June 25-28 in Anaheim, CA. They are planning now.

### **Treasurer's Report by Jesse Smith**

- Please refer to the attachments for specific information.
- Investments look positive. They have gone up \$40,000 in the past four years.
- Checking account is at ~\$28,000.
- The 2017 AEC in Wenatchee made a profit of \$3,500-\$4,000 if all registration fees are paid (there is ~\$2000 delinquent); the 2016 AEC in Vancouver made \$200-breakeven.
- There was discussion on different pricing for long-term members or a two year rate on renewals (i.e., \$50 for one year or \$75 for two year membership). It needs to go to the vote of the membership. Discussion on the benefits of a WSEHA membership; mainly education opportunities like the AEC.
- It is the last year of being able to file "easy" taxes.

### **AEC update**

- Update from Joe Graham-The AEC is at a good spot for planning. There is a lot of good energy.
  - The 2018 theme is "Partnering-Protecting-Planning."
  - There are two options being evaluated for the conference layout.
  - Ashlee-Rose Ferguson is the new International Health Committee Chair
  - Vendor space is limited. Shawn Ultican and Jerry Caird are working on the facility layout options. There are four break-out rooms required. The vendors need space. The RL has two levels. Downstairs will have high traffic; upstairs will have moderate traffic. There are two to three potential vendor areas available.
- Shawn Ultican-Exhibitors at AEC-Shawn has three questions for the Board
  - What are the benefits of having exhibitors/vendors? It brought in \$3,000 for the Wenatchee AEC; there is also a cost to recruit and provide logistics for the vendors.
  - What is the plan for the 2018 exhibitors/vendors? We have limited table space. Perhaps we have opportunities for local organizations and businesses to provide field trips (like Taylor Shellfish site visit). We need to maximize our real estate.

- Planning for the future-What are the Board's long-term marketing goals? How much income, type of exhibitors, and number of exhibitors we want.

### **Committee Reports**

- **Awards Committee** (James)
  - The Environmental Health Director's Executive Committee asked for recognition of David Cole, the EH Director from Yakima who passed away in July 2017. There was discussion on renaming a current award for David or a specific award just for 2018. There was suggestion it could be for EH Professional of the Year or Rookie of the Year. An option discussed was an EH Director nominated award.
  - Rookie of the Year-there was discussion that the nominated person did not need to be a member of WSEHA. The award could include one year membership.
  - There was discussion on award nominations to local health jurisdictions by other local health jurisdictions.
  - There was discussion on whether to continue having the Most Embarrassing Award. There has not been a nomination in that category for years. Perhaps it should be changed to the "A-Ha Moment" of the year.
  - Joe suggested the Awards Committee submit ideas to the Board with a deadline. Shawn and Ned will check the by-laws.
- **Social Committee**-Discussion on transportation needs.
- **International Health Committee**- purchase professional printings of IHC posters?
- **Publications Committee**- Newsletter article deadline: 12/3/17

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

- **Olympic Region** - *Jodie Holdcroft-no report*
- **Central Region** - *James Rivard-no report*
- **Northwest Region** – *Bill Angel-absent*
- **Southwest Region** – *Jeremy Simmons-no report*
- **Eastern Region** – *Chris Skidmore-has a new employee*

### **New Business**

- Future Board meetings and locations-There was discussion to have the next meeting in a few months. There was also discussion on the location. Bremerton was a good location for most people.

***There was a motion to adjourn the meeting. The motion was seconded. All were in favor. Meeting was adjourned at 12:22 pm.***