

Washington State Environmental Health Association Board of Directors Meeting

October 7, 2007
Yakima Convention Center
Yakima, Washington
Prior to 2007 Joint Conference Health

Present

Vikki Brus (*Eastern Regional V.P.*), Geoffrey Crofoot (*Northwest Regional V.P.*), Steve Garrett (*Treasurer designee*), Jodie Holdcroft (*Olympic Regional V.P.*), Tom Kunesh (*2007 JCH Speaker Co-Chair*), Ross Lytle (*Secretary*), Dick Pedlar (*Webmaster*), Bruce Scherling (*Southwest Regional V.P.*), Ned Therien (*President-Elect*), Mike Vinatieri (*President*), DP

Meeting called to order at 1:45 p.m.

Agenda

Treasurer Carol Spaulding is not present. Ned will present the Treasurer's material.

Jodie said that she would like to add a discussion about the new WSEHA brochure to the **New Business** section.

Minutes

Minutes of August 9, 2007 – Ned suggested that the section on Web assistance be highlighted. Otherwise, there was no quorum at that Board meeting, so no formal action is necessary for these minutes.

Minutes of September 13, 2007 - Jodie moved to approve the minutes of the September 13th Board meeting as corrected. Vikki seconded. Motion approved.

Executive Secretary's Report

Ned noted that we were expecting Chuck Treser to be here for an update on the WSEHA by-laws. We are also waiting for Kathy. Executive Secretary's Report to be presented later.

President's Report

Newsletter – Mike informed the Board that the newsletter has been sent out, including Mike's final "President's Letter".

JCH items – The Washington Department of Licensing couldn't find anyone to man their booth at the JCH, so they will pay Mike to "cover for them". We have WOSSA coming in, sharing a booth with NOWRA. There was no appreciable response from Waste Management. Underwriters' Laboratories is coming – Dave Riggs lined them up. Jodie tried to contact Infiltrator, but they decided not to exhibit this year. She also talked to the Whitewater Company, but there was also no response from them. We need to be getting in touch with exhibitors 3 or 4 months in advance. Bruce tried to contact EZFlow, but could not connect. Tom tried to contact ECO.org, a temporary ecological employment agency. Jodie stressed the need to settle on a theme earlier in the JCH planning process.

Mike noted that we will need to see how this Joint Conference goes. We are probably committed to the Yakima Convention Center for the 2008 JCH.

Treasurer's Report (Ned presenting for Carol Spaulding)

Kathy's services – Ned reminded the Board that the original JCH agreement was that Kathy's services, as WSEHA Joint Conference Coordinator, would be reimbursed by the conference...it's in the original budget. So far, we are just about "breaking even". A lot of it depends on the profit-sharing from JCH registrations, and on having more vendors than we appear to have. We are currently about \$7,000 in the hole, but mostly because we haven't yet been compensated by WSPHA for Kathy's services.

Profit & Loss Report - Ned noted that, in 2006, we made a little over \$2,200. We probably won't do as well this year, but we may come close. Our total investments right now amount to over \$67,000. We shouldn't need to tap into those this year. We originally approved Kathy's JCH contract for \$7,000, but we have currently paid \$8,000. We will need to confirm the appropriateness of that expenditure. Geoffrey questioned how we arrived at the \$7,000 figure. Ned said that that was the simply the amount she requested. Mike added that we need to present the cost figures to Rick Porso (WSPHA President).

Ned moved to approve the Profit & Loss Report at the WSEHA General Membership meeting tomorrow. Vikki seconded. Motion approved.

Ned has provided printed copies of the WSEHA budget. He submitted a bill for \$39.80 for printing budget at Kinko's. ***Jodie moved to authorize the Treasurer to pay the copying bill. Mike seconded. Motion approved.***

Committee Reports

Nominations & Awards Committee – There are three applicants for Cind Treser Memorial Scholarship Scholarship, which used to be the Pickett Award. Two of them are University of Washington Environmental Health students, while the other is a chemistry student at Western Washington University.

The two UW students both completed summer internships with the Tacoma-Pierce County Health Department. Both received recommendations from their supervisor. One student is an immigrant from Sudan. Two seemed to be more focused on the environmental health field. Ned has talked with Chuck Treser...Chuck is waiting to hear from the fourth member of the scholarship committee. We voted to award the scholarship amount for \$1,500.

Webmaster - Dick Pedlar told the Board that he has help for setting up the audio/visual equipment at the Joint Conference. More attendees have shown up than were expected; we have used up all the computers. All presentations are ready to go. We may be able to have presenters show up without much notice next year

Publications Committee - The newsletter was sent out later than Jonathan Freed targeted it for. Mike reminded the Board that Jonathan put a great deal of effort to get the newsletter out. Geoffrey questioned whether we really need a 16-page newsletter. We may want to think about more, shorter newsletters. Mike conceded that the newsletters need to be sent out more regularly, but complimented Jonathan on the job he's done.

Education Committee – The Training Needs Assessment Tool has been sent out. Ned noted a problem with the web page's "submit" button. Mike said that he will contact Glen Patrick (WDOH) about this. Mike suggested that the Regional VP's make contacts with their members, to encourage them to complete it. He also said that it is not getting a lot of responses so far – the website problem may be part of it.

Larry French has volunteered to serve on the Education Committee. He is currently in Italy. Mike said he is also willing to serve on the Committee.

International Health Committee – Ross informed the Board that all preparations are set for the Silent Auction at the Joint Conference.

Regional Vice-Presidents' Reports

Northwest Region – *Geoffrey Crofoot* – no report.

Southwest Region – *Bruce Scherling* – Bruce noted that Skamania County is part of the Portland/Vancouver metro area, therefore is not as affected by the Growth Management Act. He anticipates increased permit loads for his area.

Regional Vice-Presidents' Reports (cont.)

Eastern Region – Vikki Brus – Fees for environmental health services at the Spokane County Health District will be increasing drastically next year.

Olympic Region – Jodie Holdcroft – no report.

Central Region (currently vacant) – no report.

Old Business

Regional meetings – Ned encouraged the Regional VP's to have dinner meetings. Jodie noted that she had held one recently, but nobody showed up. Mike said that his were well-attended, but they usually included a speaker.

New Business

2008 WSEHA JCH Booth Presentation - Geoffrey brought this up for discussion for the next JCH. Do we have the necessary equipment for a slide show? He also suggested selling the Pool Manuals at this booth. \$25 is the normal price of a Pool Manual. Mike noted that the reprint costs for the Pool Manual are less than \$5 a copy. Mike also suggested that we develop a calendar for this. We can "rough out" a calendar at the next Board meeting. Geoffrey offered to take the lead on this, but also asked if this might be an Executive Secretary duty.

Website advertising – Geoffrey said that this seems like a reasonable way to increase revenue. Ned concurred - we have sponsors for the Joint Conference, why not for the website? However, we need to do it right, or it could come across as an endorsement. Mike suggested that we schedule this for the next Board meeting.

Joint Conference de-briefing – Ned said that we will need to do some joint "de-briefing", with both the WSEHA and WSPHA Boards, in early November.

Recruitment strategies – Mike said he has committed Ned to finishing business with the R.S. Board about tracking CEU minutes. Mike also said he will continue to attend WSEHA Board meetings for another year.

Food Plan Review Course – Ned noted that Mary Ferluga (WDOH) will submit a proposal for this 2-day course. She wants to work on it with WSEHA in the spring. Ned will report on the proposal at next Board meeting.

Membership brochure – Jodie said that she will hold off on editing the new WSEHA membership brochure for now.

Executive Secretary's Report

2007 Joint Conference – Kathy said she really enjoyed doing the Joint Conference this year. The Conference did really well with revenue – about \$93,000 so far – due mostly to raising registration fees. Credit card fees have not yet been deducted, so these numbers will change. She cited 496 registrations and 30 exhibitors, including a number of them for WSEHA – including Advance Drainage Systems, UL, the Washington State Onsite Wastewater Designers, and WOSSA.

She noted that there is plenty of room for the IHC Silent Auction. The tables will be located in the center of the Exhibit Room. She added that some of these events (e.g., the CEHA Seminar on Sunday) should have been advertised better. Marnie Boardman has told her that she is interested in doing the CEHA Seminar again, but with better advertising.

Kathy said she considers this Joint Conference to be very successful for WSEHA. Mike said that we need to bring up the attendance matter at future meetings. Why did EH people not attend this conference, but would attend a regular WSEHA AEC? Ned said he will pen an article in the next newsletter – with a kind of “look what you missed” theme. Dick noted that drinking water personnel had a lot of other seminars around the state this month, so we may have lost some of them to competition.

Tom said he felt some changes in structure, focus, and advertising will probably be needed. Mike said he thought that WDOH needs to be less “schizophrenic”...to “make up their minds”. Ten years ago, they decided to let WSEHA handle most of the training. Tom added that he will step down as the Speaker Committee Chairman. He will need to “focus a little closer to home”.

Meeting adjourned at 4:02 p.m.