

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

November 19, 2007

WDOH Center Point Office Complex, Kent, Washington

Meeting called to order at 1:35 p.m.

Present

Vikki Brus (*Eastern Regional V.P.*), Steve Garrett (Treasurer),
Kathy Kondakjian (*Executive Secretary*), Ross Lytle (Secretary),
Bruce Scherling (*President-Elect*), Carol Spaulding (*Past Treasurer*),
Ned Therien (*President*), Chuck Treser, Mike Vinatieri (*Past President*)

Agenda

Mike made the motion to approve the agenda as presented. Bruce seconded. Motion approved.

Minutes

Ned recommended that the General Membership Meeting minutes of October 8, 2007 be tabled, to allow Board members more time for review .

President's Report

2007 Joint Conference on Health - Ned informed the Board that we didn't fulfill our part of the deal to bring environmental health professionals into the Conference. We need greater efforts to bring in EH people, and to convince them that this is a good conference. Vikki made the suggestion for an educational track – a study session for those taking the R.S. exam. Generally, we're not going to make money on the Joint Conference. We would like to just break even. We would like for WSPHA to be able to help us cover some of our expenses – among them, Kathy's services as Conference Coordinator.

There is an upcoming WSPHA Board meeting on December 14th , at which time we can talk about finances. Ned said that Geoffrey Crofoot is interested in taking a bigger role in planning the next Joint Conference. Mike also volunteered. Ned said he will also check with Jodie Holdcroft. Bruce noted that we must get more sponsors for next year.

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President's Report (cont.)

Breaking-in period for new Treasurer - Ned said Steve and Carol are trying to coordinate schedules for training time. Steve is currently negotiating with Lewis County to allow him to use his work computer for WSEHA financial information. There was discussion among the Board members about getting an updated version of Windows Quickbooks. Carol said she currently owns what she feels is an adequate version, but she also can just buy a newer version and request reimbursement. She also has a backlog of records, and is not sure what to save and what to throw. Kathy suggested we should keep 5 years' worth of records. Carol is continuing to be involved while Steve is in the training process.

Treasurer's Report

Profit & Loss Report – Carol noted that, in the September investment reports, our investments are starting to go up...especially the Calvert Funds. Kathy noted that we still have \$147 still available in the Bulk Mail Fund – the typical JCH bulk mail expense is \$700-800. We handled the Call for Abstracts and Joint Conference post cards this year. Carol noted that we sold about 212 Pool Manuals this year. For the International Health Committee, Carol cut a check for \$3,426 check to Water First International. There is one more expense under the General Fund - travel for Vikki. Ned asked if, we receive our \$8,000 for Kathy's services, we will be "in the black" for the year? Carol said it was possible. She also offered to wait until January to buy the new financial software.

Executive Secretary's Report

Kathy passed out copies of the most recent WSEHA membership report. She also e-mailed updated member rosters a few days ago.

Committee Reports

Publications Committee – Ned complimented the job that Jonathan Freed is doing on the Newsletters. Kathy offered to help in the assembling, etc., of the newsletter. She said she thought the newsletter sent out just before the Joint Conference was a draft, about 80% completed. Kathy suggested that we move forward on another newsletter. To finish up the old one and send it out, at this point, would seem unprofessional. Ned noted that the

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Committee Reports

Publications Committee (cont.)

deadline for new articles is coming up. There was some side discussion between Ned and Mike about them thinking the last newsletter was 100% complete. Mike volunteered to talk to Jonathan about the newsletter.

Education Committee - Mike has spoken to Glen Patrick about the Training Needs Assessment Tool. We've had about 19 responses to it so far. One possible reason we got so little response to the TNAT was because the newsletter didn't get out in time. Kathy says she can send out the link in the next newsletter. Mike said he may also contact the Regional VP's to get this rolling. Vikki also suggested sending out a survey to the WSEHA membership – "did you go to the Joint Conference...if no, why not?"...etc. Ned suggested that this survey should be sent out in the next newsletter, and Vikki volunteered to write the article. Kathy noted that there were more EH sessions at this Joint Conference than there would be at a regular AEC, but we just didn't coordinate it well (e.g., an on-site sewage track, food safety track, drinking water track, etc.).

International Health Committee – Ross gave the Board an update on the final results of this year's Silent Auction at the Joint Conference. Overall, the IHC fell slightly short of its fundraising goal for the Sunderban water project.

Finance Committee - Peggy Johnson has stepped forward to serve on the Committee. Ned suggested that, after the December 14th meeting with WSPHA, he, Carol, Peggy, and Steve should get together to work on the 2008 WSEHA budget.

Nominations and Awards Committee – One award was given out at the Joint Conference, but the plaque was misspelled. We will need to send it back to the engravers for corrections.

Regional Vice-Presidents' Reports

Olympic Region – Jodie Holdcroft – Jodie was not present – no report.

Central Region (vacant) – Ned said that the Central Region is losing membership. He suggested that we may want to consider merging some regions. Chuck said he felt it was too soon to discuss this option. Mike added that it would require a change in the WSEHA by-

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Regional Vice-Presidents' Reports

Central Region (cont.)

laws. Ned told Bruce that it was "his turn" to call the Central Region WSEHA members.

Regional Vice-Presidents' Reports (cont.)

Northwest Region – Geoffrey Crofoot – Geoffrey was not present. Ned noted that Geoffrey has organized a social evening at the Seattle Art Museum's Taste Restaurant on December 6th. Carol expressed concern about funding this event, if there is no educational component to it.

Southwest Region – Bruce Scherling – Ned called Jonnie Hyde about possibly serving as Southwest Regional VP. He is waiting to her back. We will probably need to start looking for a new VP, but Mike said he thought Jonnie was leaning toward accepting the position.

Eastern Region – Vikki Brus - no report.

Old Business

Membership – Ned told the Board that he had also talked to Jonnie Hyde about WSEHA membership drives. Don Leaf also said he would be interested in such a committee. Mike said that Jodie also wanted to work on increasing membership. Ned stressed a problem with people "just not wanting to 'stay late'" ...that they want to get right home after work. He suggested pins, buttons, lanyards, etc....all things to "get the WSEHA name out there". Kathy will look into the cost of these. Chuck suggested holding meetings during work hours, and getting the EH Directors to sign off on doing this. Ned said that Don Leaf suggested using investment money for increasing membership. Mike added that he has received the roster of registered sanitarians - he will cross-check it against WSEHA membership.

New Business

2008 Executive Secretary's Report - Kathy said she felt that Regional VP's reports should be submitted regularly. People may not be as hesitant about volunteering for WSEHA functions if they know that not all of the responsibility is going to be thrown on to them.

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New Business

2008 Executive Secretary's Report (cont.)

She said that, in an e-mail and/or newsletter, we need to be more “point-blank”...we need more volunteers or the organization will die. Ned added that we need to work on updating the WSEHA By-Laws, and that the electronic records may be lost. Chuck disagreed, saying we just need to “pull the document back together”. Kathy and Chuck will work on the By-Laws, and get them out to the Board. We also need to look into membership requirements for Board and Committee members. Ned suggested that we include the maintenance of the By-Laws into the new Executive Secretary position description. Kathy's contract expires 12/31/07.

Ross made the motion to adjourn the Board meeting. Mike seconded the motion. Meeting adjourned at 3:40 p.m.