

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

January 11, 2008

**Washington Department of Health
Center Point Office Complex
Kent, Washington**

Present

Vikki Brus (*Eastern Region Vice-President – via conference call*), Geoffrey Crofoot (*Northwest Region Vice-President*), Steve Garrett (*Treasurer*), Jodie Holdcroft (*Olympic Region Vice-President*), Kathy Kondakjian (*Executive Secretary*), Ross Lytle (*Secretary*), Bruce Scherling (*President-Elect*), Carol Spaulding, Ned Therien (*President*), Mike Vinatieri (*Past President*)

President Ned Therien called the meeting to order at 1:18 pm

Agenda

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

Minutes

General discussion – Ned suggested that future minutes include an action items section.

Minutes of October 7, 2007 – Mike made a motion to accept the October 7th minutes as presented. Jodie seconded. Motion approved.

Minutes of October 8, 2007 (WSEHA General Membership Meeting) – Ross noted that there was not enough time at the General Membership Meeting to put out a sign-up sheet to list attendees. Mike suggested that we authorize these minutes to be published in the next WSEHA newsletter. Ned noted that we can also post them online.

Mike made the motion to submit these minutes to the WSEHA membership. Jodie seconded. Motion approved.

Minutes of November 19, 2007 – There was some discussion among the Board members about clarifying and softening some of the language in the comments. Suggested changes were included in the updated version of these minutes, submitted at the meeting.

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Minutes (cont.)

Minutes of November 19, 2007 (cont.)

Bruce moved to approve the November 19th minutes as corrected. Ross seconded. Motion approved.

President's Report

CEU Tracking by the WSBRS – Ned informed the Board that we had a contract with the Washington State Board of Registered Sanitarians (WSBRS) that ran through September 2007. We may owe the WSBRS money for going over the time of the contract. The old contract ran from October through September; there has been an unexplained shift in their calendar. Mike noted that we need to get documentation of past activities. This service applied only to WSEHA members who are not WSBRS-registered. We paid in advance for this service for 35 WSEHA members. If more than 35 request the service, the cost is an additional \$7.50 per person.

Mike said that we need to ask WSBRS for clarification. We should get the names of WSEHA members tracked that are not WSBRS members, and ask them if they really need and/or want the service. WSBRS is saying we're behind about \$337.50. Ned said he wanted to propose a change in the WSEHA By-laws to address this tracking of CEUs. Carol suggested that we request a new bill from WSBRS. Kathy explained the CEU tracking request on the WSEHA membership application to the Board. Jodie suggested that, before we propose any change to the By-laws, we need to find out who we're tracking for, then see if the service is really necessary. Steve reminded the Board that we need to be mindful as to whether this would affect people's desire to join WSEHA. Jodie and Kathy suggested that a phone call to the affected members would probably have a better effect - mail and e-mail tends to get pushed aside. Mike volunteered to do the calling. Steve said he will help.

● ***Action item(s)***

- (1) obtain a list of the WSEHA members who have their CEUs tracked by WSBRS, and contact them to determine the continued interest in the service;
- (2) obtain a new invoice from WSBRS to pay any remaining balance

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President's Report (cont.)

2007 Joint Conference – Ned informed the Board that he has been talking with Rick Porso (Immediate Past President, WSPHA). So far, they have been unable to decide amongst themselves what is a fair distribution of proceeds from the 2007 Joint Conference. Ned added that we thought our portion of the payment to Kathy, for Joint Conference Coordinator, would be covered under Conference proceeds. However, we didn't get the 200 environmental health attendees we were expecting. We want to be re-imbursed for Kathy's services. Rick will take that back to WSPHA Board for discussion. Ned added that, in his discussions with Rick, there was also some discussion of a long-term arrangement...almost suggestive of a WSEHA/WSPHA merger. There was extensive discussion among the Board members, especially Ned and Kathy, about how the split of registration/sponsors at the Conference worked out between WSEHA and WSPHA. Mike reminded the Board that we were assured by WSPHA that we wouldn't go backward financially. Kathy added that the Joint Conference was also a loss for WSPHA – that some of its members thought there was “too much environmental health”. Mike added that, if it's not a financial benefit for both organizations, he would not support another Joint Conference. Kathy assured the Board that partnerships take time, and we may not make a “big bang profit” the first time out. We may have been a bit too optimistic. Steve said that WSEHA can't afford to continue like this. Ned said that is the message he conveyed to Rick.

Jodie said that we need to take a hard look at what went wrong – and right – with the Joint Conference. We can't afford to wait on this. Mike said we need to start contacting exhibitors soon - preferably by June or July. Bruce noted that a good deal of WDOH training (food safety, etc.) will happen in the fall. Perhaps we can “dovetail” that training with the 2008 Joint Conference.

● *Action item(s)*

- (1) complete review of the 2007 Joint Conference, with the goal of increasing both attendance and revenue.

Executive Secretary contract – Ned turned the Board's attention to the draft of the Executive Secretary's contract, which was sent out to everyone. Kathy had made some additions and corrections. Carol caught a potential problem: someone who recruits for charity must be licensed to do so. “Conference Coordinator” was removed from the contract, as that has become a separate function. The duty of revising the WSEHA By-laws

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President's Report (cont.)

Executive Secretary contract (cont.)

was added. Kathy commented that Chuck Treser said he still had the WSEHA by-laws in his computer files, but we have not heard anything new about getting them. Kathy said she will contact him again. The duty of publishing the WSEHA newsletter was also added. Ned assured the Board that he feels ready to sign the contract.

Mike made the motion to authorize the President to sign the contract for Executive Secretary. Bruce seconded. Motion approved.

Food Safety workshop – Ned informed the Board that the Department of Health (DOH) has worked with the U.S. Food and Drug Administration (FDA) to bring two food safety courses (see green budget worksheet, provided at meeting). Kathy noted that she will be handling the course registrations, while the FDA will handle the advertising. Ned added that a food service plan review course has been widely requested for some time.

Mike made a motion that we agree to the DOH request to co-sponsor these food safety conferences. Jodie seconded. Motion approved.

Mike asked that the FDA include the Portland area in its advertising. He also pointed out that the Plan Review course will occur around Spring Break, which could cause some child care problems for some of the attendees.

(Note: due to time constraints, the Board decided to skip the Treasurer's Report)

Committee Reports

Newsletter – Ned reminded the Board that it was time to submit articles to be included in the next WSEHA newsletter. He also requested that any pictures be submitted as soon as possible. He said Chuck Treser will submit an article about the recent WSEHA scholarship award winners. Bruce suggested a book review section for books with a health, science, or environmental theme (e.g., "Guns, Germs, and Steel"). Steve suggested that they come up with a recommended reading list. Mike suggested articles about the recent floods in Lewis County. The original deadline for the next newsletter was January 12th, but we will probably move that to the end of January.

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Regional Vice-Presidents' Reports

Northwest Region – *Geoffrey Crofoot* – Geoffrey recently had his meeting of Northwest Region WSEHA members at the Seattle Art Museum. About 6 people attended. He noted that there was some concern raised about the ethics of using donated food.

Southwest Region – *Bruce Scherling* – Bruce informed the Board that Jonnie Hyde would accept the Southwest Region VP post.

Old Business

Training Needs Survey - Mike noted that we have received less than 20 responses so far. He proposed that we send it out by e-mail to the WSEHA membership. Mike read the proposed content of the cover e-mail, which asks members to complete the survey form as quickly as possible. He also said the computer glitch, which had hindered previous responses to the survey, has been solved. Jodie also suggested putting the cover letter itself onto the WSEHA website.

Membership/recruitment ideas – Jodie said that updating the WSEHA membership brochure really needs to be done. We also need to address the WSEHA exhibit for the next Joint Conference. Geoffrey asked what the Environmental Health Directors are doing to financially support WSEHA. Jodie added that we need some serious dialogue with the Environmental Health Directors. As an example, the Kitsap County Health District is showing less support for WSEHA. Ned said he will try to put this on the agenda for the East/West Environmental Health Directors meeting. Geoffrey noted that Seattle/King County Health is “doing its own thing” with regard to education...if we can get them back into the fold, it would help. Kathy asked if we could get in on some of their training. Ned wondered if we could provide a service for them to enhance the relationship.

● ***Action item(s)***

- (1) revise/finalize WSEHA membership brochure
- (2) create/research WSEHA exhibit for the next Joint Conference.

WSEHA paraphernalia - Ned suggested pins for 5-year WSEHA members. The WSEHA lanyards are about \$1 a piece. Steve suggested that we seek bids for these items.

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New Business

2008 Joint Conference planning – Ned reminded the Board members that we need some representation on the 2008 Joint Conference Planning Committee. We need to focus on speakers and vendors. Jodie suggested that we get an e-mail out to the WSEHA membership. Vikki volunteered for the February 1st Planning Committee meeting. Kathy said she can't send anything out until she hears something from Rick Porso. She hopes to hear from him by Monday.

Calculator – Bruce suggested that we get a 10-key calculator for Steve.

Ned moved to approve funds for a 10-key printing calculator. Bruce seconded. Motion approved.

Treasurer's Report

Carol informed the Board that we are delinquent on our registration with the Secretary of State as a charitable organization. We received a letter from the State, saying that we were two years behind. This has resulted in us being charged a \$50-a-year penalty. This seems to have been caused by some mix-up with our mailing address.

Mike made the motion to adjourn the meeting. Steve seconded. Motion approved. Meeting adjourned at 4:00 p.m.

The next scheduled WSEHA Board of Directors meeting will be held on February 29th, 2008, via conference call.

Summary of Board Motions and Decisions

- ⇒ *President Ned Therien called the meeting called to order at 1:18 p.m.*
- ⇒ ***Bruce Scherling made the motion to approve the agenda as presented. Jodie Holdcroft seconded. Motion approved.***
- ⇒ ***Mike Vinatieri made a motion to accept the October 7th minutes as presented. Jodie seconded. Motion approved.***
- ⇒ ***Mike made the motion to submit these minutes to the WSEHA membership. Jodie seconded. Motion approved.***
- ⇒ *After some discussion and revisions, **Bruce moved to approve the November 19th minutes as corrected. Ross Lytle seconded. Motion approved.***
- ⇒ *In the **President's Report**, the continued tracking of CEUs by the Washington State Board of Registered Sanitarians (WSBRS) was discussed at length. We will need to investigate the matter further, and see if this is a service that we want to continue. Jodie and Kathy suggested that phone calls to the affected members would probably be the best way to proceed.*
- ⇒ *Also in the **President's Report**, some additions and corrections have been made to the Executive Secretary's contract. **Mike made the motion to authorize the President to sign the contract for Executive Secretary. Bruce seconded. Motion approved.***
- ⇒ *Also in the **President's Report**, **Mike made a motion that we agree to a request to help sponsor two upcoming food safety courses, to be conducted by DOH and the U.S. Food and Drug Administration. Jodie seconded. Motion approved.***
- ⇒ *In the **President's 2007 Joint Conference** update, there has been some disagreement between WSEHA and WSPHA as to what is a fair distribution of proceeds from the 2007 Joint Conference. We are looking to be re-imbursed for Kathy's services. There was extensive discussion among the Board members, about how the split of registration/sponsors at the Conference worked out between WSEHA and WSPHA.*
- ⇒ *Bruce informed the Board that Jonnie Hyde would accept the Southwest Region Vice-President's post.*
- ⇒ *In **Old Business**, Mike noted that we have received less than 20 responses so far for the Training Needs Assessment. He proposed we send it out by e-mail out to the WSEHA membership.*
- ⇒ *Also in **Old Business**, Jodie said that updating the WSEHA membership brochure should be a top priority, as well as addressing the WSEHA exhibit for the next Joint Conference.*

- ⇒ *In New Business, Ned reminded the Board members that we need some representation on the 2008 Joint Conference Planning Committee.*
- ⇒ *Also in New Business, Ned moved to approve funds for a 10-key printing calculator. Bruce seconded. Motion approved.*
- ⇒ *Mike made the motion to adjourn the meeting. Steve seconded. Motion approved. Meeting adjourned at 4:00 p.m.*

Action items

- (1) obtain a list of the WSEHA members who have their CEUs tracked by WSBRS, and contact them to determine the continued interest in the service;
- (2) obtain a new invoice from WSBRS to pay any remaining balance
- (3) complete review of the 2007 Joint Conference, with the goal of increasing both attendance and revenue
- (4) revise/finalize WSEHA membership brochure
- (5) create/research WSEHA exhibit for the next Joint Conference.