

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

**May 30, 2008
(via conference call)**

Present

Steve Garrett (*Treasurer*), Joe Graham (*WDOH*), Ross Lytle (*Secretary*),
Bruce Scherling (*President-Elect*), Ned Therien (*President*),
Mike Vinatieri (*Immediate Past President*).

(Note: a quorum was not present for this meeting)

Meeting called to order at 2:33 p.m.

Agenda

Bruce made the motion to accept the Agenda as presented, with a 1-hour adjustment (meeting starting at 2:30 p.m., instead of 1:30 p.m.). Mike seconded. Motion approved.

Minutes

Minutes of April 11, 2008

Mike made the motion to accept the Minutes of April 11, 2008, with written edits from Ned. Bruce seconded. Motion approved.

President's Report

2008 Joint Conference on Health – Ned brought the Board up to date on the contract agreement between WSEHA and WSPHA, regarding the sharing of the Conference Coordinator's services for the 2007 JCH. Ned tallied the e-mail votes from the WSEHA Board members, signed the contract, and passed it on to the WSPHA. There was a general consensus among the Board members to finish the issue and move forward. The contract was sent to Nancy Goodloe (WSPHA President) to sign.

Abstracts/scheduling – Ned informed the Board that Kathy Kondakjian was going to start forwarding abstracts to WSEHA members for review. Kathy also wanted input for scheduling WSEHA business meetings. A WSEHA Board meeting is usually scheduled on the Sunday before the Conference. Ned requested that Kathy schedule it from 4:00 p.m. to 5:00 p.m. The WSEHA General Membership meeting is currently

**WSEHA Board of Directors meeting
May 30, 2008 meeting minutes
Page 2**

President's Report (cont.)

Abstracts (cont.)

scheduled for lunch on Monday (Oct. 6th). Ned suggested that the meeting be scheduled for morning (7:30 – 8:30 a.m.). Mike suggested a lunch-hour meeting, feeling that a morning meeting would be poorly attended. Mike also reminded the Board that the WSEHA Sunday Board meeting could conflict with the Community Environmental Health Assessment and Leadership meetings (both 2:30 – 5:30 p.m.), and that we may want to steer clear of these. Ned noted that Kathy would like to give her Executive Secretary's Report to the Board before 5:00 p.m. that day.

Exhibitors – Mike informed the Board that the Washington Department of Licensing is “in” for the JCH. He has about 20 contacts so far. He also said that Dave Riggs can line up NEHA and Underwriter's Laboratories as exhibitors. Ned said that the Washington Restaurant Association has declined to be an exhibitor. Joe inquired about the status of the Washington Food Industry as an exhibitor. Ned said he will contact them.

Corporate sponsorship/advertising – Ned said that he had had contact with Susan Grayson of Custom Data Processing. CDP is interested in becoming a “corporate member” of WSEHA. Ned checked the WSEHA By-laws, Policies and Procedures. We would need to establish a new membership category, unless we simply use the “Sustaining Membership” category (\$75 fee). As noted in previous Board meetings, the California Environmental Health Association (CEHA) has corporate membership, which includes the newsletter and free advertising, as well as a full set of membership mailing labels and complimentary job opening postings.

There was discussion as to whether we need to establish a separate membership category. Mike said he thought it would be a good idea to establish a Corporate Sponsor category, but fee is currently inadequate. We would also need input from the WSEHA membership, about making members' names available for mailing. Steve suggested that it may be easier to just go with Sustaining Membership for now, and get input for later. Ned said this shouldn't need full membership approval. However, Bruce suggested that we may need to revisit the WSEHA By-laws – “Corporate Sponsors” could potentially become WSEHA officers. Right now, any “member in good standing” can be President. Ned expressed concern about the time that the changing of the By-laws could take. Mike suggested making them a Sustaining Member, let the Board arrange for advertising, etc., and then we can watch what progresses. Steve asked if Sustaining Members can vote. Ned said that it appears they can. Steve recommended that we offer the Sustaining Membership for \$75, and charge \$100 for a half-page ad in the WSEHA newsletter, feeling that a full-page ad would be “a bit pushy”. He also recommended a listing of Sustaining Members on the WSEHA webpage.

Executive Secretary's Report – Joe Graham for Kathy Kondakjian

Food Seminars – Joe reminded the Board about the upcoming U.S. Food and Drug Administration's Regional Seminar, August 12th through 14th, in Seattle. Twenty-two people have registered so far, and 25 hotel rooms have been reserved. The deadline for reserving a hotel room is July 14th. Mike asked if the FDA would be interested in exhibiting or sponsoring at the Joint Conference. They had a booth at the Food Service Show in Tacoma this past spring. Joe said it's possible they could have a booth.

Joe also noted that there were problems between Kathy and Mary Ferluga over Communication during the Food Plan Review Conference. He said the biggest need For the FDA Seminar was for clear information.

Treasurer's Report

Profit & Loss Report – Ned noted that it appears we lost some money on the Food Plan Review Conference, but some monies will be delayed. The Pool Conferences show no money, but nothing has come in yet. The WSEHA checking account currently stands at \$13,062 – was \$22,279 in April. The Executive Secretary's salary is about \$100 a month. Ned asked Steve if he had moved any money into the savings account. Steve noted that this is an interest-bearing checking account – there is currently no need to move money into savings. Ned noted that we're currently having a negative cash flow, but we should be getting the money from the WSPHA contract soon.

Committee Reports

Publications Committee – We don't have a chairperson and/or editor yet. Kathy has done a good job on the WSEHA newsletter so far.

Nominations and Awards Committee - We need nominees for Secretary and President-Elect. Joe also reminded the Board that we need to "cajole" people for submitting nominations for WSEHA awards...we had only two nominees last year. The last newsletter spotlighted people who won the awards – we hope that that "gets people going". Joe also noted that there is an award for the best environmental health story (e.g. the recent winter floods).

International Health Committee – Ross noted that the IHC has settled on the "separate room" idea for the Silent Auction at the Joint Conference...we'll keep it, but will conduct the Silent Auction in the main exhibit room. IHC is also looking for its 2008 recipient project. Plus, we also need to get an abstract for our 2008 presentation in to Kathy.

Committee Reports (cont.)

Finance Committee - no report.

Webmaster – no report.

Membership Committee – no report.

Regional Vice-President's Reports

No Regional Vice-Presidents were available for this meeting. There are still two positions available.

Central Region – Ned has called just about everyone in the region.

Southwest Region – Bruce asked if there was anyone interested in Cowlitz County. Ned said that it seemed everyone in the Tacoma-Pierce Health District has been “siphoned off to the WSPHA”. He will try Thurston County again.

Old Business

Pins - Kathy said she was going to get some new pricing/ordering information at the last Board meeting. She sent out an e-mail about it on May 5th (see prices in the e-mail). Ned responded to her that 500 pins (the minimum order) was a good number. He recommend to her that she place this minimum order.

Training Needs Assessment Tool – We are waiting for the analysis of the survey results. This does not seem to be a high priority at WDOH right now.

Storage – Steve said he would like to see an inventory of what we have in the WSEHA-leased storage unit, for which we are currently paying \$79 a month. Mike noted that we used to share it with WSPHA, but they pulled out. We need to remind Kathy that we want an inventory. Ned guessed that it contained some old printers and computers, plus the WSEHA banner and some Pool Manuals. He also suggested that the Board should consult Geoffrey Crofoot (WSEHA Northwest Region VP) to see how we can dispose of some of it.

New Business

No new business was presented at this time.

Meeting adjourned at 4:18 p.m.

The next scheduled meeting of the WSEHA Board of Directors will be July 11th, 2008, at the Center Point Office Complex in Kent, Washington

Summary of Board Motions and Decisions

- ⇒ *WSEHA President Ned Therien called the meeting called to order at 2:33 p.m.*
- ⇒ ***Bruce made the motion to accept the Agenda as presented, with a 1-hour adjustment (meeting starting at 2:30 p.m., instead of 1:30 p.m.). Mike seconded. Motion approved.***
- ⇒ ***Mike made the motion to accept the Minutes of April 11, 2008, with written edits from Ned. Bruce seconded. Motion approved.***
- ⇒ *In the **President's Report**, Ned informed the Board that he had signed the contract agreement between WSEHA and WSPHA, regarding the sharing of the Conference Coordinator's services for the 2007 JCH, and passed it on to Nancy Goodloe (WSPHA President) for her signature.*
- ⇒ *Also in the **President's Report**, there was discussion among the Board members about scheduling WSEHA business meetings during the Joint Conference on Health. Generally, the WSEHA Board meeting is scheduled on the Sunday before the Conference, and the WSEHA General Membership meeting occurs on Monday. However, the WSEHA Sunday Board meeting could conflict with the Community Environmental Health Assessment and Leadership meetings.*
- ⇒ *Also in the **President's Report**, there was a discussion as to whether we need to establish a separate "Corporate Sponsors" membership category. It was suggested that we may need to revisit the WSEHA By-laws on this matter. For any company currently requesting Corporate Membership, it was suggested that we could make them a Sustaining Member, let the Board arrange for advertising, etc., and the we can watch what progresses.*
- ⇒ *In the **Treasurer's Report, Profit & Loss Report**, Ned noted that we are still awaiting some payments from both the Food Plan Review Conference, and the Spring Pool Conferences.*
- ⇒ *In the **Committee Reports, Nominations and Awards Committee** – Joe Graham reminded the Board that we need nominees for Secretary and President-Elect, and get people to submit nominations for WSEHA awards.*
- ⇒ *There were no **Regional Vice-Presidents' Reports** presented. There are still vacancies for Southwest and Central Regional VP's.*
- ⇒ *In **Old Business**, Kathy sent out an e-mail about prices and ordering information for WSEHA pins to the Board members on May 5th. Ned recommended to her that she place the minimum order for 500 pins.*
- ⇒ *Also in **Old Business**, the Board agreed that we would like to see an inventory of what we currently have in the WSEHA-leased storage unit.*
- ⇒ ***The meeting was adjourned at 4:18 p.m.***
- ⇒ ***The next scheduled WSEHA Board of Directors meeting will be held on July 11, 2008, at the WDOH Center Pointe Office Complex in Kent.***

Action items

- (1) Need to continue to solicit/recruit exhibitors and vendors for the 2008 Joint Conference on Health.*
- (2) Finalize the schedule for the WSEHA Board meeting, and the WSEHA General Membership meeting at the 2008 Joint Conference.*
- (3) Solicit possible candidates for WSEHA officers - specifically, for President-Elect and Secretary, and also for awards.*
- (4) Review WSEHA By-laws regarding membership categories, with the goal of possibly establishing a "Corporate Sponsor" classification.*
- (5) Continue soliciting for WSEHA members in the Southwest and Central regions to serve as Regional Vice-Presidents.*
- (6) Contact Kathy Kondakjian to request that she begin an inventory of the items stored in the WSEHA-leased storage unit.*
- (7) Create/research WSEHA exhibit for the next Joint Conference.*