

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



**Date:** Tuesday, May 21<sup>st</sup>, 2024  
**Time:** 12:00-12:50 pm  
**Location:** Zoom, Meeting ID: 852 5653 1718, Passcode: F2uXp4

PRESIDENT	Sammy Berg	X	CENTRAL V-P	James Rivard	X
PRESIDENT ELECT	Jeremy Simmons	AB	OLYMPIC V-P	Heather W-G	X
IMM. PAST PRESIDENT	Susan Shelton	X	SOUTHWEST V-P	Katie Lott	X
SECRETARY	Jen Garcelon	X	EASTERN V-P	Vikki Barthels	X
TREASURER	Jesse Smith	X	NORTHWEST V-P	Ethan Schmidt	AB
EXECUTIVE SECRETARY*	Megan McNelly	X	NEHA REP*	Bill Emminger	X

\*non-voting positions

<b>12:04 pm</b>	<p><b>Call to Order, Roll Call, Approve Minutes from May 1<sup>st</sup>, Approve Agenda</b></p> <p><i>Vikki moves to approve minutes; Jesse seconds approval of minutes. Agenda amended for a quick Treasurer's Report. All approved.</i></p>	<i>S. Berg</i>	<b>Action</b>
	<p><b>2025 AEC Contract Authorization</b></p> <p>Contract discussion with Suquamish. Megan and Anne plan a site visit tomorrow to review layout of the facility. Currently there is a block of 65 rooms; is that low? Idea, is it close enough for a lot of west siders to do daily travel. There are additional hotels in Poulsbo. Discussion on breakout room sizes.</p> <p>Discussion on increasing room blocks of at least 100. May increase Sunday night stay because of pre-conference sessions.</p> <p>Susan motions to approve 2025 contract authorization with Suquamish site; Vikki seconds; all approved.</p>	<i>M. McNelly</i>	<b>Action</b>
	<p><b>IHC Recipient Amount</b></p> <p>IHC raised ~\$2,600 at the 2024 AEC. Do we want to raise it? Earlier we thought it was ~\$1,600 and the board approved raising it to \$2,000.</p> <p>The board approves rounding it to \$3,000. Still the approved ~\$400 from WSEHA.</p>	<i>All</i>	<b>Info</b>

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**Treasurer's Report**

Jesse submitted taxes to IRS a few weeks ago. He needed to go through an online IRS approved company to process 990EZ. It was ~\$90 for the service. Jesse paid out of pocket.

Current treasury status, investment account \$194K, and checking \$134K. \$30K in checks not cashed and \$3K IHC.

P/L for AEC \$24K profit with \$93K in expenses; so far 2024 has \$27K net income.

Discussion on what other things we can spend our money: video on EH profession; AEC speaker fees.

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**Meeting Schedule**

*Sammy/Susan*

**Action**

Have June meeting, but break off for July and August.

Discussion on different Tuesday, instead of third Tuesday. Vikki has a standing meeting on the second Tuesday.

Short meeting on June 4<sup>th</sup> to discuss AEC site visit. Megan will also send an email outlining the visit.

Move subsequent meetings to fourth Tuesday of the month.

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**12:33**

**Adjourn**

*S. Berg*

**Action**

*Vikki moves to adjourn; Jesse seconds. All approved.*

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