

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

**June 26, 2013**

**WDOH Center Point Regional Office – Kent, Washington**

**Present**

**In office** - Kay Massong (*President*), Geoffrey Crofoot (*Past President*), Kerri Wagner (*Executive Secretary*). Ross Lytle (*Secretary*), Lauren Brinker (*guest*)

**Via conference call** - , Ned Therien (*Procedures Committee Chair*), Mike Vinatieri (*Southwest Regional Vice President*), Steve Garrett (*Treasurer*), Scott Paradis (*Eastern Region Vice-President*).

*The meeting was called to order at 10:21 a.m.*

**Approval of Agenda**

In the **Regional Vice-Presidents' Reports** section, the entry for Michael Baker as Eastern Region Vice-President was changed to Scott Paradis.

*Ross moved to accept the Agenda as amended. Steve seconded. Motion approved.*

**Approval of Minutes**

**Board Meeting minutes of 3/14/13.** Kerri requested that the sentence concerning equity in the Treasurer's Report, be stricken.

*Mike moved to approve the Board Meeting minutes of 3/14/13 as amended. Ross seconded. Motion approved.*

**Treasurer's Report**

**Budget Year-to-Date Report** – Steve provided four documents for review by the Board. The WSEHA checking account is showing a solid balance.. The Calvert Equity Fund is in good shape. Recently, the Pool Conference and the AEC have been profitable for the organization.

**Transfer of Treasurer's Duties** – Steve informed the Board that he has received notification from the bank that all necessary signatures have been received for the signatory letter. He will also need to make changes to the bank's records, to be sure that all WSEHA-related bank correspondence goes to Jesse. Steve also reminded the Board members that they should each keep copies of the Treasurer's Reports, as each Board member shares some responsibility for watching WSEHA's finances.

**Committee Reports**

**Education Committee** – Kerri said that more review of the financial figures and attendee comments would be needed before we proceed with a 2014 AEC. We will also need to review what other educational opportunities will be available to the WSEHA membership in the coming year.

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### **Committee Reports (cont.)**

*Education Committee (cont.)* Kerri shared with the Board some of the comments received at the 2013 AEC. The membership seemed generally satisfied with the Great Wolf Lodge facilities.

There was extensive discussion among the Board members as to the frequency, location, and format for upcoming AECs. Most of the Board members seemed to favor an annual AEC, while some suggested every other year. Most agreed that any AEC should stick with the two-day format. As to the location, most suggested either a return to the Great Wolf Lodge, or finding a central location within the state (Wenatchee, Yakima, etc.). Almost everyone was opposed to the idea of returning to holding the AEC jointly with the Joint Conference on Health.

Kerri also informed the Board that Gene Patterson has backed out of serving as the AEC Chair. Also, Jerry Caird has passed on serving as Co-Chair. We need someone to step up as AEC Chair soon, or hire someone as AEC Chair, or it will be too late for 2014.

Several Board members put out alternative proposals. Geoffrey suggested a smaller, more subject specific mid-summer AEC. Ned proposed, and Geoffrey also supported, a “half-and-half” format: a bi-annual AEC, with smaller conferences in between. Ned also suggested the possibility of linking the AEC with the annual EH Directors’ Meeting in April – maybe conducting a half-day of Food training, and a half-day of onsite training.

There was also talk of maintaining some of the momentum that we have achieved as a result of the Great Wolf Lodge AEC, and the inherent need for WSEHA to continue to provide this training as one of its main functions.

A final decision on a 2014 AEC was tabled, pending the recruitment of an AEC Chair. We will start an e-mail campaign to recruit for a Chair as soon as possible. We will also try to attract someone to the job on the WSEHA website. We will also need to recruit for an AEC Speakers Chair.

*Nominations and Awards Committee* – Joe Graham is staying on as the Committee Chair.

*Publications Committee* – Kerri noted that Megan McNelly has expressed interest in serving as the Publications Committee Chair. Kay said that she would formally approach her about the position.

*International Health Committee* – Ross noted that this year’s Silent Auction was conducted primarily by Mark Toy and his Friendly Water for the World organization. Ross informed the Board that, now that we have had AEC attendees expressing interest in the International Health Committee, we will be able to get a new IHC together in the fall, to start the standard process of meeting to select a donor project for 2014. This will depend on whether or not a 2014 AEC can be scheduled.

### **President’s Report**

Kay recognized and thanked everyone involved in the Great Wolf Lodge AEC. Geoffrey said he had already contacted the people who had expressed interest in volunteering for WSEHA committees and offices.

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**Break for lunch 12:15 p.m.**

**Return 1:15 p.m.**

### **Executive Secretary's Report**

**Membership** – Kerri had sent out her report by e-mail. WSEHA gained 31 new members through the AEC. The membership now stands at 191. We have one more Emeritus Member (Dick Pedlar), and one new Honorary Member (Mary Selecky).

**AEC recap** – Kerri also noted that, in her report, she has included some checks received that were not included in the Treasurer's Report.

**Swimming Pool/Spa Conference** – Kerri informed the Board that 61 people attended the Conference in Lakewood, while 87 attended in Kennewick. All of the checks from these conferences have not yet come in. She also gave the Board an account of how many Pool Manuals are left. We may be able to get through one more year, and then we may want to start considering revisions to it. Geoffrey said he will contact Gary Fraser as to how current the Pool Manual is, and what, if any, revisions are even necessary. This may be complicated by the fact that Gary will soon be retiring.

**Employment letter** – Kerri presented to the Board a letter from Adriann Haase, who was seeking an office position. The letter was retained for future reference.

### **Regional Vice-President's Reports**

**Olympic Region** – *Jodie Holdcroft* – No report.

**Central Region** – *James Rivard* – No report.

**Northwest Region** - (*currently vacant*) – No report.

**Southwest Region** – *Mike Vinatieri* - No report.

**Eastern Region** – *Scott Paradis* – No report.

### **New Business**

**AEC Guidance Manual** – Kerri noted that Mark Toy had done some editing to the AEC Guidance Manual. Ned said he had done some more editing yesterday. The Board went through the early edit version of the Manual line-by-line.

**Next meeting** - The next meeting of the WSEHA Board of Directors will take place on Monday, September 9<sup>th</sup>, 2013, from 9:00 am to 12:00 pm. It will consist of a conference call, with Board members participating from Everett, or from the WDOH offices in Tumwater.

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**Adjourn**

*Ross moved to adjourn the Board meeting. Mike seconded. Motion approved. Meeting was adjourned at 2:40 pm.*

**Respectfully submitted,**  
*Ross Lytle, Board Secretary*

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## **Summary of Board Motions and Decisions**

- ⇒ *Some changes were made to the original meeting Agenda. **Ross moved to approve the amended Agenda for the Board meeting. Steve seconded. Motion passed.***
- ⇒ *The Board reviewed the **Minutes for the March 24, 2013 Board Meeting.** One minor correction was made. **Mike made a motion to approve the March 24<sup>th</sup> Minutes as amended. Ross seconded. Motion passed.***
- ⇒ *In the **Treasurer's Report,** Steve presented the Board with generally good figures with regard to WSEHA's checking account, and other investment funds. The recent Pool Conferences, and the 2013 WSEHA AEC, have also been profitable. He also informed the Board that he has received notification from our bank that all necessary signatures have been received for the signatory letter.*
- ⇒ *In the **Committee Reports:***
- Education:** Kerri shared with the Board some of the comments received at the 2013 AEC. The membership seemed generally satisfied with the Great Wolf Lodge facilities.*
- There was extensive discussion among the Board members as to the frequency, location, and format for upcoming AECs. We need someone to step up as AEC Chair soon, or hire someone as AEC Chair, or it will be too late for 2014.*
- A final decision on a 2014 AEC was tabled, pending the recruitment of an AEC Chair. We will start an e-mail campaign to recruit for a Chair as soon as possible. We will also try to attract someone to the job on the WSEHA website.*
- Nominations and Awards** - Joe Graham is staying on as the Committee Chair.*
- International Health** – The Silent Auction at this year's AEC was conducted primarily by Mark Toy and his Friendly Water for the World organization. Ross would like to get the IHC going again in the regular cycle of choosing a donor project, but this will depend on whether or not a 2014 AEC can be scheduled.*
- ⇒ *In the **President's Report,** the people who had expressed interest in volunteering for WSEHA committees and offices have been contacted.*
- ⇒ *In the **Executive Secretary's Report,** Kerri informed the Board that WSEHA had seen an increase in membership. The spring Pool Conferences were well-attended and profitable. However, we will soon need to start looking at revisions to the Pool Manual. Geoffrey said he will contact Gary Fraser to determine what, if any, revisions or updates the Pool Manual will need.*
- ⇒ *There were no **Regional Vice Presidents' Reports** submitted at this meeting.*
- ⇒ *In **New Business,** Mark Toy and Ned Therien had done some editing to the AEC Guidance Manual. The Board went through a line-by-line review of the Manual.*

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***Summary of Board Motions and Decisions (page 2)***

- ⇒ ***Ross made the motion to adjourn the Board meeting. Mike seconded. Motion approved. Meeting adjourned at 2:40 pm.***
- ⇒ ***The next meeting of the WSEHA Board of Directors will take place on Monday, September 9<sup>th</sup>, 2013, from 9:00 am to 12:00 pm. It will consist of a conference call, with Board members participating from Everett, or from the WDOH offices in Tumwater.***