

**Montana Environmental Health Association
Board of Directors Meeting
Phone Conference 3 pm
August 19, 2010**

MEHA Board Members Present

Crystal Nuno, President
Christine Hughes, President-Elect
Kathy Moore, Treasurer
Mary Schroeder, Secretary
Frank Preskar, Director / Alternate Treasurer
Theresa Blazicevich, Director

MEHA Board Members Not Present

Karen Solberg, 1st Vice President
Jeanna McPherson, Director
Terry Murphy, Past President
Tom Moore, Director

Call to Order

Crystal Nuno called the meeting to order at approximately 3:05 pm. The meeting was held by phone conference.

Minutes

Mary introduced the minutes from July 22, 2010. Crystal Nuno motioned to approve the minutes from July 22, 2010. Kathy Moore seconded the motion.

Treasurer's Report

Kathy Moore gave the Treasurer's Report. The balances are: MEHA Association checking account is \$1,710.20, the savings account is \$7,321.13. The MEHA Foundation checking account balance is \$80.01 and Foundation savings account is \$3,022.91. The D.A. Davidson account balance is \$10,770.56. Total funds are \$22,904.81. Mary motioned to approve the treasurer's report. Theresa seconded the motion. Kathy's complete Treasurer's report of August 18, 2010 is part of the official minutes.

As of August 18, 2010, the DA Davidson account has been closed. The monies of \$10,770.56 will be deposited in the Association checking account. After a vote from the Board, Kathy will invest the monies into an advantageous investment account. Kathy is looking to invest \$5,000 in a CD and keep \$5,000 in the Association savings.

Kathy is watching the Authorize.net account. The fees were \$99.00 set up fee for Wild Apricot, \$20.00 per month fee (\$240.00 yearly fee). Of the \$150.00 registration fee, MEHA receives \$145.00 and Authorize.net keeps \$5.00. The monthly bill will show fees charged for Visa,

Master Card, and all other credit cards. The credit card fees will amount to approximately \$16.00 per month.

The Association did not file a 99 form due from Nov. 2007 to October 2008. Kathy has been trying to contact the RIS to resolve this issue. Kathy will pursue the issue.

Committee Reports

Nominations:

Karen: Crystal reported that Karen has sent an e-mail to persons who have been nominated for various Board and Officer positions. The e-mail asks if they are still interested in the positions they have been nominated.

Awards

Karen has reported by way of e-mail: In the e-mail, Karen stated she has sent Awards nomination information to each county commissioner, MEHA members have been notified via MEHA website, and a reminder will be put in the upcoming newsletter. Karen has been asked to send an e-mail to the state (DPHHS) and ask DPPHS to send a notice to all sanitarians requesting nominations. No award nominations have been received. If anyone has any ideas to generate nominations for awards, send the ideas to Karen.

Kathy asked how many people are on the Awards Committee and how much time is involved? Crystal stated there are three members (Karen, Christine, and Lea Guthrie) at the present but other members could become award committee members. About 2 to 3 hours are involved.

Legislation:

Tom: Sent e-mail to Crystal. Tom is following two proposed bills. 1) to keep mixing zones on the subdivided property or must obtain an easement if the mixing zone leaves the property. 2) give the counties the authority to have subdivisions propose public water and wastewater systems. The e-mail from Tom Moore to Crystal is part of the official minutes.

Crystal stated she did not receive any comments on the legislative survey sent to members.

Articles of Incorporation:

Crystal: No report.

Communications:

Christine: The newsletter is scheduled to be published the first week of September.

Archives:

Tom: No report.

Membership:

Mary: Theresa will order 100 envelopes to be sent with the brochures to consultants in the Billings, Bozeman and Flathead area. We have approximately 100 brochures. Christine will mail the materials to consultants in the Flathead area. Kathy Moore will draft a membership letter to be placed on the website along with the Fall Conference registration form. Mary will contact Kathy to send an e-mail notice to all members whose dues are due at the Fall Conference.

All current members who renew their dues at the Fall Conference are members through December 31, 2011. Any new members are only members until December 31, 2010.

Foundation

Theresa: The hats and shirts with MEHA logo have been ordered. Vests were not ordered because of the cost. The cost of the hats and shirts will be over \$350.00.

Theresa talked about the scholarship for members to attend the Fall Conference. Theresa said the eligibility requirement need to be posted on the website. Crystal will send out eligibility requirements to the membership by way of e-mail. The members can either e-mail their application or submit it by e-mail. Mary volunteered to help Kathy collect the applications. The subject line on e-mail should read "scholarship". This will alert the Board that an application has been submitted by e-mail.

Kathy Moore stated there is not a Foundation budget. However, the Foundation should have a budget. Kathy is working on a budget.

Foundation Board meeting: The Board members are Kathy Moore, Mary Schroeder, Theresa Blazicevich, Jeanna McPherson, Terry Murphy. The next Board meeting is September 9 at 3:00.

Contact Crystal for raffle tickets.

Professional Improvement

None: No report. There will be a Professional Improvement subcommittee will be held on August 25 at 1:00. Steve Kilbreath and Susan Brueggeman will be part of the conference call.

Conference Planning:

Crystal: 25-28 people have registered for the conference. The agenda is almost finalized with two tracts. The committee will concentrate on promoting registration. On-line registration is working okay. Crystal and Kathy have hard copies of the registration form.

Crystal will inform Kathy about the registration table. Who should man the table and when to open the registration table. Table will probably be open at 11:00 Monday morning. Kathy said she will be there Monday morning.

Kathy requests all raffle ticket money be given to her in a sealed envelop marked “Raffle Tickets”. Kathy requests that cash not be given to her. Either a check or money order should be placed in the envelope.

Mary reported on the Silent Auction. So far we have about 5 items for the Auction. All monies received from items donated by Montana members will stay in Montana. All items donated by Wyoming members will stay in Wyoming. Mary will send an e-mail to members (with Kathy’s help) promoting the silent auction. An article will also be in the September newsletter.

Crystal asked the Board to vote on giving portfolios that can be reused or a welcome gift to attendees. Based on 180 attendees, the cost of the portfolios is \$587.29. MEHA’s cost would be approximately \$450.00. Crystal asked that the \$150.00 budgeted for door prizes be used to cover some of the cost of the portfolios. Theresa suggested the DAD monies be used to cover the cost of the portfolios. Theresa also suggested 2 shirts and 2 hats be given away as door prizes. Companies have also donated prizes.

A motion was presented by Theresa that based on number of attendees (percentage) from each state, MEHA contribute approximately 70% of the cost to purchase the portfolios or welcome gift. Mary seconded the motion. The Board voted to approve the expense of the reusable portfolios or welcome gift.

Crystal talked about the gifts to be given to each presenter. The gift would include a Yellowstone mug and a made in Montana gift and a made in Wyoming gift.

The next meeting is to be held September 30 by phone conference at 3 pm.

Crystal motioned to adjourn the meeting. Mary seconded the motion. The meeting ended at 4:15 p.m.