

**Montana Environmental Health Association
Board of Directors Meeting
Phone Conference 3 pm
September 30, 2010**

MEHA Board Members Present:

Crystal Nuno, President
Christine Hughes, President-Elect
Karen Solberg, 1st Vice President
Kathy Moore, Treasurer
Frank Prescar, Alt. Treas/Director
Tom Moore, Director
Theresa Blazicevich, Director
Jeanna McPherson, Director

MEHA Members not present:

Mary Schroeder, Secretary

Call to order:

Crystal Nuno called the meeting to order at 3:03 pm. The meeting was held by phone conference.

Minutes:

The minutes from August 19, 2010 passed with one correction on page 2: change RIS to IRS. Kathy motioned to approve the minutes. Theresa seconded the motion.

Treasurer's report: Kathy

A complete report provided by Kathy is attached. Kathy is working on reconciling credit card reports with the registrations for the fall conference through the Wild Apricot online pay program.

The site is generating many emails! There are some glitches with the numbers of registrations not matching that she is working on. So far, 116 people are registered for the conference. Karen made a motion to approve the treasurer's report. Tom seconded the motion.

Committee Reports:

Nominations: Karen

Karen emailed out a copy of a ballot that she is proposing to bring to the conference. The ballot is preprinted with candidates that have agreed to accept nominations. There is also space for each position to accept nominations from the floor. The secretary position remains blank as all nominees declined the position. Karen will talk to nominees from two positions that have more than one nominee to see if they would agree to move to the secretary position. Crystal will bring a flip chart to keep track of floor nominations. Crystal suggested that we should have a volunteer or two count the ballots while the elections continue to save time. Beth Norberg and Jay Platt were volunteered!

Awards: Karen

The Awards committee met on September 20, 2010 via conference call to pick the award winners. The committee was Karen, chair; Christine Hughes, Lea Guthrie, and Frank Prescar who could not attend the call, but sent in his score sheets prior to the meeting. There were a good number of nominations for all awards. Most of them were received on Friday afternoon, September 17, the deadline! 8 Awards will be presented at the Fall Conference.

Legislation: Tom

Tom is watching several bills: One is concerning the DNRC and exemptions for wells in mixing zones. There are currently no licensed establishment fee changes proposed for this year. Tom will keep watching for applicable bills and is soliciting advice for how he should get information to the general membership. Tom will work with Denise Moldroski to get information on the MEHA website and notices to members through Wild Apricot before the conference so that members will be ready for discussions. MEHA has been asked if it could contribute to hiring a lobbyist in partnership with AMPHO and MPHA. Someone from these organizations will present at the conference during our membership meeting. Currently, MEHA's position is that we are to report to the membership and let them decide on the issues.

Articles of Incorporation: No report

Communications: Christine

Christine is looking for volunteers to do the newsletter.

Christine will bring the MEHA camera to the conference. Jeanna volunteered to take pictures.

Archives: Tom

No report

Membership: Mary via email

Membership envelopes and pamphlets were sent out to consultants in the Billings and Bozeman area. Theresa reports sending 73 letters with the MEHA Brochure envelope, raffle ticket and an explanation of about the MEHA foundation in the Bozeman area to encourage consultants to join.

An additional printing of brochures will be needed next year. There are currently 121 members.

Foundation:

The Workforce and Professional Development Committee (formerly the Professional Improvement Committee) has had 2 meetings. The WPDC is still seeking members and will solicit them during the fall meeting. Jennifer Pinnow will report on the committee during the fall meeting.

Alisha Johnson will become a new member of the Foundation Board.

Jeanna volunteered to be the "point" person for raffle ticket sales at the fall conference.

Theresa reports that the T-shirts have been ordered. She has not heard back from the vendor yet. She asked for them to be ready October 15, 2010.

Conference Planning:

Planning is wrapping up! There has been a change on transportation for the Wednesday Tours. Only one 32 passenger bus is available. Steve Kilbreath will bring a state van, holding 12 people. George Larson from WEHA will be checking with Wyoming to see if they can do the same.

Old Business:

Crystal has ordered the Montana Sage Soaps as our contribution to the speaker gifts. We will also pay a portion of the Yellowstone Park Mugs for speaker gifts.

New Business:

Crystal presented a proposed agenda for our Fall Business meeting. She hopes to speed it along by doing nominations first and other reports to follow, with the least critical reports at the end in case time runs short.

This is Crystal's last official meeting as President. She thanks the board and will turn the gable over to Christine after the elections at the Fall conference. The next meeting date of the Board of Directors will be set at the Conference.

Crystal motioned to adjourn the meeting. Kathy seconded the motion. The meeting ended at 4:10 p.m.

Minutes recorded by Karen Solberg in Mary's absence.

MEHA Board of Directors

Treasurer's Report

Prepared September 30, 2010

Association Information

The big news for September is conference registration and membership renewal, so this report will focus on those two issues. We currently have a total of 121 members in MEHA and 108 conference attendees, with 8 additional attendees only paying for food (guests or speakers). The breakdown for members is:

Type of Membership	#
Active	101
Agency	6
Associate	9
Honorary	1
Retired	4
TOTAL	121

Conference numbers look very good:

Type of Registration	#
MEHA/WEHA members	91
Non-members	10
1-day	3
retired	3
Guest Banquet	5
Conference food only	4
TOTAL	116

State of Origin	#
Colorado	1
Montana	83
South Dakota	2
Wyoming	35

Our revenue through the last three months is summarized in the chart below. Several conference attendees registered but have not yet paid so our conference income will increase. The second table is from the website and shows totals for paid registrations and registrations still due.

	Total	July	August	Sept.
Conference on the Caldera	\$13,621	\$1,200	\$4,080	\$8,341
Membership renewal	\$475	\$25		\$450
New Members	\$425	\$25	\$100	\$300
TOTAL	\$14,521	\$1,250	\$4,180	\$9,091

Total registrations

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	96	14,099.00	13,649.00
Pending (unpaid and partially paid)	21	2,691.00	0.00
Other	10	1,605.00	-
Total	127	18,395.00	13,649.00

Free registrations are a glitch - because of software updates and the late registration increase in conference fees, some registrations are shown as free, but they have been paid. I can explain further during our call. Also, it is important to note that I have not reconciled the online revenue reports from Wild Apricot with the MEHA bank statements and records. I anticipate having a reconciled report through September 30 (at least) in time for the MEHA Fall Conference.

Our total income thus far is \$15,314.52 or about 93% of our budgeted amount of \$16,400. Expenses are \$13,321.52, approximately 90% of our budgeted expenses of \$14,869. Expenses and revenue have changed substantially at this point due in large part to high early registration for the conference and the online registration feature. Expenses are up because we have made a substantial deposit on the hotel - \$8,093.

Also note that our conference costs are expected to be significantly higher than our budgeted amount. We budgeted a total of \$8,150 and our expenses will be closer to \$16,000. Our revenue will also exceed our budgeted amount - this is harder to judge. We budgeted \$8,000 for conference revenue and we have already received about \$13,700. I estimate that we may receive approximately \$16,500 depending on vendor participation and about 10 people who have said they would come but haven't registered yet.

Account Balances through Sept 30, 2010

MEHA Association Checking	\$14,562.09
MEHA Association Savings	\$18,092.69
MEHA Foundation Checking	\$ 80.01
MEHA Foundation Savings	\$ 1,522.91
<u>DA Davidson (July 31)</u>	<u>closed</u>
TOTAL	\$34,257.70

Exciting times for your faithful treasurer.

