

**Montana Environmental Health Association
Board of Directors Meeting
Phone Conference 3:00 pm
December 16, 2010**

MEHA Board Members Present

Christine Hughes, President
Karen Solberg, President-Elect
Ruth Piccone, 1st Vice President
Crystal Nuño, Past President
Frank Preskar, Alternate Treasurer/Director
Paul Reeves, Secretary
Steve Kilbreath, Director
Greg McGann, Director

MEHA Board Members not present

Kathy Moore, Treasurer
Tom Moore, Director

Call to Order:

Christine Hughes called the meeting to order at 3:03 pm. The meeting was held by conference call.

Minutes:

The Minutes from the General Membership Meeting held on October 19, 2010 were approved without changes. Crystal N. moved to accept the minutes. Frank P. seconded. Motion carried.

Treasurer's Report :

Frank presented in Kathy's absence. Frank indicated the Kathy thought MEHA may need to file an IRS Long Form due to the account balance exceeding \$25K. Greg asked for clarification on the \$25K number as it related to "Revenue" vs. "Assets". Frank indicated that Kathy would clarify, and update the Board. If an accountant is needed, Theresa Blazicevich was recommended. Or a Helena based accountant could be contacted. See Treasurer's Report dated December 13, 2010.

A profit of \$2,794.00 was earned from the Fall Conference. Kathy is still working on reconciling the checking account as it related to the Wild Apricot online registration and associated credit card charges. The average cost of processing an online credit card payment was \$5.77 per transaction. There were 27 Wyoming registrants, so their costs come to \$155.79. The question was raised as to the cost/benefit of continuing on line registration, as it requires a new level of bookkeeping skills not anticipated by Kathy. Crystal requested information on the proportion of registrants that used online registration.

Kathy has requested an allotment of no more than \$1,500.00 for the purchase of a new computer, as the existing one tends to crash. Kathy has offered to use a personal account at Costco to purchase a new computer that she feels will be powerful enough to manage MEHA business. The intent is to include

Microsoft Office Suite (Word & Excel) The option of Power Point was discussed if it is not included in the Suite. If the cost is expected to exceed the \$1,500.00, the Board would like to decide that as a separate item. Ruth queried about the cost of buying it outright. Nobody knew the answer, but it can be researched.

Karen S. moved to approve the allocation of the \$1,500.00 to purchase a new computer. Steve K. seconded. Motion Carried to buy a new computer for MEHA use.

Christine H. brought up the possible need for other computer hardware, for example; an overhead projector for times when a host facility does not supply them. Ruth indicated that DPHHS may be able to supply a projector.

There was further discussion as to what to do with the existing computer. Certainly, if the computer would be donated (or awarded as a prize to general membership) the memory would need to be erased at a cost of approximately \$100.00. Steve K. indicated that he would see if his IT people could accomplish this for us.

Kathy suggested using \$10,000 of the \$18,097.21 in the MEHA Savings account to purchase a one year CD. Karen had a concern that this would not leave enough for conference planning. Crystal pointed out that \$8,097.21 would remain in the account (minus cost of above mentioned computer), and we will still be collecting registration fees. The Board had concerns that the return on the money (around 2% annual) is too small to tie up the money. The board agreed to investigate further to determine the best course of action.

Committee Reports: Forming New Committee's

- Nominations: Christine H., Karen S., Ruth Piccone
- Awards: Karen S., Ruth P., Steve K.
- Legislation: Tom Moore, Christine H., Crystal N., and Steve K. (as time allows, as his plate is full)
- Articles of Incorporation Any 3 Members. Ruth P. volunteered and Christine will solicit general membership
- Communications: Alisha Johnson (Missoula County), Rod Daniel (Ravalli County)
- Archives: Tim Read, Tom Moore
- Membership: Frank P., Greg M. and Christine will solicit General Membership
- Foundation: Crystal N., Alisha Johnson in addition to Kathy Moore, Theresa Blazicevich and Jeanna McPherson
- Conference Planning: Christine, Ruth, Karen S., Paul R., and Crystal (if the conference is in Billings)

Old Business:

Board is in support of the Safe Chemicals act (TSCA). The board queried if all "Thank You" messages needed to be sent to Fall Conference Presenters and Vendors. Presenters received gifts at the conference, and Crystal sent out thank you notes. Crystal will check with Joe (WEHA) to confirm all presenters have been thanked.

New Business:

In reference to the 2011 Fall Conference; Christine is conducting a feasibility study to determine if a joint conference with MPHA is possible in Billings. Lora Weir has been in contact with Christine as well. The Holiday Inn Grand in Billings was noted as an option for the host facility. There was concern that the General Membership may be reluctant to attend due to the negative association from 2007. Ruth voiced confidence that the GM would accept an explanation of the updated facility.

Issues surrounding a joint conference: MEHA has historically charged \$175.00 for the conference, where MPHA charges \$199.00. Group felt the fees should be the same for the two organizations; therefore MEHA would increase the fee to \$199.00. Since MPHA has been reaching out to bring the groups together, the benefits of a joint conference would serve both groups well. Greg asked about the size of MPHA, Crystal indicated approximately twice the membership. Karen agreed that the fee increase would be acceptable; as long as we keep the scholarships available (many were unused in 2010 according to Crystal. All who applied received the scholarship) Ruth raised the question that if Conference fees increase, can we decrease the membership fee. Christine felt the membership fees could actually be going up as well. It was thought that surplus money could be applied to further education for the GM.

Crystal made a motion to increase the fees (subject to the feasibility study)

Karen S. Seconded motion

Motion Carries

Christine will work on a survey for the GM by the end of January. The survey will address the increased fee's and the idea of a joint conference with MPHA. The board will have a chance to review first.

AMPHO

The preference list of legislative is long at this point, but as Steve pointed out the list will distill down significantly. The lobbyist is asking for a Lead (or more) to attend a conference call each Monday. Karen pointed out that many items are water/wastewater items. Steve was not sure of his role as it relates to MEHA and his Agency position. Greg suggested Theresa B. as an ideal option for this role as she has no local or state affiliations. Christine will open it to GM, and will specifically approach Theresa B., Tim Reid and Shannon Therriault. Steve pointed out that as the size of the group increases, it is harder to get consensus. Ruth and Steve agreed to provide information and explain the impacts of proposed legislation. The importance of information coming from the MEHA perspective as opposed to individuals. Once the hand picked people have been approached, the GM may be solicited, with the understanding that interest does not necessarily guarantee an appointment.

TSEP funding. Any comments on the recent support of the TSEP funding for infrastructure and wastewater. \$18.5 million transferred from general fund to TSEP. Last minute notice is not always the best when trying to address issues in a thorough manner. No substantive comments.

The Mesothelioma Center has requested a link from the MEHA website to share information. The link would provide information on asbestos related issues. The link would be on the MEHA links page, not the homepage. The board agreed that if the information is fact based, and not any form of solicitation it would be appropriate for the web site. Many of our links are more government related as opposed to

information sharing with the general public. Christine asked if anyone had the chance to review the Centers' site. Ruth asked Is the Center a non profit, or a for profit venture? Christine will get more information on the center before the board makes a final determination.

Greg signed off at 4:25pm.

Consensus agenda process. The last general membership meeting took a long time to get through the agenda. Thomas Danenhower made a recommendation to send out documents for approval prior to the meeting for membership review. The process would be a quicker way to make decisions on simple items (eg. Budget, minute's approval). Set up a deadline and a quorum to make votes valid. If issues arise the issue will go to an agenda item. Ruth and Steve indicated interest into looking into this process as MEHA broadens its horizons, the meeting are becoming longer and longer. Christine will approach Tom to invite him to the next conference call for more information.

Next Conference call: **January 20, 2011 @ 9am.**

At 4:32pm Crystal N. made a motion to adjourn.

Steve K. seconded

Meeting adjourned.