

**Montana Environmental Health Association  
Board of Directors Meeting  
Phone Conference 9:00 am  
January 20, 2011**

MEHA Board Members Present

Christine Hughes, President  
Karen Solberg, President-Elect  
Ruth Piccone, 1<sup>st</sup> Vice President  
Crystal Nuño, Past President  
Frank Preskar, Alternate Treasurer/Director  
Paul Reeves, Secretary  
Greg McGann, Director  
Kathy Moore, Treasurer  
Tom Moore, Director

MEHA Board Members not present

Steve Kilbreath, Director

**Call to Order:**

Christine Hughes called the meeting to order at 9:03 am. The meeting was held by conference call.

Guest caller; Thomas Danenhower. MMIA . RE: Consensus Agenda protocols and applications (9:07am)

Tom described how the Consent Agenda is used in other agencies;

Work safe Montana:

- ~19 active members
- Many members...many opinions
- Example items include, executive committee, financial reports, or summary of other meetings such as Labor Management Advisory Council minutes.

These items are summarized and sent out ahead of time for review and comments to the Worksafe MT coordinator, modifications made and final draft re-sent for final review before the next meeting.

- First item on agenda would be the “consent agenda”. Since there has been prior review there is typically little comment, and the items can be quickly dispatched. Compress basic business from 30 to about 10 minutes at the most.
- The board then asks for those opposed (not for those in favor) to speed the process.

MEHA may benefit from such an approach as it is easy to get bogged down with items (as the last general membership meeting illustrated).

That is a summary of the consent agenda...questions?

Christine H.: Is there a person that is responsible for this communication and editing?

Tom: 1 full time staff acts as coordinator.

Christine: for MEHA this seems like a lot of work.

Tom: this is a time saver, but that is because someone has already invested the time. If everyone else has a full time job already, it could get interesting.

Frank: How often do you meet?

Tom: 4x per year

Frank: We only meet twice per year, so many issues get packed into these two meetings.

Tom: meeting only twice may require longer meetings

Christine: Interesting, but is it practical?

Tom: with MEHA lacking a coordinator, it may be difficult to administer.

Christine: the board will re-visit this issue later in the meeting.

Tom: SB 150 meetin Friday @ 3pm. Individual rights to sue public officials. MMIA covers cities and towns, as MACO is to counties. If the bill passes, "nobody" will be able to get liability insurance. This would leave the sanitarian on their own, and would likely inspire many to leave Government, leaving only those willing to work without insurance. This bill would preclude MMIA from representing us.

### **Minutes:**

The Minutes from the General Membership Meeting held on December 16, 2010 were approved without changes. Kathy M. moved to accept the minutes.

Christine: Ruth do you want to be part of the Legislative committee?

Ruth: probably not wise because I work for the department, but want to be in contact with the committee chair. Who is the chair?

Tom M.: that is me.

Ruth P. seconded.

Minutes passed with one correction (Tom as chair of Legislative committee).

*Motion carried.*

### **Treasurer's Report :**

Kathy: Treasurers report sent. Approximately 6% (or \$800 of \$13K for conference) was spent to use credit cards(CC) for payment as opposed to mail in checks.

Total income from conference was \$13,171 with \$800 in expenses. Total cost \$12,730

6% seems a little high in the first 6 months, this average may lower over the course of a full year.

Kathy's questions for the board: Are we willing to lose the 6% for convenience sake? In looking at who used 107 transactions using credit cards, only 47 were MEHA members. Less MEHA members than non-members utilizing the credit card payment. County's typically like paying by check. DPHHS uses checks, DEQ uses a credit card. **Suggestion** would be to look at a full year to obtain a better average.

Crystal N.: It seems MEHA use checks, but it seems a good way to attract non-MEHA members to join us.

Kathy: membership is down a bit, is interested in seeing how many renewals are paid by credit card.

Karen: Is there an option to add a CC fee if one chooses that payment method?

Greg M: Carbon County does this...if CC payment 3% added right off the top. Known industry wide as acceptable method.

Kathy: We can do that.

Greg: There is completion between different outfits, creates competition.

Crystal: This is an option, but during the initial phase, we did not know the cost, and therefore what to realistically add. No baseline transaction fee data @ that time.

Christine: the new \$199 fee will help offset this cost.

Kathy: This does not appear to be a big issue to most members, but it may be to some. People are cost conscience. Adding the fee as was suggested may work well. This will require a lot of work on denises part.

Ruth: suggestion, ride out the year and bring it up at fall conference. Seems like a lot of work, may be best to wait out the year.

Tom(?): Agrees, waiting a year may be best, see what real costs are, then bring it forward.

Greg; Carbon county looking more toward paperless payment. Worth 3%, as it is expected among industry.

Karen: How many Wyoming folks used CC's?

Kathy: 37 WY people used credit cards, and they were then charged this fee placed on WY cost sheet. They will cover their part of the \$800. Wyoming made up about \$150 of the \$800.

Kathy(?): Question: are we splitting the income with Wyoming?

Crystal: Yes, on a percentage basis.

Kathy: Good news, as this brings us below the \$25K income that would require a tax return as opposed to the post card filing. Best news in months. Kathy will send out updated statement with adjusted income amounts. Joint conference exceeded expenses and income, but we came out ok.

Christine: Thought the amount for the computer was \$1,500, is the discrepancy because of the wrong budget sent out?

Kathy: working with numbers to balance income and expenses. The intention is to not spend more than \$1,000 on computer. Board authorized \$1,500, but Kathy will submit receipts

Greg; May need to get a new printer that is compatible with Windows 7

Kathy: Balances Association (Checking) ~\$18,000, Association (checking) ~\$4,000 = ~\$22,000  
No t-shirts sold.

Ruth: Does MPHA do fundraising?

Christine H.: Don not know yet. MPHA has outside sponsors for funds generation

Crystal: They raffle gift baskets. Drawing @ luncheon...different than silent auction.

Ruth: Good to do something different so we are not stepping on each others toes.

Karen: make a *motion* to do a full year trial of CC usage to get a better idea of cost/benefit

Crystal: Second motion

None opposed

*Motion carries*

Tom: *motion* to approve the treasurer's report

Karen: Second motion

*Motion carried*

## **Committee Reports: Updates**

- **Nominations:** Christine H., Karen S., Ruth Piccone  
Ruth: talk to everyone at spring conference. Sending out email trying to get more interest in nominations and awards.  
Karen: has forms used last year.  
Christine: Can set as an administrator in Wild Apricot  
Ruth: prefer to send info to Christine for review and delivery
- **Awards:** Karen S., Ruth P., Steve K.
- **Legislation:** Tom Moore (Chair), Christine H., Crystal N., and Steve K. (as time allows, as his plate is full)  
Tom: How do you want to proceed?  
Christine: Maybe the committee should meet and then come back to Board.  
Karen: MEHA sends out information, and individuals responsible for acting on issues that concern them.  
Ruth: Great to have a committee. Timelines are so short, a delay may leave locals out of the loop.  
Tom: hope to send updates weekly.  
Crystal: MEHA sent a survey last year to determine priorities, maybe we should do again.  
Christine: Do our best to keep everyone informed.  
Greg: Are we looking at specific bills?  
Karen: need to get info out to all members. Get it out as it materializes and send via Wild Apricot.  
Christine: Maybe weekly updates.  
Ruth: may take a daily review  
Crystal: blog may be useful.  
Tom: Blog does not seem to use this forum  
Christine: get info out to membership that this is the forum we will be using  
Ruth: quick way to send emails to all members  
Tom: weekly updates to committee members, then to GM. Encourage the use of the blog.  
Crystal: Leg. Committee needs to meet to determine the best form of communication to GM.  
Crystal: set up meeting on conference call. Monday 1/24/2011 3pm  
Greg: signed off at 9:41  
Tom: committee will meet and generate a Blast eMail  
Christine: meet weekly?  
Tom: play it by ear.  
Crystal: this is a good opportunity to partner with AMPHO.  
Many spoke in agreement.
- **Articles of Incorporation** Any 3 Members. Ruth P. volunteered and Christine will solicit general membership
- **Communications:** Alisha Johnson (Missoula County), Rod Daniel (Ravalli County)  
Christine: Alisha is working on the newsletter.  
Crystal: t-shirt sales in newsletter, but who to contact if you want to buy.  
Order through Frank and Kathy  
Frank: need to look into shipping costs

Crystal: Could hand them off at FDA training.

Frank: wherever advertised price is cost plus shipping

- Archives: Tim Read, Tom Moore

Tom: nothing to report

- Membership: Frank P., Greg M. and Christine will solicit General Membership

Christine: need to do a mailing to try to retain/attract new member. Collect on unpaid dues.

Looking at brochures to see if it is current,

Karen: historically membership spikes before conference.

Kathy: target one month before conference

- Foundation: Crystal N., Alisha Johnson in addition to Kathy Moore, Theresa Blazicevich and Jeanna McPherson

Crystal: No news, just promote hat/shirt sales

- Conference Planning: Christine, Ruth, Karen S., Paul R., and Crystal (if the conference is in Billings)

### **Old Business:**

Christine: What should we do with the old computer.

Kathy: no research, but wiping out the hard drive and donating it may be an option. No interest in purchasing it.

Christine: suggestions

Tom: door prize at spring conference

Crystal: there is a place in Billings that donates them to kids.

Kathy: will just deal with it.

Christine: Revisit \$10,000 into a short term CD. Making more money than in checking

Kathy: would like to invest

Christine: will this put us in a spot for cash?

Kathy: 6 months would have no impact.

Christine: does the board want more research?

Karen: *motion* to let Kathy use her expertise, and do what she sees as best

Tom: second motion

Motion carried, as long as it is a 6 month CD at best rate available.

### **New Business:**

Christine: Did everyone get the results of the survey?

(yes)

60% in favor of joint conference

Some negative comments

Should we proceed with the joint conference

Ruth: seems we could follow the majority and proceed. There will always be negativism. But the comment of MEHA simply building funds should be addressed to GM, so that people are acknowledged.

Kathy: in favor of joint conference, agree that we should address the GM. Should use money to benefit sanitarians can attend if they don't have the money.

Christine: trying to equate equality for the two groups

Crystal: agree. Move forward, but be creative in promoting unity. Not sure of attendance due to topics, get creative in setting up sessions.

Christine: have two planning committees meet to determine overlap.

Karen: concern about losing the wastewater component

Ruth: maybe consider water quality districts or water borne disease to interest both groups.

Karen: a way to have a discount for early registration?

Ruth: give a shirt with early registration

Christine: MPHA would have to agree

Crystal: *Motion* to move ahead with joint conference at \$199 rate

Ruth: Second motion

Motion carried

None opposed

Christine will keep board apprised of new information

Christine: return to consent agenda. What does board think? Concern in the amount of work involved

Ruth: sounds pretty similar to what we already do. Adds one more layer

Paul: we do not have a full time FTE

Crystal: is a conference call an option?

Kathy: iLinc options.

Ruth: good ideas but adding work. Adding meetings probably not decrease workload. Maybe be more organized.

Kathy: info sent out early, but it did not seem to make much difference

Tom: our "diverse" membership likes to share thoughts

Karen: felt rushed, maybe schedule it in the morning.

Crystal: difficult when eating at the same time. Gm likes to be kept informed, but generally want the board to figure it out.

Christine: allow 2 hours for the meeting, continental breakfast?

Christine: get information out early and send out a sample ballot for familiarity with topics

Ruth: Legislation will be over.

Crystal: collect votes prior to meeting?

Christine: that may require a change in the bylaws.

Ruth: topic specific, some issues easy, other more complex.

Christine: seems the consent agenda was a good thought, but it may not be feasible due to work load  
Should we look at iLincs etc?

Kathy: will get prices together and email them to Board for consideration.

Christine: next topic Public Health Improvement Task Force. Voted to keep Jennifer Pinnow as rep. How does the board want updates? Should we invite her to conference calls to give a verbal summary.

Karen: unclear on what PHITF does. Maybe invite her to introduce the group, and then to attend a couple meetings per year.

Christine: will contact Jennifer, and invite to February meeting.

Christine: spring conference. Contacted Melissa about, MEHA luncheon on last day. After FDA and before FCSS updates. Concern that people will be leaving. Is it possible to have the meeting on the 13<sup>th</sup>.

Paul: can ask FDA folks if that is a possibility.

Crystal: is it at a hotel? Do they have a restaurant?

Christine will work with Melissa. Discuss next month.

Next Conference call: **February 17, 2011 @ 2pm.**

At 10:26am

Kathy: made a *motion* to adjourn.

Karen: seconded

Meeting adjourned.