

Montana Environmental Health Association
Board of Directors Meeting
February 17, 2011

MEHA Board Members Present:

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

MEHA Board Members Absent:

Paul Reeves, Secretary

Call to Order: Christine Hughes called the conference call to order at approximately 2 pm.

Minutes: Kathy moved to approve the board meeting minutes held on January 20, 2011. Ruth seconded the motion and the motion carried.

Treasurer's Report: Kathy emailed her report to the board (attached). Expected revenue typically comes in closer to the conference time. All expenses from fall conference are paid, aside from what is owed to WEHA. Over-all budget appears tight. Kathy expects the IRS to notify her about the need for MEHA to file a tax return. The computer and software have not been purchased yet. The board agreed to continue on-line activities. Reconciliation with the bank account via web and two methods of accounting (cost or accrual) complicates our budget. The budget proposed in October 2010 contained an error. Correction has been made on this report and will be presented to the membership this spring. Kathy suggested third party auditing to catch errors and ensure honesty. Kathy and Steve will look into options and present them at our next meeting. Karen motioned and Crystal seconded the proposed payment to WEHA. Motion passed. Tom proposed approval of the treasurer's report, Greg seconded, and the motion passed.

Committee Reports:

- * **Nominations & Awards:** Ruth plans to solicit nominations and awards at the spring conference during the MEHA meeting or breaks, which has been successful in the past. Ruth will also draft a message for Christine to distribute before the conference. Greg raised concerns about having a quorum at the spring conference. Ruth suggested holding the meeting at lunch break to encourage attendance. Ruth will circulate a list of board positions for the board to determine vacancies for fall elections.
- * **Articles of Incorporation:** Ruth reported no activity. Christine will send an email to MEHA members encouraging participation.
- * **Legislation/Resolutions:** Tom announced the legislative committee meeting schedule. Ruth explained her suggested change to Missoula's amendments of HB 559. The board joked and commiserated.
- * **Conference Planning:** Christine described the course time frames, 5 tracks and 3 shared keynote speakers. The half day on Monday adds CEUs and time for water/wastewater topics. Awards ceremony time not set yet. The "call for speakers" form is completed and will be sent out soon. MPHA scheduling is keeping us organized. Speakers will be set by July. Next conference meeting is Feb. 25th.
- * **Membership:** Greg hopes the Billings conference will attract more people.

- * *Communications:* Christine will ask Denise Moldroski to move the MEHA newsletter to the front page.
- * *Archives:* Tom reported no activity.
- * *Foundation:* Chrystal reported no activity. Once Kathy is finished with the accounting, she will set up a meeting. Note: the foundation accounting is one tab of the treasurer's report.
- * *Workforce & Professional Development:* Steve recounted a good discussion of the SIT handbook dissemination, formal core competencies, and succession planning for the profession. Steve expects to have additional information at the spring conference.

Old Business:

- * *Certificate of Deposit:* Kathy reiterated the CD has not been purchased yet.
- * *Public Health Improvement Task Force:* Jennifer Pinnow is scheduled to join our call next month.

New Business:

- * *Spring Conference:* Christine announced the spring conference details, set for April 12-14 at the Holiday Inn Great Falls in conjunction with FDA training. Kathy needs to know about food funds by next meeting. Previous methods of collecting lunch money with registration was brought up. Christine will discuss options with Melissa and Paul.
- * *Future Discussion Ideas:* With our bank account strong with money in reserve, the board wants to consider returning the investment to the members. Suggestions proposed are professional development, a lobbyist, and/or an executive conference planner (like MPHA).

Next Conference Call: Next board meeting will be March 17, 2pm. A Butte location was suggested in jest. Christine asked for agenda items ASAP.

Adjournment: Tom motioned, Kathy seconded, and the board agreed the meeting be adjourned at approximately 3:30 pm.