

**MICHIGAN ENVIRONMENTAL HEALTH ASSOCIATION
ANNUAL BUSINESS MEETING
March 25, 2010 @ 4:00pm
Bay City, Michigan**

AGENDA

- I. CALL TO ORDER—Board Roll Call**
- II. ADDITIONS TO THE AGENDA**
- IV. SECRETARY’S REPORT**
 - A. Review and approval of the March 19, 2009 Annual Business Meeting Minutes**
- V. TREASURER’S REPORT**
 - A. Review and approval of the 2008-2009 Annual Financial Report**
- VI. PRESIDENT’S REPORT**
 - A. Presidential Summary**
- VII. SPECIAL RECOGNITION**
 - A. Annual Education Conference Planning Committee**
 - B. Corporate Sponsors**
 - C. Silent Auction**
 - D. Exhibitors**
- VIII. NEHA REPORT**
 - A. Delegate Report – Gene Paez**
- IX. IAFP REPORT**
 - A. Delegate Report – Lynne Madison**
- X. COMMITTEE/LIAISON/AFFILIATE REPORTS AND RECOGNITIONS**

COMMITTEES

- A. Annual Education Conference Planning Committee**
- B. Audit Committee**
- C. Awards Committee**
- D. Bylaws/Constitution/Policies and Procedures Ad Hoc Committee**
- E. Continuing Education Committee**
- F. Endowment Committee**
- G. Membership Committee**
- H. Nominations & Resolutions Committee**
- I. Professional Development Committee**
- J. Technology, Networking, and Marketing Committee**
- K. Website Ad Hoc Committee**
- L. Licensure Ad Hoc Committee**
- M. Technical Advisory Council Ad Hoc Committee**

AFFILIATE REPORTS

- A. UPEHA**
- B. NMEHA**
- C. SEMEHA**
- D. SWMEHA**

XI. NEW BUSINESS

A. Location of Upcoming Conferences

- 1. 2011 Wastewater Conference (January)—Kellogg Center, MSU**
- 2. 2011 AEC (March)—Traverse City**

XII. ELECTION RESULTS

- A. Treasurer**
- B. SW Representative**
- C. Director-at-large**
- D. President-elect**
- E. Strategic Fund Ballot Question**

XII. Passing of the MEHA Presidential Gavel to Lynne Madison

XIII. ADJOURNMENT



MICHIGAN ENVIRONMENTAL HEALTH ASSOCIATION

An organization of professionals dedicated to the improvement of health through management of the environment.

MICHIGAN ENVIRONMENTAL HEALTH ASSOCIATION ANNUAL BUSINESS MEETING MINUTES

March 19, 2009

DRAFT

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held their Annual Business Meeting on Thursday, March 19, 2009 at the Park Place Hotel, Traverse City, Michigan. President Bob Paulus called the meeting to order at 5:12 p.m.

II. BOARD ROLL CALL

Roll Call by Secretary:

Members Present: Bob Paulus, Lynne Madison, Gene Paez, John Texter, Nancy Atwood, Adeline Hambley

Members Absent (unexcused): Ken Priest, Janet Phelps, and Tracy Nelson

Members Absent (excused): Erin Miller, Darren Bowling

III. ADDITIONS TO THE AGENDA

Addition by Pat Donovan:

XI. New Business

B. Attendance by Executive Board to the Annual Business Meeting

Motion by Gene Paez and seconded by Nancy Atwood to accept the agenda as amended. Motion passed unanimously on a voice vote.

IV. SECRETARY'S REPORT

A. The minutes of the March 13, 2008 Annual Business Meeting were distributed and reviewed.

Motion by Bruce DuHamel and seconded by Kim De Mars to accept the minutes as presented. Motion passed unanimously on a voice vote

V. TREASURER'S REPORT

A. The Treasurer's Report dated July 1, 2007 through June 30, 2008 was reviewed.

There was general discussion regarding the current balance of accounts. Pat Donovan questioned who authorized the movement of funds from the reserve fund into the checking account? Bruce DuHamel stated that upon approval of the Treasurer's Report by the Board the movement of funds was essentially approved.

Randy Hill asked how the Reserve Fund grows. It was explained that the Board would have to authorize transfer of funds from the main checking account into the Reserve Fund.

Concerns were raised about the transfer of funds without the proper signatures required to do so. Currently the Policies and Procedures on the movement of funds are unclear; the Board will look into this at future board meetings. Gene Paez stated that recently a Finance Committee has been formed to review these policies and suggest changes were they may be needed.

Motion by Bruce DuHamel and seconded by Kim De Mars to accept the Treasurer's report as submitted. Opposed—2. Motion carried on a voice vote.

VI. PRESIDENT'S REPORT

A. President Bob Paulus stated there are 3 main goals during the year.

1. Licensure

MEHA is currently on track in this effort. The language has been drafted and we are moving forward. President Paulus thanked the Licensure Committee for all of their hard work on this effort.

2. Web-site Development

A new laptop was purchased to allow for the keeping of records and easier updates to the website. The website also now has a forum where members can go to discuss various topics. The MEHA Journal has also gone electronic.

3. Endowment Fund

The MEHA Board did not agree on the movement of Endowment funds out of current investments into a more stable account. Steps are being taken to develop policy regarding finances and the Endowment fund, so money can be better protected.

President Paulus also discussed MALPH and the current contract. Currently 70% of membership revenues are spent on MALPH. President Paulus stated that he is not sure

MEHA is getting enough out of this large expense, and suggested MALPH is overcharging. He stated that this needs to be examined in the coming year, and possible alternatives researched.

Bruce DuHamel stated that MALPH is an association for public health, and takes offense with some of President Paulus' remarks. Mr. DuHamel stated it is unfair to the association to make these statements.

President Paulus stated that no RFP's (requests for proposals) had been previously sent out. With dwindling memberships, MEHA can no longer afford the services at the rates charged by MALPH. Currently the membership dues bring in \$21,965 of which \$15,945 was spent on services provided by MALPH. The newly formed Finance Committee is to look in to creating a RFP that would be sent out next year.

VII. SPECIAL RECOGNITION

A. Annual Educational Conference

President Paulus thanked Nancy Atwood and her committee for their work in putting together the AEC, and minimizing costs in a tight budget year. Bob presented Nancy with a plaque. Nancy thanked her committee and AEC Conference sponsors and exhibitors.

Conference Sponsors—Meijer, Wal-Mart, SEMEHA, MDA

B. Corporate Sponsors

President Bob Paulus wanted to sincerely thank the MEHA corporate sponsors, including Boss Engineering, Gil Daws Associates, Infiltrator Systems, and Sword Solutions.

C. Silent Auction

The winners of the silent auction were announced, and over \$1000 was raised for the Endowment Fund. President Bob Paulus sincerely thanked all participants.

D. Exhibitors

President Paulus sincerely thanked the exhibitors at this year's AEC, including AKIHA Manufacturing LLC, Foster Trenching Inc., Milan Supply, NSF International, No Spills, and Underwriters laboratories.

VIII. NEHA REPORT

Bob Paulus reported that twelve hundred Environmental Health Professionals attended the NEHA conference in Tucson, Arizona. Bob reported that NEHA is facing similar challenges as MEHA with declining membership. Bob urged MEHA members to consider what NEHA could do to help affiliates.

IX. IAFP REPORT

Gene Paez reported that eighteen hundred professionals came together in Columbus, Ohio for their annual meeting. He reported that there were many Department of Agriculture employees in attendance, but none from Michigan. Michigan is, however, one of the largest affiliates of IAFP, and Gene urged MEHA members to try and attend future IAFP conferences.

X. COMMITTEE/LIAISON/AFFILITATE REPORTS

Motion by Al Hauck and seconded by John Gohlke to accept the committee reports as published in the business packet. Motion passed unanimously on a voice vote.

Affiliates—as reported in the business packet.

XI. NEW BUSINESS

A. Location of Upcoming Conferences

- a. Groundwater/Wastewater—to be held every other year, not held in 2009
- b. Food Protection Conference—Bay City 2009
- c. 2010 AEC—no location determined as of yet.

B. Attendance by Executive Board to the Annual Business Meeting

Pat Donovan pointed out that there were 2 board members with excused absence from the annual business meeting. However, there are three sitting members that were in attendance at the conference that did not show up for the meeting. This item will be discussed at a future board meeting so that board members understand the importance of attending all meetings held, and possible consequences of unexcused absences.

XII. ELECTION RESULTS

Kimberly De Mars, Chair of the Nominations & Resolutions Committee announced the results of MEHA's annual election. Kim encouraged all members to step forward and run for offices in the future.

- UP Representative – Scott Barr
- Director-at-large Representative – Chris Klawuhn
- President-elect – Lynne Madison

Kimberly De Mars and Bob Paulus thanked all nominees for running for office. Ballots will be held for 30 days.

XIII. PASSING OF THE PRESIDENTIAL GAVEL TO GENE PAEZ

Bob Paulus thanked the Board for their work and noted that he enjoyed working with them. Bob Paulus then passed the MEHA Presidential 'hammer' to incoming President Gene Paez. Gene Paez accepted and briefly discussed his plans for the upcoming year. He discussed the challenges ahead with dwindling membership, and the possibility of a single yearly 'mega conference'. President Paez asked for a motion from the floor to adjourn the meeting.

XIV. ADJOURNMENT

Motion by Larry Johnson and seconded by Brian Cecil to adjourn the Annual Business Meeting. Motion passed unanimously on a voice vote.

The meeting was adjourned at 6:29 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Adeline Hambley, REHS".

Adeline Hambley, REHS
Secretary MEHA
March 19, 2009

Annual Treasurer's Report

July 1, 2008 – June 30, 2009

CHECKING ACCOUNT:

Beginning Balance: 7/1/2008	\$ 15,219.94
DEPOSITS AND ADJUSTMENTS:	\$ 92,360.97
DEBITS:	(\$82,329.94)
ENDING BALANCE:	\$ 25,250.97
BUSINESS CHECKING	10.00

INVESTMENT ACCOUNTS:

BEGINNING BALANCE 7/1/2008		ENDING BALANCE 6/30/2009
\$14,289.27	STRATEGIC FUND	\$11,714.43
\$ 9,852.69	RESERVE FUND	\$ 9,901.19
\$83,650.68	ENDOWMENT FUND	\$69,658.23

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TOTAL CASH ON DEPOSIT (ALL ACCOUNTS)
\$116,534.82

Respectfully Submitted,

John F. Texter
July 30, 2009

MEHA
Committee Annual Report
2010 AEC

Name of Committee:

Annual Education Committee

Committee Chair:

Nancy Atwood

Committee Members:

Nancy Atwood
Bob Paulus
Dave Peters
Holly Gohlke
Ken Priest
Lynn Madison

Board Liaison:

Bob Paulus

Charges:

- Obtain and use the Conference Planning Packet.
2. Develop the program for the AEC (see Policy 22 in the MEHA Policy & Procedures Manual), coordinating with the Recreational Waters Conference Planning Committee.
3. Provide MEHA Board with conference budget proposal 6 months before the conference. Proposed budget is to be submitted in standard format provided by the Board.
4. Provide the revenue & expense statement from the conference to the Treasurer within 90 days from the conclusion of the conference (use standard format).
5. Committee shall consult with the Board Liaison before finalizing and/or printing their conference brochure.
6. Obtain Governor's proclamation.
7. Submit committee's annual report to Secretary by February 15th.

Accomplishments:

In 2009 the conference had a total of 205 registrants. This number includes speakers, students and partial registrants. 93 of the 205 registrations were full conference registrations.

After a review of the conference revenue and debits by Nancy Atwood and Ron Grime it was determined that the income generated by this conference was \$7,777.20. This was corrected for additional registrations in June 2009 to \$8,576.58

Suggestions for next year:

Complete the conference planning by November 2010 in the event that we continue to use Cvent so that all of the conference details can be released on Cvent by December 2010.

**FINANCIAL AUDIT COMMITTEE REPORT
MICHIGAN ENVIRONMENTAL HEALTH ASSOCIATION
JULY 1, 2008 – JUNE 30, 2009**

CHARGE: Perform an annual audit of the financial records of the Association. This audit is a non-accounting professional review and analysis of the financial records of the MEHA financial for the year identified.

The audit committee composed of Maureen Pfund, Ron Grimes, and Harry Grenawitzke met with MEHA Treasurer John Texter on February 12, 2009 to review the financial records of the Association. The committee examined the deposit/transaction records, cash flows, monthly reporting activities, conference budget reports, and the overall management of the Association’s assets. We also reviewed the actions taken by the Board as a result of the 2007-08 audit. The Committee assessed the overall financial picture of the Association, and as a result is making several recommendations to improve the financial health of MEHA especially considering the impact that the state economy is having on it. Transactions are recorded using a Quicken software package that is backed up on a disk stored at the office of the Treasurer. Additionally copies of all records are stored on a dedicated flash drive stored at the home of the Treasurer. Hard copy of every transaction and bank statements are maintained by the Treasurer.

The Audit Committee thanks the Board for the decisive actions taken as a result of the last audit recommendations. Specifically the Board took the following actions.

1. Appointed Lynn Madison to oversee the administration of all grants and separate tracking of grant revenues and expenses.
2. Created a policy for use of targeted funds (Endowment, Strategic, and Reserve) and investments and a mechanism for formal review of funds and investments. (While we saw the draft document, we did not review the final form. We would appreciate the opportunity to do that.
3. Formally established a Finance Committee that meets quarterly. It includes the Treasurer, President, President Elect. (You might want to consider adding the Audit Chair to that Committee.)
4. Renegotiated the MALPH contract that provided for a 30% reduction in expenses from the previous year. Much of that reduction will not be seen until the 2009-10 budget year because of timing of completion of the contract.
5. Created a policy whereby the Treasurer has the authorization to transfer up to \$1,000 from the Reserve Fund to the Checkbook without specific Board approval.
6. President, Secretary, Treasurer and President-Elect are now bonded.
7. Established a policy for seven year record retention for financial records.
8. Created an Internal Revenue Service Report file.

Our review of the financial records for the fiscal year of July 1, 2008 – June 30, 2009 revealed that MEHA had a net operating loss of \$1770.30. While this number differs from the Treasurer’s annual report to the Board, our financial report reflects two budgeted items that need to be excluded from the Association’s general fund. They are the silent auction proceeds and the MDA grants. This is discussed further in this report. As a result, the revised revenue and expense annual report is reflected in the following chart.

REVENUE CATEGORY	2008-09 ACTUAL REVENUE	2008-09 BUDGETED REVENUE
Annual Corporate Sponsors	\$1,500.00	\$2,000.00

Conference Exhibitor Fees	\$4,933.13	\$2,500.00
Conference Income	\$6842.20	\$2,000.00
Conference Registrations	\$37,962.00	\$40,000.00
Conference Sponsors	\$6746..00	\$4,000.00
Donations	\$592.30	\$0.00
Interest from Checking	\$10.88	\$0.00
Membership Dues	\$17,565.00	\$16,000.00
Sale of Educational Materials	\$240.00	\$150.00
Shipping and Handling	\$124.00	\$40.00
Miscellaneous		\$10.00
TOTAL INCOME	\$76,515.51	\$66,700.00
EXPENSE CATGORY	2008-09 ACTUAL EXPENSE	2008-09 BUDGETED EXPENSE
14.18% Indirect Expense	\$2,314.51	\$2,500.00
AEC Printing & Copying	\$111.77	\$0.00
Annual Planning Session	\$2,989.75	\$2,500.00
Awards & Scholarships	\$1,689.35	\$2,100.00
Board Expense	\$3,508.52	\$3,000.00
Conference Expense	\$48,046.35	\$35,000.00
Conference Refunds	\$515.00	\$200.00
Food Printing & Copying	\$319.05	\$0.00
GW Printing & Copying	\$9.00	\$0.00
IAFP Conference Expense	\$1,484.11	\$0.00
MALPH Management Fee	\$14,367.21	\$14,000.00
MEHA Communications	\$207.89	\$0.00
MEHA Printing I& Copying	274.17	\$1,500.00
Supplies	\$192.63	\$50.00
Miscellaneous Exp.	\$0.00	\$250.00
Phone	\$572.54	\$600.00
Postage	\$27.21	\$0.00
Postage and Mail	\$1,382.35	\$1,500.00
Website	\$274.40	\$2,500.00
TOTAL EXPENSES	\$78,285.81	\$65,700.00
GAIN/LOSS	(\$1770.30)	\$1,000.00

The Treasurer has not, as of the audit date, transferred the net proceeds (\$2145.68) from the Silent Auction held during the March, 2009 AEC to the endowment fund. The actual silent auction revenue was \$4785.00 and the expenses were \$2,639.32. This was because at the time of the AEC there were concerns about cash flow and having enough funds to cover conference expenses. Second, the Committee also did not consider the revenue from the MDA grant of \$10,481.46 or the expenses charged against the grant of \$1,041.46 as Association revenue or expense because all grant revenue needs to have matching expenses that are directly or indirectly attributed to it.

However, because of the proceeds from the grant and that of the silent auction proceeds have not yet been transferred to the endowment fund, the checkbook balance is substantially higher. The Committee further noted that while expenses for the conference exceeded budget and the management fee exceeded budget, the full extent of previous year's losses were not recognized by the Board until almost eight

months into the 2008-09 fiscal year. We recognize and applaud the Board for the decisions it made as a result of last year's audit to address the Association's financial issues. They clearly made a difference. Because the Conference is the most significant revenue source for MEHA, it is appropriate to summarize its impact and compare it with the previous year's results. Please note that there were four conferences in 2008-09 fiscal year compared with two in 2007-08..

REVENUE CATEGORY	2008-09	2007-08	DIFFERENCE
Conference Exhibitors	\$4,933.13	\$3,220.00	\$1,713.13
Conference Income	\$6,842.20	\$1,499.00	\$5,343.00
Conference Registration	\$37,962.00	\$28,558.00	\$9,494.00
Conference Sponsors Donation Income	\$6,746.00 \$592.30	\$7,075.00 \$0.00	(\$329.00) \$592.30
TOTAL REVENUE	\$57,075.63	\$40,352.00	\$16,723.63
EXPENSE CATEGORY	2008-09	2007-08	DIFFERENCE
Conference Expense	\$48,046.35	\$40,341.29	(\$7,705.06)
Conference Refunds	\$515.00	\$95.00	\$420.00
Printing & Copying	\$439.82	\$583.90	(\$144.08)
AEC Award Plaques	\$854.35	N/A	\$854.35
Postage	\$21.84	N/A	\$21.84
TOTAL EXPENSES	\$49,877.36	\$41,020.19	\$8,857.17
GAIN/LOSS	\$7,198.27	(\$668.19)	\$7866.46

These revenue and expense figures reflect what was actually deposited in the operating account and the actual expenses attributed to the conferences for both years.. It is clear that efforts to improve the turnout at the AEC proved successful and the effort to increase conference exhibitors and income helped to improve the overall health of MEHA this last year. According to the Treasurer, the Groundwater & Wastewater Conference netted \$1,722.45; the Food Protection Conference netted \$9,206.73 after adding the \$10,000 MDA grant funds; the Onsite Wastewater Conference netted \$3,800.00; and the AEC netted \$7,675.81 after including MDA grant funds. The grant proceeds, which are not reflected in the charts, clearly made the conferences a financial success. Also, it is noted that the Onsite Wastewater Conference incurs no expenses as MEHA receives a check representing one third of the proceeds. Further the Board and the membership should recognize the value that the conference(s) have in allowing MEHA to operate.

In the membership dues category, the following chart reflects changes in dues revenue.

	2008-09	2007-08	DIFFERENCE
MEMBERSHIP DUES	\$17,565.00	\$21,965.00	(\$4,400.00)

Based on \$45.00 membership rate, dues revenue shows a loss of approximately 98 members in 2008-09 from 2007-08. (The reason that when you divide \$17,565.00 by \$45.00 you do not get an even number is because some members have paid a late fee.) Paid memberships to MEHA reflect only 390 current members. At one time MEHA membership was over 700. This is a 45% drop in paid memberships over the last few years. This also helps explain why the Association needs to continually monitor expenses, as membership is the foundation of MEHA's existence. The Board should take steps either

itself or through the Membership Committee to encourage practicing Sanitarians to belong to their State Professional Society.

The Audit Committee also noted that of our revenue from membership dues paid (\$17,565.00) MEHA paid MALPH \$14,367.21 in management fees plus \$572.54 for the telephone for a total of \$14939.75. This expense represents 85% of MEHA's dues revenue. This compares with last year's 72.6% of dues revenue going to MALPH. This leaves only \$2,625 for other board expenses including the Board Planning retreat and the President's and President Elect's expenses to attend NEHA and IAFP.

The Board will recall from last year's report that of December 31, 2008 (six months into the fiscal year) the checkbook balance was approximately \$6,000.00. As of December 31, 2009, the checkbook balance was \$21,051.19. While this is a healthy increase and clearly reflects the proceeds from the grant and the silent auction from the 2009 AEC, there are some expenses that need to be paid. First, the Treasury needs to pay the Endowment fund the proceeds from the silent auction for the last two years. This amounts to \$5,076.00 (\$2,145.68 from 09 and \$2930.32 from 08). Second, MEHA needs to reimburse the Reserve account for the \$9,000 that was borrowed to balance the budget for 2007-08. Because of the financial uncertainty of the AEC this year, it would be unwise to pay it all this year. However, we do believe and the Treasurer agrees that the Board should authorize the Treasurer to pay the \$5,076.00 to the Endowment fund for the Silent Auction proceeds and to reimburse the Reserve Fund \$4500.00. That will still leave a checkbook balance of over \$10,800 to finish the fiscal year.

The Audit Committee also as we noted last year verified which financial records are maintained at the MALPH office and which records are maintained by the Treasurer. This will be completed prior to next year's audit.

AUDIT COMMITTEE RECOMMENDATIONS FOR MEHA BOARD ACTION

As a result of our audit the Committee makes the following recommendations for MEHA Board action:

1. While it is not the Committee's responsibility to direct the Board on how to spend the revenue's that it receives, we believe that the Board needs to again reduce expenses where possible until it can determine the success of the AEC. The drop in membership seriously impacts the funds necessary for continuing its past traditional expenses. This includes reviewing the contract with MALPH, evaluating the value of the annual Board retreat, need to send a representative of NEHA, etc. to determine if these expenses are justified considering the financial condition of the Treasury, review anticipated conference expenses to assure that the AEC will be profitable. It may be necessary to increase efforts to use volunteer members to run the business of the Association rather than rely on paid staff as a result of the significant decline in membership.
2. Reimburse the Reserve Fund \$4500.00 as discussed earlier and appropriate \$4500.00 in the 2010-11 budget to fully reimburse the loan.
3. Transfer the proceeds from the Silent Auction from the last two years (\$5,076.00) to the Endowment Fund as designated.
4. Eliminate the designated phone at MALPH. The Committee noted that phone charges are \$46.55 per month plus \$.18 per **local** call. The phone bills also show that in the last year the phone had only 300 calls. That means each local call was approximately \$1.90. With electronic messages today, there is little need for this expense.
5. Establish a system to assure that MALPH financial records for Association revenue match with the Treasurer's records. Currently there is no system to assure that all funds received by MALPH actually are remitted to MEHA. (Previous Audit Recommendation)
6. Complete implementation of a mechanism to track all funds received from conferences to assure that monies are being credited or debited to the correct accounts. (Previous Audit Recommendation)

7. The Committee concurs with the Board Decision to conduct a full financial audit at the change of the Treasurer. However, because our books have never been formally audited and the Association is now seeking and accepting grants, we continue to believe MEHA needs to fund this activity. (Previous Audit Recommendation.) The Committee has accepted a further charge to seek the names of person's or organizations that can do this work and to identify costs for the Board. Hopefully we can find someone who can donate their services.
8. Develop and implement an action plan specifically designed to attract membership. With local budgets being cut, many health organizations will no longer pay dues for its staff to belong to MEHA. As a result, we believe that the Board should focus efforts on promoting and marketing the value of MEHA membership.
9. The Board needs to continue to seek other sources of revenue such as seminars and new technology conferences that can provide continuing education, but also enhance the finances of MEHA.

In conclusion the Audit Committee would like to thank John Texter for his valued assistance with our work. It is our hope that the Board will take timely appropriate action to address all recommendations contained herein.

Respectfully submitted,

Harry E. Grenawitzke, RS, MPH, DAAS

Ronald Grimes, RS, MPH, DAAS

Maureen Pfund, RS

MEHA
Committee Annual Report
2010

Name of Committee: Award

Committee Chair: Richard Fleece & Joe Crigier.

Committee Members: Harry Grenawitzke, Steven Tackitt, John Gohlke, Jeff Reicherts, Eric Pessel, Larry Johnson ,

Board Liaison: Darren Bowling

Charges:

1. Secure nominations and recommend individuals to the Board (at January Bd. Mtg.) for recognition at the AEC Awards Ceremony.
2. Order awards (including plaques for departing board members).
3. Designate a member to serve as presenter at the Awards Banquet.
4. Notify award winners.
5. Notify MEHA's national affiliates (NEHA) about the recognitions received by MEHA members.
6. Develop press releases for "hometown" media when members are elected or receive an award.
7. Develop strategy on soliciting nominees for all awards.
8. Review deliberation Policy
9. Submit committee's annual report to Executive Board by February 12th.

Accomplishments:

1. done
2. done
3. done
4. done
5. underway
6. underway
7. underway
8. under continuing review by the committee
9. delivered at Feb board meeting

Suggestions for next year:

Change charges to reflect the approved P&P for awards
Continue Committee work

MEHA
Committee Annual Report
2010 AEC

Name of Committee:

Constitution & Bylaws and the Policies & Procedures Ad Hoc Committee

Committee Chair:

Dana DeBruyn

Committee Members:

Ken Bowen

Board Liaison:

Dana DeBruyn/Gene Paez

Charges:

Secure the most current documents available.

Compile the documents into a digital format that is user friendly, properly formatting, and easy to update.

Make this available on www.meha.net

Accomplishments:

Documents received and information merged. Formatting completed. Both documents now have a Table of Contents and links to that Article, Section, or Policy for easy navigation.

The draft Policy and Procedure Manual now includes some approved documents that were never formally merged into this document. It also includes a place where the MEHA board can document the date of any revision to that particular policy or procedure.

As of February 2010, these two documents have not completed Board review. Once that is done, the intent is that they will be posted to the www.meha.net and replace the other versions.

Suggestions for next year:

To change the Constitution, the entire membership needs to vote on it at an AEC. Some minor updates and edits to the Constitution and By-Laws may be something that the Board would want to look into for 2011.

The Board should focus on updating the Policy and Procedures. This should be an active part of the Strategic Planning session. Each Chair and Liaison should focus on their section and compare the P&P with Committee Charges and other pertinent documents and activities. Edits should be drafted to the manual and reviewed by the Board per policy.

MEHA
Committee Annual Report
2010 AEC

Name of Committee: Continuing Education Committee

Committee Chair: Barbra Nickels

Committee Members: Paul Barry, Ruth Habalewsky

Board Liaison: Lynne Madison

Charges:

1. Review CEU applications and maintain a record of credits awarded to members.
2. Maintain a separate tabulation of individual members food service related CEU's from their total CEU's earned for the year.
3. Utilize the CEU display board at MEHA's AEC.
4. Publish CEU updates and CEU applications in the quarterly newsletter and on the web page.
5. Devise innovative means to achieve CEU's for those unable to attend the training sessions and conferences.
6. Submit committee's annual report to the secretary by February 15th.

Accomplishments:

1. Reviewed CEU applications and maintained a record of credits awarded to members.
2. Maintained a separate tabulation of individual members food service related CEU's from their total CEU's earned for the year.
3. Utilized the CEU display board at MEHA's AEC.
4. Published CEU updates on the web page.
5. Submitted the annual report to the secretary by February 15th.

Suggestions for next year: None

MEHA
Committee Annual Report
2010 AEC

Name of Committee: Endowment Committee

Committee Chair: Tricia Dreier

Committee Members: Adam London, Terry Anderson (emeritus), Virgil Cimala, Tom Olson (emeritus), John Johnson, John Texter, Jennifer Kosak, Suzanne Kidder, Carol Austerberry

Board Liaison: Chris Klawuhn

Charges:

1. Continue to coordinate the development and management of the Endowment Fund.
2. Explore, develop, and implement projects that may add financially to the Endowment Fund.
3. Organize the AEC Silent Auction, solicit money or prizes from the membership/industry/etc and place a notice in the Fall/Winter MEHA publication requesting member input.
4. Submit committee's annual report to Secretary by February 15th.

Accomplishments: Successfully held 2 fundraising events during 2009. The Annual MEHA AEC Silent Auction and the Annual MEHA Endowment Golf Outing. Planning is in progress for both of these events in 2010.

- 2009 AEC Silent Auction was held at the Park Place Hotel in Traverse City. The silent auction raised \$1,178.12 for the Endowment Fund. The 2010 AEC Silent Auction will be held at the Doubletree in Bay City on March 24 & 25.
- 5th Annual Endowment Fund Golf Outing was held on September 11, 2009 at the Emerald in St. Johns. This outing raised about \$1,000 for the Endowment Fund. The 6th Annual Endowment Fund Golf Outing will be held at the Emerald in St. Johns on Friday, September 24, 2010 with a shotgun start at 10AM.

Suggestions for next year:

- More MEHA Board participation in fundraising events. Participation could include donating items for the silent auction, bidding on items at the silent auction and participating in the Golf Outing.

MEHA
Committee Annual Report
2010 AEC

Name of Committee:

Membership

Committee Chair:

Kevin Halfmann

Committee Members:

Larry Johnson
Tracy McDade

Board Liaison:

Darren Bowling

Charges:

1. Publish biannual membership directory on even years. **The committee is currently updating the membership directory and plans to distribute it at the AEC in March 2010.**
2. Maintain the “Historical Development of MEHA” information sheet. **The committee has updated the historical section and brought it up to date.**
3. Review the new membership packet, and update as needed. **Ongoing**
4. Submit committee’s annual report to Secretary by February 8th. **Complete**
5. Pursue methods of increasing MEHA membership. **Ongoing**

Accomplishments:

2010 Membership Directory (including reformatting) to be completed for AEC.

Obtained commitment for partial sponsorship of 2010 membership directory.

Suggestions for next year:

MEHA
Committee Annual Report
2010

Name of Committee: Nominations and Resolutions Committee

Committee Chair: Kimberly De Mars

Committee Members: Pat Donovan – MDNRE, Mary Malta – Macomb County Health Department

Board Liaison: Scott Barr

Charges: Enlist members to run for board positions for the 2010 MEHA Board. Create a ballot proposal for presentation to the membership regarding the strategic fund initiative ballot question in 2010

Accomplishments: MEHA has candidates running for the President-Elect, Member at Large and Southwest Representative and Treasurer. Created a ballot proposal for presentation to the membership regarding the strategic fund.

Suggestions for next year:

To continue to search for the best candidates to fill upcoming MEHA Board vacancies.

Revise the Candidate Data Sheet to include a short bio to be used on the Web-site

MEHA

Professional Development Committee

Annual Report

2009 – 2010

Name of Committee: Professional Development Committee

Committee Chair: Mike Morehouse, RS

Committee Members: Sarah Rottiers, REHS

Board Liaison: Nancy Atwood

Charges:

1. Conduct a workshop on sanitarian registration for REHS/CFSP examinations.
2. Develop and implement new seminars that may assist in the professional development of environmental health professionals.
3. Promote the Membership Development Fund.
4. Promote scholarship criteria for high school or college students to attend Environmental Health Programs.
5. Submit committee's annual report to Secretary by February 15th.
6. Provide to membership NEHA study guides for loan.

Accomplishments:

- There were (3) Membership Development Fund applications received requesting an amount of \$150.00.
- There were (2) Membership Development Fund application awarded for an amount of \$150.00.
- There were (2) \$500.00 Scholarship Fund applications received
- There was (1) \$500.00 Scholarship Fund application awarded, {Maximum Allowed}.
- There were (4) Sanitarian Registration Study Guides checked out to prepare for Registration.

Suggestions for next year:

- Promote individual preparations required for the REHS / RS - CFSP Exam preparation more aggressively so that more individuals are qualified to sit for the REHS / RS - CFSP Exam
- Coordinate and promote the REHS/CFSP Exam criteria. Submit Journal articles for publication.
- Promote the MEHA Membership Development Fund more aggressively with a flyer at conferences.
- Develop and implement a seminar to assist health professionals in obtaining credentials and importance of maintaining requirements of CEU's in their practice.

MEHA
Committee Annual Report
2010 AEC

Name of Committee: Technology; Networking; Marketing Committee

Committee Chair: Darren Bowling

Committee Members: Darren Bowling, John Demerjian, Carolyn Hobbs Kreiger, Chris Klawuhn

Board Liaison: Darren Bowling

Charges:

1) STORAGE: Use “cloud” (Internet) storage solutions (such as Google Docs) to maintain and update backups of all electronic files stored on MALPH computers and servers, on a quarterly basis. (Using cloud applications would enable us to store files without having them on MEHA or MALPH-owned hardware, and without having them stored at one centralized location, where hardware could be stolen, destroyed by fire, etc.)

2) LOGINS, PASSWORDS: Maintain a list of electronic logins and passwords for all internet-based computer applications (Vertical Response, CVent, meha.files@gmail.com, etc.). (In the case of emergency – unfortunately they do happen – the board needs a list of the logins and passwords for all internet-based applications.

3) NETWORKING: Explore the use of social media/social networking applications such as Twitter, Facebook, etc. Develop policies and procedures covering acceptable use, acceptable networking material, guidelines, etc.

4) E MARKETING: Develop and implement the e-marketing campaign (e.g. email newsletters) for dissemination to the membership on a regular basis (at least monthly). Develop policies and procedures for email newsletters covering acceptable use, acceptable material, guidelines, etc.

5) ADVISORY: Provide the MEHA Board with advice and support regarding “tech” decisions, networking, e-marketing.

6) MEMBERSHIP; REPORTING: Committee shall consist of a Chairperson appointed by President and at least 2 active members selected at discretion of chairperson. Board updates will be given as needed and at least quarterly. An annual report will be submitted to Board 45 days prior to Annual AEC.

Accomplishments:

- 1) Synced MEHA domain (meha.net) with Google Apps to create login-only accessible email, file storage, and calendar functionality.
- 2) Applied (as a non-profit) for, and received up to 1,100 free accounts for use by MEHA members, Board members, and committees.

- 3) Applied for and received a free outgoing email account with Vertical Response. The committee has been using this service for free (non-profits email for free) to send out periodic email updates to the membership.
- 4) Have been working continuously to keep the MEHA email list updated.
- 5) Created an email update “form” that was placed on the MEHA website by the Website Development Committee.
- 6) Have collected and are maintaining a list of the usernames/passwords for MEHA-related online applications for access in case of an emergency. The username/password for Cvent has not been collected.

Suggestions for next year:

- 1) Suggest collecting and adding the username/password for Cvent to the list of logins/passwords for MEHA-related online applications.
- 2) Continue to promote/encourage members to update their email addresses. Continue to work on “cleaning up” the list.
- 3) Work with MALPH to ensure that electronic file backups are maintained and easily recoverable in case of an emergency.
- 4) Continue working to promote the use of Google Apps by the membership, Board, and committees.
- 5) Continue improving the Vertical Response emails, formatting, and timeliness of news item broadcast.
- 6) Explore the possibility of adding a “Twitter” account, and using the MEHA Facebook page more effectively.

MEHA
Committee Annual Report
2009-2010

Name of Committee: Website Development Committee

Committee Chair: Kristen Schweighoefer, MPH, RS

Committee Members: Darren Bowling
John Demerjian
Sean Dunleavy
Carolyn Kreiger

Board Liaison: Darren Bowling

Charges:

1. Oversee the maintenance and updating of the website.
2. Review the website regularly to make sure information is current.
3. Solicit the membership for ideas and items to be placed on the website.
4. Ensure responses are sent for e-mail received through the website.
5. Inform all committee chairs of who to contact for posting of information to the website.
6. Submit committee's annual report to Secretary by February 15th.

Accomplishments:

1. Continued to update the website on a routine basis & completed above charges.
2. Created a facebook page for MEHA and updated information on conferences, meetings, and other items of interest.
3. Maintained MEHA Discussion Forum to allow discussion of environmental health topics, conference information, etc.
4. Posted information to the site and responded to email inquiries on a timely basis.
5. Continued to update archive of past conferences for reference.

Suggestions for next year:

1. Update pictures of the new Board members at the MEHA AEC Conference.
2. Reorganize main page as more of a welcome page, and have less text.
3. Reorganize page information to be more user-friendly.

MEHA
Committee Annual Report
2010

Name of Committee: ad Hoc Licensure Committee

Committee Chair: Adam London / Pat Donovan

Committee Members: Harry Grenawitzke, Dick Fleece, Steve Tackitt, Bob Paulus, Barb Nickels, Jim Dingman, Steve Hall, Bruce DuHamel, Eric Pessel,

Board Liaison: Gene Paez

Charges: proceed with introduction of the MEHA Board approved, MALEHA/MPHA/MALPH endorsed draft legislation package.

Accomplishments: recommended and received Board approved retainer for Public Affairs Associates (PAA) to introduce the package to the Michigan Legislature. Two Senators and Two Representatives, representing both Political Parties and all being members of their respective Regulatory Affairs Committees have agreed to sponsor the legislation.

PAA is under contract to carry the effort for the profession to achieve full licensure.

The Committee continues to promote contact with, and seek favorable review from varied government and private sector interests who may be impacted by this legislation.

Suggestions for next year: Continue effort to final determination

MEHA
Committee Annual Report
2010 AEC

Name of Committee: Technical Advisory Council (TAC)—ad hoc committee

Committee Chair: none

Committee Members: Larry Johnson, Regina Young & Randy Gregory, alternate

Board Liaison: none

Charges: none

Accomplishments: For the calendar year 2009:

- four regular meetings were held with minutes distributed to the Board,
- near completion of a Commercial Flow Study,
- distribution of the Tank Riser and Lid Assembly Guidance Documents,
- created and distributed a letter to all affiliate members for use in requesting MSU to assign a staff member who would be responsible for the administration of Michigan's On-site Wastewater Training and Education Center (MOWTEC). Dr. Ted Loudon has formally submitted his retirement of his services for this role. As of the date of this report, no decisions by MSU have been made.
- Various TAC members participated in MDEQ's Groundwater Permits Improvement Process. The activity of that group under MDNRE is expected to continue.

Suggestions for next year:

- Representation of MEHA at the TAC meetings has been consistent and well attended by the committee members. The TAC group have invited the MEHA alternate to also attend whenever desired (but only two MEHA votes can be registered)
- Any specific areas of interest or need identified by the MEHA Board may be communicated to Regina, Larry or Randy.

Thank you for the opportunity to represent MEHA in this group of professionals comprised of all areas of the wastewater industry.

MEHA
Annual Report
2010 AEC

Name: Northern Michigan Environmental Health Association

President: Rebecca Krzyzanowski

Members:

Board Liaison: Dan Welihan

Charges:

Accomplishments: None for 2009

Suggestions for next year: Would like to fill both the secretary and treasurer positions this year so that we as a committee can plan for more educational meetings.

The Southeastern Michigan Environmental Health Association's Spring 2009 Education Seminar was held at Cabela's Outfitters, in Dundee, MI on May 7, 2009. Our first presenter of the day was Sean Nalepka, Environmental Quality Analyst for MDEQ who presented the "Ten Most Common Problems with Septic Systems". Mr. Nalepka's presentation focused on giving sanitarians practical information that they can use in the field to identify and mitigate problems with onsite systems.

Next, Wesley Priem of Michigan Department of Community Health gave an informative presentation titled "Lead: Renovation, Repair, & Painting Law Changes". Mr. Priem not only explained the new lead laws but also commended the work of local lead inspectors and how they have helped children throughout our State.

During the Business Meeting, MEHA President Gene Paez strongly encouraged the membership to get involved on a MEHA committee. Also, John Demerjian of Wayne County was elected as Region C Rep to complete the remainder of the term vacated by Lisa Hodgkins.

Following an excellent lunch catered by Cabela's, Ben McGreachy of MDEQ's, Water Bureau gave a very informative presentation on "Pool Inspections & Indoor Air Quality". Mr. McGreachy's presentation gave members a chance to sharpen their pool inspection skills and learn more about the importance of air quality at indoor pools.

Rounding out the day was "Food Donations for Charitable Organizations" presented by Jeannine Camerer of Rock City Kitchen Foods. Members were impressed to learn of their extensive training program and continued commitment to food safety.

The Southeastern Michigan Environmental Health Association held its Winter 2009 Education Seminar on December 11, 2009 at the Bavarian Inn Restaurant in Frankenmuth, MI. This seminar was free to the first 75 registrants and T-Shirts imprinted with the SEMEHA logo and "Environmental Health Making a Difference You Can See" were given to all attendees. Additionally, Scott Whithington of City of Detroit Health Department won a \$25.00 Bronner's gift certificate.

The seminar began with "Environmental Health and the DNR" by Daniel Lee, Enforcement Officer with Michigan Department of Natural Resources. Mr. Lee's presentation focused on the Department's efforts to prevent the spread of Chronic Wasting Disease (CWD). Mr. Lee also discussed how Environmental Health professionals and the DNR have worked together on a range of environmental enforcement issues.

Our next speaker, Brant Fisher of the Michigan Department of Environmental Quality presented "Michigan's Water Withdrawal Legislation". Part of Mr. Fisher's presentation focused on the background rationale for the passage of Part 327, Great Lakes Preservation of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Mr. Fisher also explained the use of the Water Withdrawal Assessment Tool (WWAT).

After a great lunch featuring the Bavarian Inn's traditional chicken dinner, members were treated to a very interesting presentation titled "Michigan's Liquor Control Commission 101" by Gloria Blanchard of the Michigan Liquor Control Commission. Members were impressed to learn about

the various aspects involved in the licensing of businesses that sell alcoholic beverages and the challenges involved in the enforcement of liquor laws.

During the General Business Meeting, members approved an amendment to the constitution that clarifies the role and responsibilities of the SEMEHA representative on the MEHA Executive Board. The Business Meeting also included the elections of officers: Janet Phelps of Genesee was elected as Region B Rep. and Mike Dey of St. Clair was re-elected as Region D Rep.

Due to a shift in positions, SEMEHA is currently seeking candidates for the Executive Board position of Secretary. Interested persons may contact a Board member for more information.

2010 SEMEHA Executive Board				
Position	Name	Contact Info	Elected	Current Term Ends
President	Jamice Landrum	Saginaw County Health Dept. 989-758-3690-O 989-737-1758-C jlandrum@saginawcounty.com	Re-elected 12/08	12/10
Treasurer	Theresa Brestovansky	Wayne County Health Dept. 734-727-7446-O 586-322-9746-C tbrestovansky@co.wayne.mi.us	12/08	12/11
Secretary	VACANT			
Region A Saginaw Bay Tuscola Sanilac Huron	Deborah Socier	Saginaw County Health Dept. 989-758-3828-O 989-737-7895-C 989-326-4803-C dsocier@saginawcounty.com	12/09 (Elected to fill vacated position)	12/10
Region B Lapeer Oakland Macomb St. Clair	Mike Dey	St. Clair County Health Dept. 810-987-5306-O 810-300-0421-C mdey@stclaircounty.org	Re-elected 12/09	12/11
Region C Washtenaw Wayne Monroe Lenawee	John Demerjian	Wayne County Health Department (734) 727-2213 O jdemerjian@co.wayne.mi.us	5/09 (Elected to fill vacated position)	12/10
Region D Genesee Livingston Shiawasee	Janet Phelps	Genesee Co. Health Dept. 810-257-3603 or 3601 jphelps@gchd.net	12/09	12/11

MEHA
Annual Report
2010 AEC

Name: Southwest Michigan Environmental Health Association

President: Carolyn Hobbs Kreiger, Kalamazoo County Env. Health

Board Members: Dennis Smith, Kent County Health Dept.
Abbie Harding, MDA
Jill Lozmack, MDA
Spencer Ballard, Ottawa County Health Dept.
Jeff Reicherts, Kalamazoo County Env. Health
Joseph Frazier, Branch-Hillsdale-St. Joseph Community Health Agency

Board Liaison: Dana DeBruyn, Barry-Eaton District Health Department

Accomplishments:

Spring Seminar at Lake Michigan College, South Haven Campus on 4/3/09

Topics: **Phosphorus Pollution: Why It Is A Public Health Issue**

Speaker: Adam London, Ottawa County

Food Labeling

Speaker: Michael J. Lally, MDA

Biodiesel & Waste Grease

Speaker: Steve Bertman, Western Michigan University

Confined Animal Feeding Operation (CAFO)

Speaker: Maury Kaercher, Michigan State University Extension

Organic Foods

Speaker: Colleen Collier (Bess), MDA

Fall Seminar at Eaton County MSU Extension, Charlotte on 10/16/09

Topics: **Geothermal Wells**

Speaker: Scott Skoog, Midwest Geodrill LLC

Misbranding of Food

Speaker: Sandy Enness, Michigan State University

Swimming Pool Inspections

Speaker: Larry Scott,

Radon Education in Schools

Speaker: Carolyn Hobbs Kreiger, Kalamazoo County

MDA Request to Review On-Site Water Supply and Wastewater System Form

Speaker: Becky Krzyanowski, MDA

Suggestions for next year: Continue to provide current topical training for our members.

**MEHA STRATEGIC FUND
BALLOT QUESTION
March, 2010**

At the March 2007 AEC, the MEHA membership voted to sequester the balance of the Strategic Fund for a three year period. The vote also directed the Board to bring the issue back before the membership to determine what next to do with the fund. This ballot direction was identical to a vote which took place in 1998, 2001, 2004 and again in 2007.

HISTORY

The MEHA Strategic fund was initiated in 1996, after a vote during a 1995 AEC from a motion brought before the group during the AEC business meeting. The initial vote was for a \$5 per year per member surcharge on dues for a period of three years. The moneys generated by this surcharge were to be held by the MEHA Treasury for the specific purpose of funding an effort to mandate licensure of Sanitarians in Michigan.

The fund, since 1998, has continued to grow based only upon interest compounded from the original surcharged dollars of \$3800 (surcharging stopped in 1998), and the fund is now approximately \$13,438.91 (1-31-2010)

At the annual business meeting held in March, 2007, a majority of membership voted and directed the Executive Board to sequester the monies in the Strategic Fund for a period of three years, after which direction would once again be sought from the membership if the Fund had not been utilized. In those past three years, MEHA, MALEHA, MALPH, MHOA and MPHA have all endorsed the licensure of Sanitarians Legislation Package prepared by MEHA. The package is ready to be introduced into the legislature and a principal sponsor has been secured.

To comply with the direction of the membership in 2007, this issue is brought to a vote.

OPTIONS

Option 1. Place the funds in an accessible account for three years while the Executive Board uses the fund as needed to pursue the approved strategy for licensure. Return to the membership at the AEC Business Meeting in 2013 for further direction on the Fund.

Option 2. Dissolve the Strategic Fund in 2010. Abandon the funding effort for licensure, have the fund made accessible to the Executive Board to use at Board discretion.