

# **MICHIGAN ENVIRONMENTAL HEALTH ASSOCIATION**

## **Annual Business Meeting**



**Thursday, March 19, 2020**

**12:30pm**

**Teleconference:**

**Phone Numbers**

**+1 352-508-7043**

**PIN: 576 184 469#**

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**Annual Business Meeting**

Location: Teleconference

+1 352-508-7043

PIN: 576 184 469#

Date: March 19, 2020

**A. Call to order**

**B. Roll call**

- a. Excused Absent: Claudia Terrell

**C. Additions to the Agenda**

**D. Secretary Report**

- a. Review and approval of the March 21, 2019, Annual Business Meeting Minutes

**E. Treasurer Report**

- a. Review of the 2018/2019 Annual Financial Report
- b. Review of MEHA account balances as of February 29, 2020

**F. President Report**

**G. Special Recognition**

- a. Annual Education Conference Planning Committee
- b. Conference Sponsors
- c. Conference Exhibitors
- d. Students in EH programs in attendance

**H. NEHA Delegate Report**

**I. Committee Reports and Recognition**

- a. AEC
- b. Audit
- c. Awards
- d. Education & Outreach
- e. Endowment
- f. Grant & Training Funds
- g. Groundwater Training
- h. Journal
- i. Membership
- j. Nominations & Resolutions
- k. Site Selection
- l. Technology & Web
- m. Social Media

**J. Representative Reports**

- a. Wastewater Conference Representative - Pending
- b. IAFP Representative - Dave Peters
- c. Student Representative - Pending

**K. Affiliate Reports**

- a. SEMEHA
- b. SWMEHA



# Michigan Environmental Health Association

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c. UPEHA

d. NMEHA

## **L. New Business**

a. Wastewater Conference Representatives

b. Upcoming Events/Conferences

i. NEHA AEC

ii. MEHA Golf Outing - Friday, August 28, Alto, MI

## **LI. Election Results**

a. President Elect

b. Secretary

c. Southeast Director

d. Northern Director

## **LII. Outgoing Board Member Awards**

## **LIII. Passing of the MEHA Gavel to Mr. Drew Salisbury**

## **LIV. Adjournment**

# TREASURER'S STATEMENT

February 1, 2020 through February 29, 2020

## Checking Account

Checking account balance 1/31/2020		\$ 86,391.25
<b>Deposits:</b>	Total Deposits:	\$ 3,388.21
<b>Debits:</b>	Total checks and adjustments:	(\$ 3,248.83)
<b>ENDING CHECKING ACCOUNT BALANCE 2/29/20</b>		<b>\$ 86,530.63</b>
<b>PAY PAL AVAILABLE BALANCE as of 2/29/2020</b>		<b>\$ 22,976.74</b>

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## WELLS FARGO SECURITIES ACCOUNTS:

	Balance last report: 1/31/20	Current balance: 2/29/20
<b>Reserve Fund</b>	<b>\$ 19,393.92</b>	<b>\$ 19,394.46</b>
<b>Endowment Fund</b>	<b>\$ 159,822.15</b>	<b>\$153,597.76</b>

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<b>TOTAL ASSETS: (ALL ACCOUNTS)</b>	<b>\$ 282,499.59</b>
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Respectfully Submitted,

John F. Texter, Treasurer  
March 12, 2020

## Committee & Affiliate Annual Report

This report is due to the Secretary before July 15th each year.

Name of Committee	Annual Education
Fiscal Year 2019: July 1 – June 30	
Committee Chair	Steve Aguinaga; Brian Esparsa
Board Liaison	Greg Braun
Committee or Board Members	Rodney Blanchard; Ahmed Mazloum; Mary Farmer; Andrea Munoz-Hernandez; Shanay Settles; Kristine Rendon; Dale Ladouceur

### Charges (committees only):

1. Obtain and use the Conference Planning Packet.
2. Obtain past AEC annual reports and evaluations for recommendations.
3. Consult with Site Selection Chair on location details and budgeting issues.
4. Contact hotel and work with hotel representative.
5. Consult with Grant & Training Fund Chair (Rebecca Long) regarding available funds.
6. Provide MEHA Board with conference budget proposal six months before the conference.
7. Develop agenda for the AEC.
8. Periodically update the website and social media with conference information by emailing webmaster@meha.net.
9. Consult with Board Liaison (Greg Braun) before finalizing and/or printing conference brochure.
10. Reach out in the interest of increasing student participation; especially graduate-level students who may be interested in presenting graduate-level research.
11. Insure Governor's proclamation is requested.
12. Work with technology team (Carolyn Hobbs Kreiger) to create event on the website. All event registrations will be completed through the website.
13. Consult with other MEHA Committee Chairs for specific AEC needs: Awards Committee (Al Hauck), Resolutions & Nominations (Mary Farmer) and Endowment (Tricia Dreier).
14. Provide the revenue and expense statement from the AEC to the Treasurer (John Texter) within 90 days from the conclusion of the conference.
15. Submit an updated Conference Planning Packet to the Board within 30 days from the conclusion of the conference.
16. Submit annual report to Secretary (Claudia Terrell) within 90 days from the conclusion of the conference.
17. Submit reconciliation to the grant committee chair (Rebecca Long) 45 days and/or no later than May 1st from the conclusion of the conference. Send information to webmaster@meha.net for updating the website.
18. Submit annual report to Secretary by July 15th.

Accomplishments:

1. The 2019 AEC in Battle Creek was successful in attendance and programming.
2. The conference planning packet was referenced often and most timelines were met.
3. The website was utilized efficiently with special categories created for unique sponsors.
4. The Hello Crowd App was made a permanent communication and information tool.
5. The Governor's Proclamation was received for Environmental Health Week.
6. The auction of items by a private company raised money for the Endowment Committee after several years of no silent auction.
7. The cost of the conference was less than estimated.
8. The committee members did a great job of raising sponsor and exhibitor monies.
9. Fun after hours events were great enhancements to the conference.

Suggestions for next year:

1. Continue using the Prestige Cause Marketing as a private auction company.
2. Begin early recruiting sponsors and exhibitors.
3. Send mass emails monthly beginning in July for nominations for awards.
4. Paper reviews should be on the table for the last day for better feedback.
5. Begin early recruitment of students to attend and participate in the student poster session.

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## Committee & Affiliate Annual Report

Name of Committee	Audit committee
Fiscal Year:	FY 2019 July 1, 2018- June 30, 2019
Committee Chair	Dana DeBruyn
Board Liaison	John Texter
Committee or Board Members	Jennifer Kosak, Greg Braun, Drew Salisbury

### Charges:

1. Perform an annual audit of financial records within 180 days of the end of the fiscal year.  
Performed October 10, 2019
2. Submit written recommendations to the Board within 30 days of the audit.  
Emailed draft to Board: October 27, 2019  
Discussed as an agenda for December 13, 2019 Board meeting
3. Send information to [webmaster@meha.net](mailto:webmaster@meha.net) for updating the website.  
Completed: December 14, 2019
4. Submit annual report to Secretary by February 15th.  
Completed: December 14, 2019

### Audit Report/Recommendations:

Financial deposits and expenses are entered into Quicken 2015 by the Treasurer. As of July 2019 this is done in Quickbooks on-line with the goal of transitioning to only using Quickbooks. Financial records are backed up externally and paper and digital documents are securely stored at the Treasurer's home office. Paper records of all checks for expenses are maintained in a business checkbook. Treasurer reports, meeting summaries, budget, and receipts are maintained for revenues received and expenses paid.

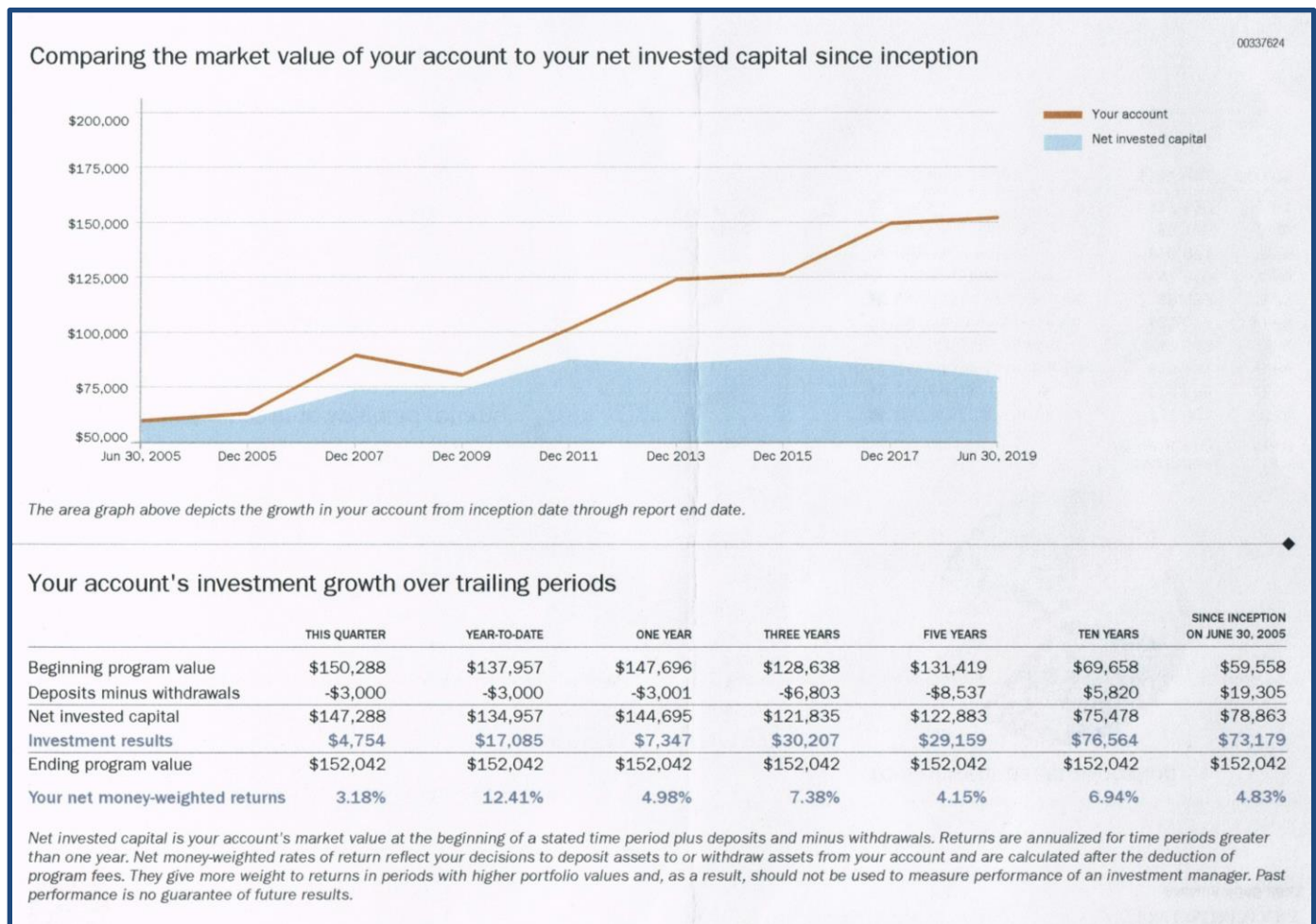
The Audit Committee would like to commend the Board for continuing to have the taxes completed by a third party and for approving the purchase of Quickbooks, cloud storage, and electronic linking of accounts during the Strategic Planning session in May. By using Quickbooks starting Fiscal Year 2020, all of the MEHA accounts can be viewed and managed in a single program reducing paperwork and potential transfer errors while increasing efficiency. Also an unused checking account was closed by the Treasurer, as a result of the professional audit finding.

Using actual checks and deposit receipts, the Audit Committee was able to review MEHA revenue and expense records compared to the revenue and expense registers, no accounting errors were noted. However, procedures need to be reviewed and will be discussed in the recommendations. The checking account appears in good standing and the Endowment Fund continues to grow. A graph of the Endowment Fund investment is attached for review. The reserve fund reflects revenue from the NEHA conference held in Grand Rapids in 1983.

Table 1: MEHA Accounts

Balances	6/30/2019	6/30/2018	6/30/2017	6/30/2016	6/30/2015
Checking	\$50,813.29	\$79,774.45	\$77,810.20	\$61,001.47	\$72,156.65
Endowment	\$153,041.27	\$147,695.92	\$140,300.44	\$129,745.77	\$133,639.51
Reserve	\$19,374.63	\$18,860.56	\$18,852.86	\$18,850.65	\$18,846.84
<b>TOTAL ASSETS</b>	<b>\$234,863.88</b>	<b>\$217,369.77</b>	<b>\$238,927.75</b>	<b>\$209,597.89</b>	<b>\$224,644.90</b>

Graph 1: Growth graph of the investment account for the Endowment Fund.





REVENUE	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015
Board Refund	\$0.00	\$0.00	\$90.00	\$105.00	\$230.10
Interest from Checking	\$6.75	\$5.71	\$8.22	\$18.03	\$29.54
Membership Dues	\$15,879.02	\$14,954.36	\$14,367.12	\$16,421.97	\$9,465.28
Shipping/Misc	\$0.00	\$0.00	\$0.00	\$39.00	\$16.50
Corp. Sponsors	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>General Revenue</b>	<b>\$15,885.77</b>	<b>\$14,960.07</b>	<b>\$14,465.34</b>	<b>\$16,584.00</b>	<b>\$9,741.42</b>
<b>Endowment Fundraiser</b>	<b>\$6,639.20</b>	<b>\$5,835.40</b>	<b>\$5,363.00</b>	<b>\$3,556.40</b>	<b>\$1,300.00</b>
Conf. Income	\$52.00	\$3,515.66	\$4,000.00	\$244.00	\$481.16
Conf. Exhibitors/Sponsors	\$9,553.90	\$10,820.98	\$5,820.00	\$9,105.37	\$6,420.26
Conf. Registrations	\$31,969.83	\$35,636.24	\$19,872.10	\$28,214.18	\$33,153.92
Grant Revenue	\$37,628.69	\$34,128.91	\$4,810.50	\$2,914.37	\$22,858.25
<b>Conf. Revenue</b>	<b>\$79,204.42</b>	<b>\$84,101.79</b>	<b>\$34,502.60</b>	<b>\$40,477.92</b>	<b>\$62,913.59</b>
<b>Register Total</b>	<b>\$101,729.39</b>	<b>\$104,897.26</b>	<b>\$54,330.94</b>	<b>\$60,618.32</b>	<b>\$73,955.01</b>
EXPENSES	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015
Awards & Scholarships	\$5,501.84	\$23,676.18	\$5,707.77	\$2,273.92	\$2,310.26
Board Expense	\$8,620.45	\$7,222.53	\$3,138.62	\$6,934.08	\$2,459.96
Endowment Fundraiser	\$3,639.20	\$2,935.40	\$2,263.00	\$3,556.40	\$0.00
MALPH Mgt. Fee	\$5,698.96	\$5,768.96	\$4,124.97	\$4,598.01	\$4,598.01
MALPH Indirect	\$832.22	\$830.50	\$623.40	\$661.47	\$684.45
NEHA Conf.	\$3,939.29	\$2,319.62	\$1,430.00	\$5,586.24	\$4,525.25
IAFP Conf.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Phone	\$353.28	\$353.28	\$264.96	\$53.55	\$396.39
Postage	\$12.50	\$15.82	\$74.21	\$5.91	\$13.77
Website Maintenance	\$1,847.50	\$1,505.62	\$1,883.62	\$1,883.62	\$1,404.41
Supplies	\$0.00	\$0.00	\$0.00	\$217.59	\$9.60
Miscellaneous	\$120.00	\$47.65	\$82.55	\$58.67	\$66.46
Transfer from Checking	\$0.00	\$0.00	\$0.00	\$0.00	\$2,228.00
<b>General Expenses</b>	<b>\$30,565.24</b>	<b>\$44,675.56</b>	<b>\$19,593.10</b>	<b>\$25,829.46</b>	<b>\$18,696.56</b>
Conf. Expenses	\$36,208.720	\$49,824.60	\$20,841.25	\$26,606.07	\$30,330.69
Conf. Refunds	\$916.070	\$457.26	\$357.04	\$930.00	\$925.00
Grant Expenses	\$22,666.93	\$38,901.00	\$11,575.30	\$16,818.51	\$12,552.71
<b>Conf. Expenses</b>	<b>\$59,791.72</b>	<b>\$89,182.86</b>	<b>\$32,773.59</b>	<b>\$44,354.58</b>	<b>\$43,808.40</b>
<b>Register Total</b>	<b>\$90,356.96</b>	<b>\$133,858.42</b>	<b>\$52,366.69</b>	<b>\$70,184.04</b>	<b>\$62,504.96</b>
AEC Location	Battle Creek	Pontiac	Big Rapids	Bay City	Traverse City

Table 2: Summary of MEHA's revenues and expenses by categories established in Quicken for the current fiscal year and past four years. The Audit Committee reviewed receipts and register totals for the current fiscal year and found no errors. It should be noted that this information is being presented in a slightly different format from past audits and that no conclusions were made on gains and losses as has been done in the past. The register totals are accurately reflected for all five years.

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Recommendations:

1. The Audit Committee would like to note that as of this date there was no Board response on file for the FY2017 or FY2018 audits.
2. Procedure 5.0 Travel Policy is not always being followed. The policy requires the use of an expense reimbursement form found in google docs. Since it was not always used some of the expenses paid by the Board could not be verified by the committee. The Board should explore utilizing a per diem for meals, especially for NEHA travel expenses.
3. There is not a final budget for the 2019 AEC on file. The final budget accounting of actual expenses and revenue is due 90 days after the AEC.
4. A signed MALPH contract could not be located to verify current fees or responsibilities.
5. The Fifth Third credit card has a foreign transaction fee. The awards have been ordered from British Columbia, Canada. The Board should consider a local company now that we are aware of the large fee, or change credit cards.
6. The Audit Committee has updated the Committee Charges to reflect work that needs to be done as a result of the third party audit. The Audit Committee will continue to make recommendations to the Board on solutions of the following:
  - a. Segregations of duties to limit/prevent theft, error and misappropriations.
  - b. Dual signatures per each transaction or on the account as a whole? Dual signatures on each transaction is no longer offered by Fifth Third but it could be controlled with an internal procedure. However, It does not stop someone from clearing out the bank account unless we can limit withdrawals over a certain amount.
  - c. Lack of written accounting and best practices policies.
  - d. Conflict of Interest Policy - a draft has been started.
  - e. One bank account was open but not utilized. The treasurer has closed these out.
  - f. Not fully using accounting software or best practices. Progress being made with Quickbooks. The Board may need to investigate hiring an accountant or bookkeeper.
7. The Audit Committee was unable to examine the budgeting done at the beginning of the fiscal year, with actual spending, and the decision making for the next FY budget. This is because the general budget categories continue to not be aligned with the accounting application pick lists. The categories for accounting and tracking purposes have no procedure and are not the same between the board budgeting and treasurer bookkeeping practices. We believe can be resolved with Quickbooks and will continue to improve as categories are refined and the budget is developed to match.

In conclusion, the Committee continues to appreciate the hard work that John Texter has provided to MEHA for many years in the position of Treasurer and as a MEHA member. We also appreciate his assistance in completing this audit on October 10, 2019.

## Committee & Affiliate Annual Report

This report is due to the Secretary by July 15 each year.

Name of Committee or Affiliate	Education and Outreach
Fiscal Year: July 1 – June 30	2018-2019
Committee Chair	Blake Walters
Board Liaison	Jodi Pessell
Committee or Board Members	None at this time

### Charges (committees only):

1. Work with interested MEHA members to create a board of individuals to assist with this committee.
2. Consult with other MEHA Committee Chairs for updates and events.
3. Work to improve the public's perception of public health professionals.
4. Provide outreach state-wide to Universities and Colleges to promote student involvement with MEHA.
5. Work with the Endowment Committee to offer more scholarships to students.

### Accomplishments:

This last year, the education and outreach committee helped with developing MEHAs' new logo, has purchased a table cover and podium banner to help with our branding during outreach events, as well as work with Central Michigan University to record MEHA members in interviews about what they love about working in Environmental Health (To be used to market students into an education in EH).

The committee also put on an event at the 2019 MEHA AEC, for members to come together and show their musical talents, while giving a venue for members to relax, enjoy, and network with their fellow professionals.

### Suggestions for next year:

This committee has been trying to find its purpose over the last couple years and has had a hard time tackling outreach across the state. Developing a board of individuals to take on regions of the state would be advantageous in the promotion of EH and MEHA. Would also like to work with more local health departments to allow interested college and possible high school students, the opportunity to spend the day with a Sanitarian to get them interested early on in careers in EH.

## Committee & Affiliate Annual Report

This report is due to the Secretary by July 15th each year.

Name of Committee or Affiliate	Endowment Committee
Fiscal Year: July 1 – June 30	
Committee Chair	Tricia Dreier
Board Liaison	Rachel Steining
Committee or Board Members	Jennifer Kosak, John Texter

### Charges (committees only):

1. Explore projects that financially support the Endowment Fund.
2. Consult with related Committee Chairs for information and connections to students and professors for promotion of the Endowment Scholarship.
3. Make recommendations to the Board for scholarship award winners at February Board meeting.
4. Send notices, update and scholarship award winner information to Journal Editor (Jennifer Kosak), AEC Chair (Vacant) and Awards Committee Chair (Paul Hauck).
5. Inform AEC Chair if winner is attending and provide biographical information.
6. Send information to [webmaster@meha.net](mailto:webmaster@meha.net) for updating the website as necessary.
7. Submit annual report to Secretary (Claudia Terrell) by July 15th.

### Accomplishments:

- The annual Golf Outing was held on August 24, 2018 at the Saskatoon Golf Club in Alto, MI. There were 10 teams of golfers and 7 hole sponsors. We had \$3700 in registrations / hole sponsors, \$2,640.60 in expenses, for a total of \$1,059.40 raised for the Endowment Fund. Thank you to the golfers that participated, and to Kathleen Gardner for organizing another successful event!
- At the March 2019 AEC we awarded a \$3,000 scholarship to Grant Ruppert. Grant is an undergraduate attending Central Michigan University, pursuing a degree in Environmental Health & Safety. He is a senior with a 3.8 GPA, and would like to begin a career working at a local health department. We wish Grant well in his pursuits of a degree and future employment in the EH field.

### Suggestions for next year:

- The annual Golf Outing is scheduled for Friday, August 23, 2019 at the Saskatoon Golf Club in Alto, MI.
- Applications for the Endowment Educational Scholarship are due on or before February 1, 2020.

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## Grants and Training Funds Committee Annual Report

This report is due to the Secretary before July 15th each year.

Name of Committee or Affiliate	Grants and Training Funds
Fiscal Year: July 1 – June 30	2019
Committee Chair	Rebecca Long
Board Liaison	Tanya Rule
Committee or Board Members	Mary Farmer

### Charges (committees only):

The Grant and Training Funds Committee completes grant applications and administers the grant funds for several educational grants that have been awarded to MEHA. Grant accounting and quarterly reporting requirements are completed according to our contracts with the funding source.

### Accomplishments:

The committee successfully administered the MDARD educational grant in 2019. Grant funds were used for:

- 49 scholarships for the 2019 MEHA AEC food program attendees
- The MEHA AEC food program expenses
- Affiliate grants for UPEHA, NMEHA, SWMEHA, and SEMEHA to support regional food training programs
- 1 Epi-Ready Training Seminar in 2019

### Suggestions for next year:

- Survey local health departments and MDARD to determine educational needs and interests.
- Seek additional potential grant funding sources that will assist MEHA with expenses associated with educational programs.

## Committee & Affiliate Annual Report

Name of Committee	Groundwater Committee
Committee Chair	Andrea Munoz-Hernandez, Ph.D., Kathy Gardner, John Wilson, Dave Schmidt.
Board Liaison	Dale Ladouceur

Dear MEHA members,

During the 2018 Annual Education Conference (AEC), a pilot web GIS mapping system that is designed to support sanitarians in the assessment of noncommunity groundwater supplies was introduced for the first time. This project is a collaborative effort between the Source Water Protection Unit and the Noncommunity Water Supplies Unit, both within the Michigan Department of Environmental Quality (MDEQ). In 2018, we partnered with three Local Health Departments (LHDs) that were interested in testing the GIS tool and providing us with feedback. These LHDs included Genesee County Health Department (GCLH), Washtenaw County Health Department (WCHD), and Livingston County Health Department (LCHD). We are thankful to John Wilson (LCHD), Jennifer Conn (WCHD), and Sheryl Doods (GCLH) for their willingness to participate. We really appreciate their time and comments. Currently, the GIS tool is being adjusted based on comments and concerns raised by the LHDs. If you are interested in testing the GIS web application, please contact Andrea Munoz-Hernandez. The more feedback that we can get, the more useful and representative the tool will be for LHDs.

In 2018, the Groundwater Training Committee (GTC) significantly increased in size from previous years. Currently, we have a nice combination of members from MDEQ and LHDs. We are thankful to Kathy Gardner (MDEQ), John Wilson (LCHD), and Dave Schmidt (District Health Department No. 2) for their time, ideas, and participation. Their knowledge and experience are highly valued! The GTC reached out to MEHA affiliates (NMEHA, SEMEHA, SWMEHA and UPEHA) to provide support in the coordination of their annual meetings regarding groundwater topics. The support was provided as needed by MEHA affiliates. Additionally, some members of the GTC participated in the AEC committee helping with the organization of the 2019 conference.



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The committee would like to express our gratitude to Dale Ladouceur who has done an amazing job being the GTC liaison with the Board, keeping the committee focus, energized, and engaged. Thanks Dale!

If you are interested in a special groundwater topic, please don't hesitate to contact us and let us know. We would do our best to accommodate your professional needs and reach out to experts, either in academy, industry, or government that can provide great training for you and anybody else that is a member and has interest in growing professionally.

Finally, we wanted to let you know that we are actively looking for enthusiastic members that shared a passion about groundwater resources and that are willing to commit some time to the Groundwater Training Committee. Please contact Andrea Munoz-Hernandez at [amunozhernandez@meha.net](mailto:amunozhernandez@meha.net) if you are interested.

Thank you for your time!

## Committee & Affiliate Annual Report

This report is due to the Secretary before July 15th each year.

Name of Committee or Affiliate	Membership
Fiscal Year: July 1 – June 30	2018-2019
Committee Chair	Spencer Ballard
Board Liaison	Claudia Terrell
Committee or Board Members	

### Charges (committees only):

Work to increase membership through incentives and outreach.  
Work to minimize lapsing memberships.  
Maintain the “Historical Development of MEHA” information sheet.  
Connect interested members with committee chairs.  
Manage Membership Development Fund Scholarship and update application as necessary.  
Send information to [webmaster@meha.net](mailto:webmaster@meha.net) for updating the website as necessary.  
Submit annual report to Secretary.  
Review policy and procedures and update if necessary. Submit to the Executive Board for approval.

### Accomplishments:

There are currently 341 active members of MEHA. A sheet to track active memberships was placed in the membership folder on the google drive. This will allow better reporting on increases or decreases to membership over time.

The application process was streamlined with a form that is embedded on the MEHA website. Applicants can apply by completing the form and an email is sent out to the membership committee with each application made. The data is stored in a google spreadsheet automatically and the status of each applicant can be tracked through the process. Once the training is completed, the applicant visits the MEHA site again and completes another form to provide back the information learned and can upload a copy of their receipt.

10 applications were received for professional development funds and 6 were approved for a total of \$1,200 in funds. The wastewater conference, MEHA AEC, and the REHS course were paid for with the funds.

### Suggestions for next year:

I suggest that the chairs of committees reach out to the membership committee if they need help. The membership committee is willing to make connections with members who expressed interest. This effort is not helpful unless the items that we need assistance with are not spelled out so that members can get involved and assist.



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I suggest that the professional development funds get combined with any future scholarship for AEC funds that MEHA is offering and that the process be streamlined for applying for funds so that there is one application to apply. A portion of the professional development funds could be set aside and reserved for MEHA AEC applicants. It might make more sense for all of these funds to go through the Grant and training funds committee rather than the membership committee. I believe more could be done in increasing outreach to membership and focus on increasing membership if the charges did not include managing applications for funds.

## Committee & Affiliate Annual Report

This report is due to the Secretary by July 15 each year.

Name of Committee or Affiliate	Nominations and Resolutions Committee
Fiscal Year: July 1 – June 30	2018
Committee Chair	Mary Farmer
Board Liaison	Brian Cecil
Committee or Board Members	None

### Charges (committees only):

1. Review [policy and procedures](#), and update if necessary. Submit to the Executive Board for approval by strategic planning session.
2. Actively seek candidates for Board officer positions.
3. Review proposed ballot language for resolutions and amendments.
4. Request nominations from regional affiliates by November 1st.
5. Place reminders for nominations/resolutions in fall and winter issues of MEHA Journal.
6. Submit a list of nominations for open Board positions at least 60 days prior to the AEC.
7. Facilitate the electronic voting procedure for members prior to the AEC.
8. Develop and provide a candidate profile fact sheet to be distributed through the MEHA Journal (Jennifer Kosak) and the web site (webmaster@meha.net).
9. Present any resolutions to MEHA membership as directed by the board.
10. Review election results and announce results of election at annual business meeting.
11. If any changes to constitution were approved, place an approved version of newest constitution and bylaws (with month and year of approval) in both word and pdf format on google drive.
12. Print and have Executive Board sign the most recent approved version of Constitution and Bylaws at Strategic Planning Session and place on google drive.
13. Send information to webmaster@meha.net for updating the website.
14. Submit annual report to Secretary (Claudia Terrell) by July 15th.

### Accomplishments:

1. Successfully solicited candidates for all open board positions for the 2019 election.
2. Researched electronic voting methods to be used for future elections.
3. Utilized electronic voting for 2019 Executive Board election.
4. Revised Constitution & Bylaws with approved changes from the 2018 AEC Annual Business Meeting and distributed to the board.

### Suggestions for next year:

1. Research other electronic voting methods to see if we can improve on process or cost.
2. Try to recruit multiple members for open board positions.

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## Committee & Affiliate Annual Report

This report is due to the Secretary by July 15 each year.

Name of Committee or Affiliate	Site Selection
Fiscal Year: July 1 – June 30	2019
Committee Chair	Peggy French
Board Liaison	Sara Simmonds
Committee or Board Members	Jennifer Kosak

### Charges (committees only):

1. Update site selection protocol as needed.
2. Update policy for site selection as needed.
3. Solicit "Request for Proposal" from adequate facilities for MEHA conferences.
4. Query membership for opinions and input regarding site selection.
5. Provide recommendations to the Board.
6. Provide contract for Board approval.
7. Send information to [webmaster@meha.net](mailto:webmaster@meha.net) for updating the website.
8. Submit annual report to Secretary (Claudia Terrell) by February 15th.

### Accomplishments:

Contract was signed with Park Place of Traverse City for the 2020 AEC Conference. A site search on east side of state for 2021 will be conducted.

### Suggestions for next year:

Peggy will be retiring at the end of 2018. A new committee will be formed.

## Committee & Affiliate Annual Report

This report is due to the Secretary by July 15 each year.

Name of Committee or Affiliate	Tech and Web Committee
Fiscal Year: July 1 – June 30	2019
Committee Chair	Carolyn Hobbs Kreiger
Board Liaison	Claudia Terrell
Committee or Board Members	Spencer Ballard, Kristen Schweighoefer

### Charges (committees only):

1. Oversee the maintenance and updating of the website.
2. Review the website monthly to make sure the information is current.
3. Ensure MALPH is responding to email received through the website.
4. Coordinate with all MEHA committees for website updates.
5. Maintain a list of electronic logins and passwords for all internet-based computer applications. In the case of an emergency the board needs a list of logins and passwords for all internet-based applications.
6. Work with Marketing and Social Media Chairperson (Vacant) as needed.
7. Provide the MEHA Board with advice and support regarding “tech” decisions.
8. Submit annual report to Secretary (Claudia Terrell) by July 15th.
9. Review policy and procedures and update if necessary. Submit to the Executive Board for approval.

### Accomplishments:

All committee charges were completed as described.

#### Additional items of interest:

- The MEHA website coordinated 21 events during the 2019 fiscal year. This committee creates the event, sends event emails, responds to registration questions, etc.
- MEHA was notified that emails sent from our email client were being rejected by the recipient's client. We worked with Wild Apricot and Google to insure @meha.net was considered a safe sender.
- A board decision was made to continue using PayPal for collecting payments.
- Wild Apricot sent 2,790 emails during the fiscal year. This includes member renewal reminders, event information, Journal information, etc.
- MEHA selected a new logo during the fiscal year. This committee spent a lot of time updating the website and MEHA forms to the new logo.
- This committee moved the MEHA document online storage to a Google Team Drive

### Suggestions for next year:

The current committee chair will be leaving this position at the end of March 2020. We will work to transition the website committee charges to a handful of people to lessen the workload of one person.