

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the July 18, 2014 meeting.

NEXT MTG DATE: Friday, August 15, 2014
LOCATION: ISDH Building, 3rd Floor
AGENDA: Chapter and Committee Reports/Old and New Business

FROM : Kelli Whiting - Secretary
Tami Barrett – Board Secretary

TO: **OFFICERS**

Past President & Awards Committee Chair –Christine Stinson* - Mike Mettler (2015)
President & NEHA Liaison– Mike Mettler* - Denise Wright (2015)
President-Elect – Denise Wright * - Mike Sutton (2015)
Vice President – Mike Sutton* - Patty Nocek (2015)
Treasurer – Jennifer Warner (2013/2014)* - Margaret Voyles (2015/16)
Secretary – Kelli Whiting*

CHAPTER REPRESENTATIVES

Reba Taylor-Hill – Central Chapter *
Jennifer Heller – Southern Chapter*
Todd Webb – Southeastern Chapter *
Lisa Harrison – West Central Chapter*
Ed Norris – Wabash Valley Chapter *
Patrick Sovinski – Northeast Chapter *
Stephanie Cain – East Central Chapter *
Patty Nocek – Northwest Chapter *

OTHERS

Gary Chapple & Tara Renner – Auditors – Tara Renner, Gary Chapple or Amanda Lahners (2015)
Todd Webb – Committee on Professional and Educational Development (COPEd)
Mike Sutton – IDEM Liaison and Nominations Committee Chair
Ed Norris – Publications Committee Chair
Margaret Voyles - Membership Committee Chair & Awards Committee (at-large member)
Katie Clayton – International Association for Food Protection (IAFP) Liaison
Alice Quinn – Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison
Mike Mettler/Denise Wright – Indiana State Department of Health (ISDH) Liaisons
Jim Hollis – Board of Animal Health (BOAH) Liaison
Sylvia Garrison & Ann Applegate – Co-Chairs – Food Protection Committee
Jason Ravenscroft – General Environmental Health Services Committee Chair & Legislation
Jennifer Heller & Jason LeMaster – Co-Chairs – Terrorism and All-Hazards Preparedness Committee
Gary Chapple – Wastewater Management Committee Chair
Joshua Williams – Policy Committee Chair
Mike Mettler - Information Technology (IT) Committee Chair
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Minutes of the July 18, 2014 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 1:05 pm by President Mike Mettler.

Those attending all or part of the meeting:

Christine Stinson – Past President* (via phone)
Mike Mettler - President * & ISDH Liaison
Denise Wright – President-Elect*, Wastewater Management Committee Chair
Kelli Whiting – Secretary*
Jennifer Warner – Treasurer (2013-2014)*
Tara Renner – Auditor
Ed Norris – Wabash Valley Chapter Rep* & Publications Chair (via phone)
Reba Taylor-Hill – Central Chapter Rep.* (via phone)
Patrick Sovinski – Northeast Chapter Rep*
Stephanie Cain – East Central Chapter Rep.* (via phone)
Lisa Harrison – West Central Chapter Rep* (via phone)
Patty Nocek – Northwest Chapter Rep* (via phone)
Margaret Voyles – Membership Committee Chair & Awards Committee (at-large member)
Jason Ravenscroft – General Environmental Health Services Committee Chair
Tami Barrett – Board Secretary

Those not attending:

Mike Sutton – Vice President*, IDEM Liaison & Nominations Committee Chair
Gary Chapple – Auditor
Todd Webb – Southeastern Chapter Rep* & COPED Committee Chair
Ann Applegate & Sylvia Garrison – Co-Chairs – Food Protection Committee
Jennifer Heller – Southern Chapter Rep* & Co-Chair – TAHP Committee Chair
Joshua Williams – Policy Committee Chair
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee
Alice Quinn – IOWPA Liaison
Dr. Jim Hollis – BOAH Liaison
Katie Clayton – IAFP Liaison
Russ Mumma – Parliamentarian

*Indicates a voting member of the Board. There must be 8 voting members present (in person or via phone) for an official quorum. A quorum was present for this meeting.

SECRETARY'S REPORT – Kelli Whiting/Tami Barrett

Mike Mettler asked for corrections and/or additions to the June 20, 2014 minutes. There was one error Christine Stinson attended the June meeting via phone. Hearing no other corrections, he stated that the June minutes are accepted as amended.

TREASURER'S REPORT – Jennifer Warner

Current June Budget Report (submitted by Jennifer Warner)

The BMO Harris Checking Account balance is \$14,694.51

The Operations (Indiana Members) Savings Account balance is \$85.92

The MM/Equipment & Contingency Fund Account Total balance is \$40,321.80

The MM/Equipment & Contingency Funds Principle balance is \$21,933.87

The MM/Equipment & Contingency Funds Available balance is \$819.87

The COPED Principle Account balance is \$15,571.25

The COPED Available balance is \$1,996.87 *(which includes interest from \$10,000 CD, \$1,000 donation, \$4,000 from 2003 Fall Conference surplus, \$571.25 from 2004 Fall Conference silent auction, \$1,215 donation from the 2007 budget, \$634.50 from 2008 Fall Conference silent auction and all interest from the Beacon Savings Account as of 6/24/11 – to be added before Spring and Fall Conferences, \$1,238 donation from 2011 Fall Conference Silent Auction, \$1,200 donation from 2012 Fall Conference Silent Auction, and \$61 donation from the Karaoke night at 2013 Fall Conference.*

Mike Mettler stated the May Treasurer's Report is filed subject to audit.

Jennifer reported that the Indiana Members Credit Union statements are now only available on-line. There has to be at least one deposit per year to keep this account active.

The State tax withholding is done on-line. The Business Entity Report is done on-line.

Jennifer distributed the Chapter Spring Rebate checks.

AUDITORS – Gary Chapple and Tara Renner – **NO REPORT**

COMMITTEE REPORTS

AWARDS COMMITTEE – Christine Stinson

The deadline for award applications for the Fall Conference was July 15, 2014. There was discussion about the Lifetime Certificate presented to Dave Gries upon his retirement from the Vanderburgh County Health Department after 39 years. The Awards Committee will discuss the wording on the Lifetime nomination in further detail at the meeting to review Fall Conference award nominations immediately following the August 15 Executive Board meeting.

COMMITTEE ON PROFESSIONAL AND EDUCATIONAL DEVELOPMENT (COPED) – submitted by Todd Webb – **NO REPORT**

Note: Currently there is \$1996.87 available for scholarships.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are 254 paid active members; 23 of the 254 are new members and 3 are students. There are 8 Sustaining members.

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON – Mike Mettler

(NOTE: 2014 Membership for Mike Mettler has been processed (according to NEHA Affiliate Presidents and at least one other member of an Affiliate's Board (preferably the successor to the president) shall be either Active or Life Members of NEHA. Mike Mettler is the 2014 Liaison to NEHA.)

The 2014 NEHA AEC was July 7 to 10 in Las Vegas, Nevada. Mike is attended this meeting. The 2015 NEHA AEC will be in Orlando, Florida. The IEHA Silent Auction item was sold. This was the most attended conference since 2005.

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – Kelli Whiting for Katie Clayton

(NOTE: 2014 Membership for Mike Mettler has been processed (according to IAFP one of the requirements to maintain IEHA status as an IAFP Affiliate is that the President and Delegate must be active members of IAFP. Katie Clayton is the 2014 IEHA Delegate to IAFP.)

Kelli reported that she, Jennifer Asbury, Margaret Voyles and Tami Barrett met David Tharp, Executive Director for IAFP at the Convention Center this morning to go over details in preparation for the conference. The IAFP AEC is scheduled for August 3 to 6, 2014 at the Indianapolis Convention Center. IEHA needs to assemble 2,700 welcome bags. IEHA is also responsible for arranging donations of dairy foods to be distributed in the exhibit hall during the meeting (milk and ice cream - Update: Dean Foods and Nestle was not able to donate so IAFP is working with another vendor to supply the milk and ice cream). IEHA also needs to arrange for volunteers to help with many aspects of the conference. Volunteers are then able to attend portions of the conference at no cost. IEHA will receive \$8,000 from IAFP to help with packet stuffers, etc (at conclusion of the conference).

NOMINATIONS COMMITTEE – Mike Sutton – **NO REPORT**

The 2015 State Officers are: Denise Wright, President; Mike Sutton, President-Elect; Patty Nocek, Vice President; Margaret Voyles, Treasurer; and Kelli Whiting, Secretary.

The nominees for Auditor are Tara Renner, Gary Chapple and Amanda Lahners. Ballots will be sent prior to the Fall Conference to vote for two of the three Auditors for 2015. The Auditors will be announced at the Fall Conference business meeting.

PUBLICATIONS COMMITTEE – Ed Norris

The Summer Journal is being proofed and will be posted to the website soon. The deadline for articles for the Fall/Winter Journal is November 1. The article submitted to IAFP for the Affiliate View newsletter talking about IEHA has been published. It was shortened a bit to fit their space. It is posted to the website and Tami has some hard copies.

FOOD PROTECTION COMMITTEE – submitted by Sylvia Garrison and Ann Applegate – Co-Chairs

The agenda for the Fall Conference Food Protection Concurrent sessions is finalized. It will be a strong program with speakers from Kroger, Proctor and Gamble and King Island, as well as ISDH, Eco Lab and FDA. The August meeting will not be held due to the State Fair and IAFP conference. The next meeting will be in November and new Co-chairs will be elected at this meeting.

WASTEWATER MANAGEMENT COMMITTEE – Gary Chapple – **NO REPORT**

GENERAL ENVIRONMENTAL HEALTH SERVICES COMMITTEE (includes Legislation and Environmental Health Outreach Subcommittee (formerly Safe Water Committee) – Jason Ravenscroft

Jason reported the last meeting was June 9 at 11:00 am at the ISDH Shadeland Office. The Committee is finalizing Fall Conference speakers and there was more discussion on the Environmental Health Outreach Subcommittee. The Committee will also be sponsoring a recreational water course on August 28. The next meeting is scheduled for August 13.

TERRORISM AND ALL-HAZARDS PREPAREDNESS COMMITTEE – Jennifer Heller and Jason LeMaster - Co-Chairs – **NO REPORT**

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (IDEM) LIAISON – Mike Sutton – **NO REPORT**

INDIANA STATE DEPARTMENT OF HEALTH (ISDH) LIAISON – Mike Mettler/Denise Wright

Mike reported that Ed Miller will be retiring as of August 29.

BOARD OF ANIMAL HEALTH (BOAH) LIAISON – Dr. Jim Hollis – **NO REPORT**

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Jason Ravenscroft for Alice Quinn

Jason reported that IOWPA's inspector certification is scheduled for August 19 to 21 at Camp Camby.

INFORMATION TECHNOLOGY (IT) COMMITTEE – Mike Mettler

Margaret reported she met with Rick Schroeder about membership management aspect of Wild Apricot.

POLICY COMMITTEE – Denise Wright – **NO REPORT**

NATIONAL ASSOCIATION OF COUNTY & CITY OFFICIALS (NACCHO) & STATE ASSOCIATION OF COUNTY & CITY OFFICIALS (SACCHO) LIAISON

Mike reported that Joshua Williams has moved to Colorado. He will look for someone else to serve as liaison.

FALL CONFERENCE (2013) – Mike Mettler

The outstanding check from East Chicago was received and deposited. The Association reseeded the Fall Conference account.

SPRING CONFERENCE (2014) – Mike Sutton – **NO REPORT**

NOTE: Checks are still being collected but it appears there will be a surplus of approximately \$1,636.12. Tami has contacted everyone that has an outstanding check.

FALL CONFERENCE (2014) – Denise Wright

Denise reported that the 2014 Fall Educational Conference will be held on September 22, 23 & 24 at the Belterra Hotel, 777 Belterra Drive, Florence, Indiana. Rooms will be \$79 per night. The Save the Date info is posted to the website with the number to call for reservations. Christine Stinson is chairing the Sponsorship Committee. There will be a Leadership/Team Building exercise offered on Sunday and the cost is included in the registration. The draft agenda will be distributed next week.

SPRING CONFERENCE (2015) – Patty Nocek – **NO REPORT**

OLD BUSINESS

NEW BUSINESS

Jennifer Warner presented an outhouse birdhouse to Tami that John Bonsett built. Tami was surprised and honored to receive it.

Patty Nocek reported that LaPorte County is re-issuing a check for membership that was never received or cashed.

Tara Renner asked the Board to approve or sanction Central Chapter's Community Garden. There was discussion. Mike Mettler entertained a motion in favor of the Community Garden project. Patrick Sovinski made the motion, it was seconded by Kelli Whiting and passed with one dissenting vote.

CHAPTER REPORTS (All Chapter Reports should be submitted to the Secretary in writing)

NORTHWEST CHAPTER – submitted by Rita Hooton for Patty Nocek

The next meeting is scheduled for August 21 at the Lake County Solid Waste District Environmental Educational Center in Hammond.

NORTHEAST CHAPTER - submitted by Patrick Sovinski – **NO REPORT**

WABASH VALLEY CHAPTER – submitted by Ed Norris

The next meeting is scheduled for August 28 at the Tippecanoe County Extension Office in Lafayette. The Chapter will honor three members who are retiring.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The last meeting was June 26 at the Ciudad Colonial Mexican Restaurant located at the Muncie Mall. There was a presentation by Jason Donati of Stormwater Management, a short business meeting, lunch and then members helped with a Community Garden at the nearby Motivate Our Minds Education Center. This is a summer program for youth and members helped pull weeds, put flower boxes together, plant flowers and vegetables, etc. There were 16 in attendance. The next meeting is scheduled for August 28. Specific details TBD.

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WEST CENTRAL CHAPTER – submitted by for Lisa Harrison

The next meeting is scheduled for August 14. Details still TBD.

SOUTHERN CHAPTER – submitted by Jennifer Heller – **NO REPORT**

SOUTHEASTERN CHAPTER – submitted by Todd Webb – **NO REPORT**

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The last meeting was June 26 at United Water. There will be a tour of the Belmont Wastewater Treatment Plant as well. There were 12 in attendance. The next meeting is scheduled for July 24 and will begin at Greek's Pizzeria on Southport Road for lunch, followed by a tour at Covanta Facilities on Harding Street. Attendees will be working in a community garden so wear long pants – waivers and sign-up sheets will be made available. Vegetables, etc. from this community garden are donated to a food pantry. The chapter will be electing 2015 officers at this meeting as well.

Mike Mettler entertained a motion to adjourn the meeting. Kelli Whiting moved that the meeting be adjourned; it was seconded by Denise Wright and passed unanimously. The meeting adjourned at 2:10 pm.

Submitted by: Kelli Whiting, Secretary
Tami Barrett, Board Secretary