

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the January 15, 2016 meeting.

NEXT MTG DATE: Friday, February 19, 2016 – 10:00 am
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 and Awards Committee Chair – Denise Wright*
President and NEHA Liaison– Mike Sutton *
President-Elect – Patty Nocek*
Vice President – Jason Ravenscroft*
Treasurer – Gretchen Quirk (2015/16)*
Secretary – Kelli Whiting*

CHAPTER REPRESENTATIVES

Reba Taylor-Hill – Central Chapter *
Jennifer Heller Rugenstein – Southern Chapter*
Todd Webb – Southeastern Chapter *
Lisa Harrison – West Central Chapter*
Ed Norris – Wabash Valley Chapter *
Patrick Sovinski – Northeast Chapter and Awards Committee (at-large member) *
Stephanie Cain – East Central Chapter *
Karen Flanigan – Northwest Chapter *

OTHERS

Gary Chapple & Tara Renner – Auditors
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 & Website Committee Chair
Larry Beard – International Association for Food Protection (IAFP) Liaison
Jason Ravenscroft – 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
Doug Mathis – National Association for County and City Health Officials (NACCHO) & Indiana Public Health Association (IPHA) Liaison
Jennifer Asbury - Food Protection Committee Co-Chair
Sharon Pattee – Food Protection Committee Co-Chair
Jason Ravenscroft – General Environmental Health Services Committee Chair & IOWPA Liaison
Jennifer Heller Rugenstein and Jason LeMaster, Co-Chairs - Terrorism and All-Hazards Preparedness
Gary Chapple – Wastewater Management Committee Chair
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Minutes of the January 15, 2016 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:02 am by President Mike Sutton.

Those attending all or part of the meeting:

Denise Wright – Past President & Awards Committee Chair
Mike Sutton – President*, IDEM Liaison & Nominations Committee Chair
Patty Nocek – Vice President* (via phone)
Jason Ravenscroft – Vice President*, GEHSC Secretary & IOWPA Liaison
Kelli Whiting – Secretary*
Gretchen Quirk – Treasurer (2015/2016)*
Tara Renner – Auditor
Margaret Voyles – Membership Committee Chair & Website Committee Chair
Lisa Harrison – West Central Chapter Rep* (via phone)
Stephanie Cain – East Central Chapter* (via phone)
Ed Norris – Wabash Valley Chapter Rep* & Publications Committee Chair
Patrick Sovinski – Northeast Chapter Rep and Awards Committee (at-large member)* (via phone)
Reba Taylor-Hill – Central Chapter Rep.* (via phone)
Larry Beard – IAFP Liaison (via phone)
Ellie Hansotte – General Environmental Health Services Committee Chair
Sharon Pattee, Co-Chair – Food Protection Committee

Those not attending:

Gary Chapple – Auditor
Doug Mathis – NACCHO/IPHA Liaison
Karen Flanigan – Northwest Chapter Rep*
Jennifer Heller Rugenstein– Southern Chapter Rep* and Co-Chair – TAHP Committee Chair
Todd Webb – Southeastern Chapter Rep* and COPED Committee Chair
Jennifer Asbury, Co-Chair – Food Protection Committee
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee
Dr. Jim Hollis – BOAH Liaison
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

*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

Approval of the December 18, 2015 minutes was tabled until February 19, 2016 Executive Board meeting.

TREASURER'S REPORT – Gretchen Quirk

Current December Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$2,290.35

The Operations (Indiana Members) Savings Account balance is \$86.10

The MM/Equipment & Contingency Fund Account Total balance is \$40,989.22

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 \$2,657.55 (*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, \$61 donation from the Karaoke night at 2013 Fall Conference, \$881.50 from the 2015 Fall Conference Silent Auction.*)

Mike Sutton stated the December Treasurer's Report is filed subject to audit.

AUDITORS – Gary Chapple and Tara Renner

Tara asked all Chapters, Committees (GEHSC & TAHP) and Conference Treasurers to submit copies of their books for auditing upon receipt of the December bank statement.

COMMITTEE REPORTS

AWARDS COMMITTEE – Mike Mettler – **NO REPORT**

COMMITTEE ON PROFESSIONAL AND EDUCATIONAL DEVELOPMENT (COPEd) – Todd Webb – **NO REPORT**

NOTE: Currently there is \$2,657.55 available for scholarships.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are currently 224 paid active members (does not include Sustaining members).

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – Larry Beard – **NO REPORT**

(NOTE: 2016 Membership for Mike Sutton 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. Larry Beard is the 2016 IEHA Delegate to IAFP.)

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON – Mike Sutton – **NO REPORT**

(NOTE: 2016 Membership for Mike Sutton 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 Sutton is the 2016 Liaison to NEHA.)

NOMINATIONS COMMITTEE – Mike Sutton

Mike asked that nominations for 2017 state officers be submitted prior to the Spring Conference. The 2017 nominations will be for Vice President, Secretary, Treasurer and two Auditors.

PUBLICATIONS COMMITTEE – Christiana Mann

Christiana Mann will not continue as Publications Committee Chair in 2016. Mike Sutton will find a replacement.

FOOD PROTECTION COMMITTEE – submitted by Sharon Pattee and Jennifer Asbury – Co-Chairs

The next meeting is scheduled for February 17 at the IDEM Shadeland Office. The other 2016 dates are June 15, August 17 and December 21. Ed Norris will continue as editor of the FPC newsletter.

WASTEWATER MANAGEMENT COMMITTEE – Gary Chapple

The next meeting will be in March. Gary will continue as Chair and Alice Quinn will be the Secretary.

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

The next meeting is scheduled for February 10 at the ISDH Indoor Air Quality office at Shadeland. The Committee is working on poster sessions, legislative bills for the website. Ellie reported she still needs a rep from the Wabash Valley Chapter.

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

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (IDEM) LIAISON – Mike Sutton

Mike may find a replacement liaison from IDEM.

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

There are several ISDH retirements in the next few months.

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

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

The 2016 Winter Conference will be held on January 25 & 26 at Primo South (Keystone and South I-65).

WEBSITE COMMITTEE (formerly the INFORMATION TECHNOLOGY (IT) COMMITTEE – Margaret Voyles

Margaret has revised the Sustaining Member form and it is posted to the website. She needs a letter from the President for posting.

NATIONAL ASSOCIATION OF COUNTY & CITY OFFICIALS (NACCHO) & INDIANA PUBLIC HEALTH ASSOCIATION (IPHA) LIAISON – submitted by Doug Mathis – **NO REPORT**

NOTE: Mike will check with Doug to see if he wants to continue this role.

FALL CONFERENCE (2015) – Mike Sutton

Should be able to close the 2015 Fall Conference books soon.

SPRING CONFERENCE (2016) – submitted by Jason Ravenscroft

The Spring Conference is scheduled for April 14, 2016 at the University Place Hotel, 850 West Michigan Street, Indianapolis. Jason distributed a tentative agenda.

FALL CONFERENCE (2016) – Patty Nocek

The 2016 Fall Educational Conference will be held September 26 to 28 at the Blue Chip Stardust Event Center, 777 Blue Chip Drive, Michigan City. The theme is “Ignite the Future”. Patty reported there will be “value added” speakers on Sunday night from 6:30 to 8:00 pm and then a mix and mingle with refreshments from 8:00 to 10:00 pm which will include a ppt celebrating members years of service to the Association. Bill Marlar will present a foods break-out session. The Tuesday night event will be a 70s theme. There will also be an on-site wastewater tour at the Indiana Dunes. Margaret and Patty will contact bank to see what they need to change names on the Fall Conference checking account.

OLD BUSINESS

(NOTE from November 2014 meeting: There was discussion about changing the By-Laws to allow for ballots to be sent electronically. The resolution to change the By-Laws must be sent to the membership prior to the next meeting. This change takes only one vote by the membership to change the By-Laws.)

Reviewing and updating the Constitution and By-Laws – best practices on electronic balloting (tabled until 2016)

There was discussion on updating the COPED criteria (tabled until 2016)

NEW BUSINESS

Discussion on the importance of speakers (educational aspect) of the conferences for CEUs etc.

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

NORTHEAST CHAPTER - submitted by Patrick Sovinski

The next meeting is scheduled for January 21 in Adams County. Speaker will be Steve Yearly from the ISDH and the topic will be swimming pools.

NORTHWEST CHAPTER – submitted by Karen Flanigan – **NO REPORT**

WABASH VALLEY CHAPTER – submitted by Ed Norris

The next meeting is scheduled for February 4 at the Tippecanoe County Extension office in Lafayette and hosted by the Tippecanoe County Health Department.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The next meeting is scheduled for January 21 at the Hoosier Park Racing and Casino with Mike Flanders from Green Tire Reclamation as the speaker.

WEST CENTRAL CHAPTER – submitted by Lisa Harrison

The next meeting will be in February with the location and date TBD.

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

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

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The next meeting is scheduled for July 20.

Mike Sutton entertained a motion to adjourn the meeting. Ed Norris moved that the meeting be adjourned; it was seconded by Denise H. Wright and passed unanimously. The meeting adjourned at 11:30 am.

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