

**Wyoming Environmental Health Association
Board Meeting Minutes
September 10, 2013
Conference call**

AGENDA

- I. Call to Order: Meeting called to order by Terri at 3:00pm.**
- II. Secretary's Report: Tiffany made a motion to dispense with the reading of the secretary's report Jeff seconded the motion, the motion was passed.**
- III. Treasurer's Report – No issues with treasurer's report. Tiffany made a motion to accept the report, Todd seconded. Motion was passed**
- IV. Committee Reports**

Awards – Linda Stratton (chair), Dean Finkenbinder, Paul Ng
Education

Food Safety – WEHA Board - No Report

Swimming Pools/Spas – Chelle Schwope - No Report

Child Care – Stephanie Styvar - No Report

Small Water/Wastewater – Roy Kroeger - No Report

Nominations/Elections-Gary Hickman (chair)- None at this time

Annual Education Conference- Board, Linda, Chelle, Kevin, Jurri: - Linda has provided the agenda for the AEC

By-Laws/Resolutions – Gary Hickman (chair)

Public Relations – vacant -No Change

Legislative – Dean Finkenbinder (chair) -Nothing new

Newsletter Editor – Tiffany Gaertner (chair) January, new member pictures will be in the news letter. -

Archives/Scrapbook – vacant - No change

Membership – Terri Leichtweis, Tiffany Gaertner - Nothing new

V. Old Business

AEC 2013, speaker gifts, deposits, chamber packets: Gifts have been purchased and receipts will be provided to Todd at the AEC. All deposits have been paid. Chamber packets will be picked up and delivered to the venue by Jeff. Food and beverage shortfall of \$651 will be addressed by purchasing a small cheese display for \$350 and an open bar will make up the difference.

Signature for checks-Gave to Gary for Review

Retention time of documents- 5-7 yrs Terri will begin weeding out the older documents

D&O Insurance- On hold for now

Change title of Pres-Elect to Vice President? Will be discussed at the General Meeting.

Nominations and elections per the policies and procedures will be discussed and a possible creation of a committee but will be discussed at the AEC.

VI. New Business

The P&P and By-Laws need to be updated

Get Secretary items back from TCEH

**VII. Next Meeting at the general meeting and will be noted by Todd since Jeff will not be attending.
Possible board meeting in December.**

VIII. Adjourn

Meeting adjourned at 3:22 by Terri Leichtwies