

Wyoming Environmental Health Association  
Board Meeting  
Tuesday, February 2, 2010  
Oil & Gas Commission  
Casper, Wyoming

I. Call to Order

- a. The meeting was called to order at 11:06 am by President Joe Martinez.

II. Secretary's Report

- a. Joe received updated IAFP report from Tiffany and it was sent off to IAFP.
- b. Joe got an email that IAFP received the annual report. Neil asked what info they wanted on that report. Joe and Terri stated that they want updated addresses and board member information and what we did for the year including awards.
- c. Joe asked if anyone had seen the minutes prior to the meeting. Terri asked if everyone wanted Tiffany to email the minutes before the meetings. Everyone agreed with this.
- d. Neil Bloomenrader made a motion to dispense with the reading of the minutes.
- e. Doug Evans seconded the motion.
- f. Motion passed.

III. Treasurer's Report

- a. Terri Leichtweis submitted a report stating that the Association had \$28,431.93 in all accounts. We have 24 members one is new member from Teton County. His name is Jeff Kemper. No sustaining members have paid yet. Doug asked when we started paying an annual fee on the Smith Barney account since he didn't remember ever seeing this before. Terri didn't think we were making enough in the year to even cover the annual fee. Doug said we need to check into other investment options. Joe stated that if we have no intention of touching the money we should look into CD's. Doug also said to look at IRA's. Neal asked what CD's were paying at right now. Joe stated that it is between 3 and 3/14. Neal thinks we can do better and Joe will look into the options before the next meeting.
- b. Joe asked what the checks were written for. Terri stated that one was the web site and the other was for a shipping fee to send a t-shirt to Canada and some stamps. She stated that it is \$11.45 to send to Canada in the flat rate boxes. That was the cheapest way to send it.
- c. Terri brought up the fund for the President going to NEHA to include a base amount of \$500.00, ½ of the dues, and the silent auction and right now we have \$1784.00. We would also have money from WFSC.
- d. Doug Evans made a motion to accept the report.
- e. Neil Bloomenrader seconded the motion.
- f. Motion passed.
- g. Joe stated that we need to make a change to the Policy & Procedures.

#### IV. Committee Reports

- a. AEC—10/18-10/21 with the 18<sup>th</sup> being a travel day. There are a total of 80 rooms, 60 have private bathroom and 20 are shared bathrooms at \$82.00 per night. The rooms in Gardiner are \$70.00. We dropped the total expected attendees to 120 people because of budget constraints and weather. Joe contacted several City/County Health Departments and Green River will send 2-3, Casper 1, Cheyenne 2-3 but that is dependent on speakers in the areas of Pest control and Bioterrorism. Teton can send 1 probably but depends on budget approval. Joe said they could maybe send people to drive up for the day and go back to Jackson. We have more lead way with the hotel by going at a later time in the year. The registration fee won't be more than \$150.00 including the banquet. Terri stated that there were some questions on that because Becky came up with the expenses being \$154.00 per person. Joe stated that some of the cost will be pulled out and that will change the cost per person. We are still waiting on a second proposal from Xanterra. Terri said we need to make sure the registration fee covers all of our costs. Neal had a question on room fees and Joe went over the prices and the numbers of rooms. Joe stated that we may not need all 80 rooms reserved. Joe and Neal both said some people would have problems with the community bathrooms and that some people wouldn't care. Typically Xanterra is closed at that time of year but they volunteered to stay open longer. Registration cost covers the conference rooms and they knocked off 15% for having the conference there. Details for meals were worked out in December. Day break breakfast on tues and wed, the lunch for the meeting, a box lunch on wed before the tours so people can take lunch with them, and a breakfast buffet on Thursday. For \$2.00 per person they will leave certain items out and replenish them. Neal asked about the social mixer. Joe stated that it will be on Tuesday and they are trying to get Sysco to sponsor it to reduce the costs. Sysco provides all the food to Xanterra. Joe felt there was a good chance to get them to sponsor. Neal asked about a bar. Joe stated that the social event is on Tuesday so that on Monday people can go see the park and some people will be getting in late on Monday. There will be a bar at the mixer. Joe stated that they would like to do the mixer with the exhibitors. That's how they do it at NEHA AEC. Joe talked about a raffle for a prize at the mixer. Doug asked about a back-up plan because we always try to do this event in September because of the weather. Doug stated that there is always a storm in late October and he asked if we could push it back a few weeks. Terri stated the room rates were higher. Joe stated that they go up Oct 1<sup>st</sup> and that there are no options with Yellowstone the first two weeks of Oct. Neal is concerned about the weather also. Doug stated that the hotel won't let us off the hook if no one shows up due to the weather. Joe said there will be an earlier registration date so that we can get a better count of how many people can attend. Terri stated that we need a date 2 months ahead for the deadline. Joe stated that there is no place in Gardiner big enough for a group this size. Neal asked about a curfew. Joe stated that it is at 9pm. Joe said that some people will stay in Mammoth and don't care about the curfew. Joe stated that there is also a fee to get into the park that is per vehicle. He is going to talk to Dean and Linda about getting a van for fewer park fees. Some people living in Livingston have a park pass. Neal asked about a pass for everyone and Joe said that there is no way to do that. Terri asked how long the pass was good for and

Joe said one week. Joe didn't know if pass was vehicle specific. Neal didn't think that they would be picky that time of year. Terri said that she and Tiffany discussed that since we are getting fed more meals the registration fees should be higher and that if people argue the price they need to be told that. Neal asked about payment of registration and if we would handle our and Montana take care of their's. Joe stated that it hasn't been discussed yet they are waiting to get the rest of the details taken care first. Terri stated that one group needs take all the money and they pay the bills and then the other group reimburses. Joe didn't know if MEHA had the capability to accept online payments but that we probably needed it this time. It was about \$120.00 to do it online for 35 registrants with WYPHA last year. That is through a Pay pal account. Montana looks to us for guidance because they haven't had a joint conference in a long time. Terri asked if MEHA has tax-exempt status. Joe said he believes so. Joe said on average MEHA get 80 attendees and we get 35. Neal concerned about budget cuts. Joe stated that's why he called around to local health depts.

b. Awards—Nothing to report

c. Education Joe stated that we need to change the structure of the committees and that at the AEC we voted to change it, that there is no need for separate committees. Terri stated that P&P states that they are not supposed to be individual committees and that the Executive committee in the head of the committee and that they appoint someone to oversee each area. Doug stated that we need to not call them chair persons. Doug felt that we still needed to have someone to oversee each area. Doug stated that they are subcommittees of the education committee. Joe stated that we could call them program coordinators. Neal agreed that it would just be a title change. Doug stated that we could just have all four of the people on the education committee. Doug suggested that each board member could take a program. Terri stated that we are not following the P&P on many things. Neal suggested calling them Sub-committee chairs. Joe explained how the school board works and that maybe we follow that. Doug said we just need to change the title of the people. Joe stated calling them administrators. Doug said the board would be the chair and the others would be program coordinators. Neal made a motion. Terri seconded.

Approved. Sub-committee titles changed to Program coordinators.

i. Food Safety—

ii. Swimming Pools/Spa—

iii. Child Care—

iv. Small Wastewater/Water—

d. By-Laws/Resolutions—No report

e. Public Relations—No Report

f. Legislative— Joe said e won't hear anything till an actual bill comes out. Terri said that Wallis submitted a bill. Joe talked with Loraine Corberg a rep from Thermopolis. She said that any bill not budget related would have a hard time getting any where. Wallis would have 2 minutes to state her case, 2 1 min slots to speak for or against it, and she gets a 1 min rebuttal and then she needs a 2/3 vote to get it through. If she doesn't get the vote the bill is dead. She also has to show proof that there would not be any additional financial with the bill being introduced or implemented. It would be difficult for her to get any changes to the current Cottage

Food bill through. Loraine doesn't feel any changes should be made to the current bill because it is so new and that they are still trying to work out the kinks. Terri said that the bill being introduced is the Food Freedom Act and that it is ready to go. Joe said that this one opens up the raw milk to schools. Joe stated that the schools could lose their USDA funding because it is not an approved source. It would create a financial strain on the schools. Terri stated that LCSD #1 was against it because they can't afford to do that. Joe said he could write another letter to send to congress. Joe said he would be following the bills again this year. Joe has gotten Loraine to listen to what he has to say.

- g. Newsletter Editor— No report
- h. Library—.No report
- i. Archives/Scrapbook—No report
- j. Membership— No report

#### IV. Old Business

- a. 2010 AEC— see above

#### V. New Business

a. Policy section 8-Need to change the wording. Terri read #6 of section 8 about how much money goes to sending the President to NEHA, that currently says that we can give up to ½ the amount needed if available to send the President. Terri said that we were going to put certain amounts of funds to go towards this. Terri stated that we were going to change the scholarship fund before we realized there was already something set up for sending the President. Terri stated that we need to change section 8. Joe asked if the scholarship was only for the members and not the board members. Doug stated that the President is still a member of WEHA so that should be available to him also. The max amount anyone can get from the scholarship fund is \$250.00. Joe discussed the process of selecting an alternate if the President couldn't go to NEHA, which is outlined in section 8. Terri asked if we wanted to change the bottom part of section 8 to increase the limit because there will be some years that we cannot find outside funding and we would have to pay the whole amount. Doug thinks we still need to set an amount because someone can not try to find alternate funding and then WEHA will have to pay the whole thing. Terri said it is usually \$2000.00 each time. Doug stated that we are going to use ½ the dues, silent auction, a \$500.00 base amount, and other fund raising to go towards a fund for sending the President to NEHA. Neal said that \$1000.00 will only cover registration and transportation, and thinks we need to look at it on a case by case basis. Joe thinks we need to have all costs shown and approved by the board. Outside funding sources will need to be shown as well as meals, travel, and conference fee. Doug and Terri said that the president fund will replenish itself every year. Joe asked if we should set up a savings account for this money. Doug said we already have an account. Terri said that she created another accounting column to separate out the money. Joe said we will be able to get money from WFSC, NEHA could probably cover the registration fee. Doug said we need to set limits. Terri stated that the scholarship fund is a max of \$1000.00 with \$250.00 per person. WFSC has an education stipend. Joe has not heard from NEHA but he will follow up with them. The conference is the beginning of June. Doug said that we can add the President fund to the P&P and that

they will also get ½ of the funds needed for the trip if available. Terri asked if they would get the ½ of the funds needs plus what is in the president fund. Everyone agreed that this is how we will do it. Doug also said that they can get \$250.00 from the scholarship. Joe asked if we can send proposed changes to NEHA for review and legal counsel. Doug said that we already voted on these changes. Terri said that it is already in the By-laws how to change the P&P. Terri will look in By-laws for correct procedure.

Terri also talked about getting a debit card for the treasurer to pay for things like, registration, and airline. Terri said the card shouldn't be given to just anyone. Doug said that WEHA will give the person going the money up front and therefore WEHA won't pay directly for anything. Doug felt we still needed a debit card anyway. It will be easier to just issue them a check for the total amount needed. Terri will talk to the bank and the treasurer will be the only one with access to the card. Doug asked about how it's working with needing 2 signatures on the checks. Joe stated that we don't ever do it and that it's a WEHA requirement not at bank requirement. Joe said that Terri can write checks but it is outside of policy but the bank doesn't question it. Terri does not like having signed checks lying around in a non-secure place.

b. Rosetta Stone-need 25 people minimum and it is \$250.00 per year. Joe said you get access to all levels of all languages for 1 year. Doug felt it was too expensive. Joe was hoping to purchase all 5 levels of a language and share but that won't work because of the registration of the program.

c. Education Materials-Nothing new

d. Certification Materials-Books are really expensive

e. Other training materials in Foreign languages-nothing new

f. Newsletter-Joe spoke to Ben and has received some articles for the newsletter. Mario and Tracinda are working on getting him some articles. Terri asked if we should change the frequency of the newsletter. Doug said that it was easier before to get articles because Roy had contacts. Terri stated that Tiffany said she would do it if Ben didn't want to do it anymore. Joe said that the person in charge should be soliciting for the articles. Doug said we need to get on the newsletter better. Joe said we need to set deadlines for submitting articles so that we can get it out more often. Joe said the middle of each quarter would be good. Doug said we need more structure.

g. Terri brought up providing a new member info book for all members to include updated membership lists, P&P, By-laws. It wouldn't be too difficult to alter the excel chart for the membership. We could email all the info to everyone and those that want a printed copy can do that.

a. WEHA is now on Facebook. Neal said that this needs to go in the newsletter. Everyone was ok with this.

## II. Other Business

a. Updating of website. It is not getting updated very often. Joe brought up the option of paying someone to keep the website updated if Roy didn't want to do it anymore.

## V. Next Meeting

a. April 20, 2010 at 11am at Oil & Gas Comm in Casper.

## VI. Adjourn

- a. Neal made a motion to adjourn the meeting.
- b. Doug seconded the motion.
- c. Motion passed, and meeting adjourned 12.34pm