

National Capital Area Environmental Health Association

Board Meeting Agenda

May 26, 2010

1:00-2:00P.M.

Conference call: 1-866-305-2467

Pass code: 581851

In Attendance: Chris Gordon, Kristin Garcia, Shannon McKeon and Kris Wallace

Not In Attendance: Bruce Flippens, Vicki Griffith, Marion Allen, Jessica Tapp, Sarah Chi, Allison Lippert and Jennifer Lehman

Agenda Items:

1. Call to Order (Chris Gordon), 1:02pm
2. Approval of Minutes (Shannon McKeon—March 1, April 15 meetings)
 - a. Minutes approved.
3. Additions/Adoptions to the Agenda (Chris Gordon)
 - a. Outsourcing work for becoming a non-profit
4. Treasurer's Report (Sarah Chi)
 - a. Report

Beginning Balance:	\$11,984.85
Expenditures:	\$142.58 – (Signs by Tomorrow/ NCAEHA banner)
	\$143.88 – (Hosting.com/ Annual fee for website maintenance)
	\$59.97 – (Chris Gordon/ Feb-April teleconference fee refund)
Income:	\$1275.00 – (NCAEHA spring conference fees/ membership dues)
Ending Balance:	\$12,778.42

Scholarship fund: \$1,976.00 **figure included in ending balance*
5. New Business:
 - a. Spring Conference—wrap-up (Marion Allen, not present. This item is deferred to the next meeting)
 - i. Number of attendees
 - ii. \$ income/debits

- b. Jerrold Michael Award Winner—deadline was 5/1/10 (Chris Gordon)
 - i. Kristin nominated Stephen Hughes of the Alexandria Health Department. She will generate a formal write-up of the nomination. The Board approved Stephen as the award winner.
 - ii. Kris Wallace will coordinate the purchase of the plaque through Award Crafters. They may be reached at (703)815-0500 and are located at 14110 Sullyfield Circle, Chantilly VA 20151. The award may be mailed or picked up at which time we will receive a bill for which Sarah can write a check.
 - c. James M. Wordsworth Scholarship Winner—deadline was 5/1/10 (Kristin Garcia)
 - i. 3 candidates applied for the scholarship. The selection committee chose Elizabeth Holman, who is working toward a Dr. PH. Kristin will create a paper certificate to be awarded to Ms. Holman at the Awards Dinner.
 - d. 2010 Elections Update (Chris Gordon)
 - i. Ballots- to be sent 5/27/10
 - ii. Final ballots received-Friday 6/11/10
 - iii. Nominations committee certifies election results-Monday, 6/14/10
 - iv. Annual Awards dinner-Thursday, 6/24/10
 - e. NCAEHA representation at 2010 NEHA Annual Education Conference—Vicky Griffith will attend for NCAEHA
 - f. Transfer/Cancel conference call capability for NCAEHA (Chris Gordon)
 - i. Chris Gordon will be cancelling the account with Star Conferencing next month. A new means of communication will need to be set up for the new Board.
 - g. Outsourcing work for obtaining non-profit status (Chris Gordon)
 - i. It was suggested that we outsource the work for obtaining non-profit status. It was agreed that this should be a matter of discussion for the new Board after elections.
6. Next Board Meeting: June 24, 6PM—Annual Awards Dinner at JR Stockyards in Tyson's Corner