

# National Capital Area Environmental Health Association

## Board Meeting Agenda

October 13, 2009

1:00-2:00P.M.

Conference call: 1-866-305-2467

Pass code: 581851

In Attendance: Chris Gordon, Vicki Griffith, Kris Wallace, Marion Allen, Shannon McKeon, Kris Wallace, Sarah Chi and Jessica Tapp

Not In Attendance: Kristin Garcia, Bruce Flippens, Seyra Hammond and Jennifer Lehman

### Agenda Items:

1. Call to Order—Chris Gordon, 1:05 pm
2. Approval of Minutes—Shannon McKeon (September 23 meeting)
  - a. Changes to minutes submitted by Marion Allen to Shannon McKeon. Minutes, with changes, were approved.
3. Additions/Adoptions to the Agenda—Chris Gordon
  - a. None
4. Treasurer's Report—Sarah Chi
  - a. Status Update:
    - i. Checks are on order.
    - ii. No changes to last month.
      1. Treasurer's Report—Sarah Chi
        - a. Beginning Balance: **\$12,241.94**  
Expenditures: NONE  
Income: NONE  
Ending Balance: **\$12,241.94**  
**\*\*SCHOLARSHIP FUND = \$3646.00 \***  
**\* Figure included in ending balance**
  - b. Menu of options for Certificate of Deposit, interest-bearing account
    - i. It was decided that the scholarship fund will be transferred to a new ING Direct account so that we may benefit from a 1.3% APY. Sarah will set up the account and deal with the money transfer.
  - c. Status of 501C-3 application for federal tax id #

- i. Jessica is hoping to be able to obtain a copy of the 501C-6 forms of other NEHA affiliates so that we may use it as a guide.
  - ii. NCAEHA used to be called the National Capital Area Association of Sanitarians. This may cause some issues with the forms.
  
- 5. New Business:
  - a. Fall Conference: October 2009 co-host w/ VEHA in Northern VA
    - i. Last minute details (Kris Wallace)
      - 1. We currently have 12 RSVPs. Some have been received with questions, which Kris is to answer.
    - ii. Speakers (Kris Wallace, Shannon McKeon)
      - 1. Kris is in contact with the speakers regarding time slots.
    - iii. Food (Kris Wallace)
      - 1. Kris has requested the information of the amount spent for food for last year's conference. Sarah Chi will provide Kris with the information. Kris Wallace will buy food and NCAEHA will reimburse her for it via check.
    - iv. Signs (Marion Allen)
      - 1. The signs are being printed. Marion will call Kris once the signs are finished.
    - v. REHS/CPFS exam administration (Kristin Garcia)
      - 1. We have 4 people registered for the REHS exam and 2 registered for the CP-FS exam. We may have two additional people retesting for the REHS. Extra books have been ordered for late applicants
    - vi. Membership Survey monkey (Vicki Griffith)
      - 1. The survey will have questions regarding the conference and its agenda. Kristin has provided Vicki with some pieces to be included as well.
  
- 6. Spring Conference—location
  - a. College Park, MD was suggested
  
- 7. List of NEHA MD, VA, DC members—still waiting on NEHA (Chris Gordon)
  - a. Chris is still waiting for NEHA to send him this information. He will send it to Jessica as soon as he receives it.
  
- 8. Newsletter update (Seyra Hammond)
  - a. None.
  - b. Seyra would like to continue in this capacity with NCAEHA after accepting a new position with the FDA.

9. Update by-laws (ALL)

- a. Kristin proposed the following as one possible option for the qualifications and duties of the Vice President of Professional Advancement and Programs:

Vice-President of Professional Advancement and Programs

a. Qualifications: be a regular, associate, lifetime, or student member

b. Duties:

1. Serves as chair of the Program and Education committee.
    - Guides the delegates in planning and coordinating educational conferences.
    - Assists the delegates in recommending conference dates, locations, topics, and speakers to the Board of Directors. ~~Provides conference notices electronically to Newsletter Editor for distribution. (This should be included in delegates' duties.)~~
    - Plans the Annual meeting including selection of location, menu and entertainment.
    - Provides Annual meeting notices electronically to the Webmaster for distribution at least thirty (30) days in advance of the meeting.
  2. Serves as chair of the Professional Development committee. Leads the committee in promoting professional credentialing and career development of Environmental Health professionals.
  3. Serves as chair of the Awards Committee. Submits nominating criteria for all awards, scholarships and other honoraria to Board of Directors annually.
  4. Serves as chair of the Public Health Policy committee. At the direction of the Board, leads the committee in studying public health policy and legislation and develops position papers or statements on these issues.
  5. Presides over the Annual meeting or Board meetings in the President's absence.
- b. Other options should be discussed that would not include the VP of professional advancement absorbing all of the current responsibilities of the VP of programs.
- c. Vicki is working on the duties for the proposed Vice President of Membership. Some ideas discussed are:

- i. Reaching out to Health Departments to expand membership
- ii. Holding a fundraising membership drive
- iii. Advertising
- iv. Surveys, etc.

c. Chris has requested that, in the process of revising by-laws, Vicki add the piece to the Qualifications of the President that he/she must be a NEHA member.

10. Round-Robin Board Member Updates

11. Next Board Meeting: November 16, 1-2PM—conference call