



# Oregon Environmental Health Association

*Furthering the Education of Environmental Health Professionals*

## OEHA Board Meeting July 18, 2019

### Minutes

**Call to order: Meeting was called to order at 1:30 PM**

**Attendees:** Sarah Puls President, Bill Emminger Past President, Rick Hallmark Vice President, Angie Scott, Southwest Regional Director, Annette Pampush Northwest Regional Director, Randy Trox Mid-Willamette Regional Director, Jeff Freund, Treasurers

**Absent:** John Mason, Connie Strandt, Ramona Quinn and Kaline Chavarria

**Minutes:** Approval of last meeting minutes, Angie motioned and Bill seconded. Minutes were approved

**Treasurers Report:** Jeff stated John was out of town and that he is only treasurer by name and John is still the acting treasurer. Sarah discussed reimbursement for the President's trip to NEHA conference in Nashville \$2783.33. Bill motioned to reimburse Sarah's Expenses from NEHA, Randy seconded, motion passed.

Bill discussed the need for a proposed budget form the board to be approved at the next meeting. Sarah said yes we need to get an approved budget done as soon as possible. It was discussed that when John returns Jeff and John can work on a proposed budget and send it out to the board. Bill said he had a template he would send to help them set a budget. Bill mentioned the need to use conference revenue as part of the budget to cover some of these expenses such as travel and training. This needs to be adding to proposed budget and discussed at OEHA conference.

## Committee Reports

- 1. Membership Committee:** There has been a lack of response from committee members. The "ask me about OEHA" buttons did not raise any interest. Currently there are about 50 members. We are on track to meet our goal of increasing membership by 25% by the end of the year. There is a need for more outreach. Ideas discussed were updating website and brochure. We need to focus on improving the product before focusing on the recruitment. We need to offer more for prospective members. Discussed offering no fee for first year REHST. Also discussed were increasing the annual fee amount of \$35.00, membership cards and renewal notices.

- 2. Newsletter:** Angie is still interested in being the newsletter contact. Next newsletter is due in August 2019. Deschutes County staff (Adrea) is also still willing to put articles on template she built for the last newsletter. We need to start gathering ideas for new original useful articles. There is lots relevant information out there. Ideas were president message, NEHA information. Send potential articles to Angie by the end of July and she will get to Adrea to add to August edition
- 3. By-laws:** We need to update our current by-laws. The latest version from April 2003 was chosen. Greg will update that version to the website. Changes to be made at annual meeting following the review of the by-laws by the committee. Can we work outside of our by-laws as they are being worked on? Consensus was yes. It is unknown whether our 501-C3 requires by-laws. Motion was made by Sarah to operate at an interim status while updating the by-laws with exception of monetary related by-laws. Jeff seconded and the motion passed. Motion was then made by Annette to adopt committee assignments document since we are operating in an Interim status. Randy seconded, motion passed.
- 4. Education Committee and Conference 2020:** Jeff, Sarah and Randy discussed venue options researched: Salishan, Mt. Bachelor Village and Agate Beach Hotel. Mt Bachelor was planned venue for spring 2020 but changed ownership so plans in flux. Sarah discussed a Lane Co. resource to help find/plan conference locations. Sarah will forward Lane County contact information to the conference planning committee. Discussion will continue at next conference planning committee meeting 3<sup>rd</sup>. Thursday of each month.
- 5. Drinking Water Advisory:** Greg gave a Drinking Water Program update from Dave Emme. Senate Bill 27 passed, larger systems will have increased fees, and smaller systems will still have a small fee. Invoicing for new fees could start as early as May 2020. The Drinking Water Program is recruiting for DMC manager (Joe Carlson) and Tia's position.
- 6. New Business:** Greg states the website is outdated and he is looking at other website builders (\$10-\$15/Month). Using the 2005 website is not functional. Annette suggested social media platforms such as Facebook and Twitter. Annette stated she knows someone who might be interested in helping with our Facebook page.
- 7. Regional Meetings:** Randy is organizing a day field trip/group outing possibly an Org Camp or a dairy that shows a licensed facility, public water system and wastewater system. Free to members.
- 8. Other:** Angie would like to see new members with a certificate or card. Something new members can receive to know they are part of an organization. NEHA sends out a letter and a card. Rick discussed need for leadership development in Environmental Health. All agreed this was a great offering for the upcoming 2020 conference and would bring in new attendees. Sarah gave an update from the NEHA conference. NEHA region 1 representative Matt, from Starbucks is resigning his position. If you are interested go to the NEHA website to see about nominations. Closes in December.

**Wrap Up:** Reminder to send news articles to Angie by end of July. Also send updated information for Greg for the website. Bill requested budget update. We should get a proposed budget together and send to the board.

**Next conference planning meeting:** August 15, 2019 from 2:30-4:30 pm

**Next regular Board Meeting:** October

**Meeting was adjourned at 3:15 pm**