

NDEHA Board Meeting Minutes

October 19, 2022

7:00 pm CST, Minot



- **Attendees:** Marcie, Aaron, Julie, Javin, Erin, Chris, and Jayme
- Meeting called to order by President, Julie.
- Previous meeting minutes were not distributed and will be approved at the next meeting.
- **Secretary Updates:** Erin will look into digital agenda and registration options for the regional conference. Would also like to pursue different name tags and not do membership cards next years. Suggested we order logo pens for the regional conference as a lot of people asked for pens.
- **Treasure Updates:** No updates.
- **Committee Updates**
 - Website: For next year—record all sessions on zoom and save in the membership portal of the website. Aaron will look at mic options and bring to next meeting. Would be nice to do the business meeting on zoom and invite all members that can't attend the full conference. Discussed having Marcie continue to maintain website.
 - Membership/Sustaining Partners: No update.
 - Bylaws: No updates.
 - Legislative: Marcie will join Julie and Amy's weekly legislative chats.
- **Unfinished Business**
 - **Feedback on the 2022 Fall conference:** recording would allow watching both tracks.
 - **Send survey monkey link:** Marcie will send to Erin who will email out to conference participants.
 - **Cancel Zoom account:** Jayme will do this.
- **New Business**
 - Policy for financial matters such as reimbursement of conference registration fees for unforeseen circumstances and considerations for payments received by deadlines (early bird for example): Jayme will draft a financial policy for next meeting. Refunds should be allowed prior to early bird-anytime after would be vote of the board.
 - 2023 Fall Conference: DoubleTree and Homewood Suites by Hilton Sanford Medical Center Area West Fargo; October 17-19, 2023
 - Planning committee including Region 4 NEHA and NCAFDO. Julie will schedule these meetings.
 - Hotel (contract is signed; uploaded to Google docs)--increase block #'s? Possible third track for body art? Pre or post-conference

workshop?

- Save the Date and Call for Speakers–should do this soon
- Website
- Local Arrangements–Social and activity ideas–Fargo will handle this
- SACCHO Meeting Report & Environmental Health Topics
- Announcements–Next meeting will be planned for Thursday before Thanksgiving
- Aaron motioned to adjourn the meeting and Marcie seconded, all in favor.
Meeting adjourned.