

# NDEHA Board Meeting Minutes

March 30, 2022

11:00am CST, TEAMS



- **Attendees:** Marcie, Chris, Aaron, Julie, Javin, Erin and Jayme
- Meeting called to order by President, Julie.
- Aaron made a motion for approval of previous meeting minutes. Chris seconded. All aye, motion carried.
- **Secretary Updates:** 2022 membership is complete and up to date on Google Drive. Invite to NDDEQ resulted in 3 new members.
- **Treasure Updates:** Jayme emailed out current financials. Taxes were completed for 2021. Paid IRS \$499.11 and state of ND \$34.
  - Checking Balance: \$9,478.89
  - Savings Balance: \$2,027.05
  - CD Balance: \$7,211.57
- **Committee Updates**
  - Website: Marcie will assist Aaron with updating the membership list on the website.
  - Membership/Sustaining Partners: Julie will assist Javin with sustaining partners documents that have been added to the Google Drive. Erin will email out the Google Drive connection information to all board members again.
  - Bylaws; updated 10.20.21 on NDEHA's website <http://ndeha.org/wp/> : Chris will ensure that any changes proposed are reviewed by all membership 30 days prior to annual business meeting.
  - Legislative: Marcie had no updates for this committee
- **Unfinished Business**
  - **Meeting with DEQ on Jan 26, 2022:** Julie met with NDDEQ PIO, Jennifer Skjod, to discuss NDEHA, the annual educational conference, potential collaboration opportunities. Julie has 3 other people to reach out to for discussions within DEQ. Hope to target EH topics that overlap between our agencies. It was discussed that a welcome email from NDEHA would be a nice addition so that new members know what the association does and how it helps their professional career.
  - **Google Docs review:** All items that individuals had on hand in various technological forms have been added to the Google Drive.
  - **List of membership updated and email verification; test emails sent in Feb 2022:** Discussed during Secretary Updates.
  - **Spring Newsletter:** Julie plans to develop and send out in April to all membership.
  - **Seek new audit committee:** No information discussed

- **Fall Conference: Sleep Inn & Suites and Convention Center October 18-20, 2022**
  - **Update Website:** This information along with Regional 2023 conference information will be added to the NDEHA website. A ‘Save the Date’ will be sent out to membership as an Outlook calendar invite.
  - **Agenda:** Speaker suggestions will be pulled from the annual after conference survey. Aaron suggested doing another quick survey in the spring newsletter, “Call for Speakers”. Julie suggested this be sent out to all membership as well as our regional partners. Discussions regarding dual conferences with other groups such as NCAFDO, Regional FDA Seminar, SORA as potentials.
  - **Local Arrangements**
    - Hotel (contract is signed; uploaded to Google docs)
    - Food and social updates: Chris and Javin will be working together to discuss best process. Chris will then connect with Jayme to begin finalizing details
    - Equipment: New ‘clickers’ have been purchased. Need for Zoom will be discussed closer to event depending on speakers, etc. Worked well when it was used for speakers only and may be a great way for us to access higher quality speakers.
  - **Speaker gifts:** topic will be discussed at next meeting
  - **Nominations and Awards:** topic will be discussed at next meeting
- **SACCHO Meeting Report & Environmental Health Topics:** Julie is attending quarterly SACCHO meetings (last one was March 16) to provide F&L, NDEHA, and ND EHP Licensure Board updates. She updated the group on EHP licensure and letter that was sent to EHPs by State Health Officer referring to 5 year REHS/RS credentialing requirement. Discussed the need for NDEHA to work closely with SACCHO during legislative session regarding EH topics. She will be sending Mary Korsmo (SACCHO Executive Director) the spring newsletter. If we or any of our teams have EH concerns, please communicate with Julie so that they can be discussed at SACCHO.
- Marcie moved to adjourn meeting and Aaron seconded. All aye, motion carried.