

# NDEHA Meeting Minutes

August 8, 2025

TEAMS Call



- **Call To Order** by President Aaron
  - **Attendees:** Aaron, Erin, Kayla, Javin, Julie
  - **Absent:** Jayme, Chris
- **Secretary Updates**
  - No updates
- **Treasurer Update**
  - Jayme is absent, no report provided.
- **Old Business**
  - **Bylaw changes for 2025**
    - **Requirement for fall conference and business meeting**
      - **Article 7 Section 1**
      - **Article 7 Section 2**
        - **Article 7 - Meetings and Quorums (proposed changes)**
        - Section 1. There shall be one Association-sponsored meeting each year. ~~This meeting shall be held in the fall and be called the NDEHA Annual Educational Conference. An optional conference can be held in the spring if deemed appropriate by the Board of Directors.~~ **A quorum shall be a simple majority of the membership in attendance at any Association sponsored meeting.**
        - Section 2. There shall be one Annual Educational Conference held each year or biennially. ~~The NDEHA Annual Educational Conference shall endeavor to cover subjects of a technical or professional nature. A business meeting will be held during the Annual Conference.~~
        - ~~Section 3. If deemed appropriate by the Board of Directors, the optional spring conference may be held in conjunction with the North Dakota Public Health Association.~~
        - ~~Section 4. A quorum shall be a simple majority of the membership in attendance at any Association sponsored meeting.~~
      - Javin moved to approve the changes and take to the business meeting. Julie seconded, all in favor, motion carried. Include this information in the agenda for the business meeting. These need

to be sent out 30 days prior to the meeting for membership review.

- An emphasis needs to be made about the decrease in membership and how this ties in to the potential change to go biennially. The board lacks resources to maintain an annual conference and our membership needs to be able to assist, otherwise an annual conference will not be held. If membership feels strongly about annual education, they need to participate. Erin will provide information regarding how much the membership has decreased over the years.

- **New Business**

- **Committees:**

- Should this information be included on the website so that individuals know which committees everyone is on?
- When we send business meeting invite—include list of committees and committee members.
- Aaron will develop a document with scope of committee, time commitment, etc. Chairs are board members, delegate a co-chair.
- The membership renewal form will be adjusted in order to require members to join a committee. Members will be assigned if no committee is chosen. Erin will adjust this form and send out for approval to the board.
- Aaron shared information learned at NEHA from other affiliates. This is a national issue that membership is not engaged. Some state affiliates have chapters that have regular meetings. This likely won't work for ND as our membership is so low.

- **Schedule fall meeting**

- **Date**-Save the Date will be sent with By-law changes
  - Wednesday October 22 at 9am
- **Agenda**-prelim agenda will be sent out with the Save the Date.

- **2026 conference-stand alone or joint with other groups**

- **Location and accommodations**
- We should know by October whether or not there will be a joint conference in 2026. If there is no joint conference, NDEHA will hold a stand-alone conference in 2026. Membership should approve dates and location during the business meeting.

- **Board changes-Member at large**

- Julie will send out an email asking for nominations. Erin will put together a survey for people to vote prior to the business meeting.

- o **Awards:** Julie already sent out email asking for award nominations. She has two nominations so far. Awards will be mailed to recipients after the business meeting.
- **Next Meeting:** September 19 at 10am
- **Adjourn:** Julie moved to adjourn. Kayla second. Meeting adjourned.