



## **Kansas Environmental Health Association**

State Affiliate of the National Environmental Health Association (NEHA) and the International Association of Food Protection (IAFP)

### **KANSAS ENVIRONMENTAL HEALTH ASSOCIATION FEBRUARY 10, 2004 BOARD MEETING**

Those in attendance were: Karen Purvis- President, Angela Kohls- Past President, Mike Kopf- 1<sup>st</sup> Vice President, Tom Morey- 2<sup>nd</sup> Vice President, Ron Tubb- At large Chair, Adam Inman- Food Chair, and Cyndra Kastens - Secretary.

Karen opened the meeting. Angela moved to accept the minutes from the January 13, 2004 meeting. Ron 2<sup>nd</sup>ed. Motion passed.

**Treasurer's Report:** Karen presented the Treasurer's Report as attached showing an on hand balance of \$ 12,046.71. The Board discussed the current account balance, questioned whether there is a "maximum" account balance that should not be exceeded. The Board also reviewed the history of the accumulation of the large balance and what beneficial uses could be accomplished with the funds. It was noted that the historical average balance seems to fluctuate between 9,000 and 12,000. Karen suggested the possibility of reducing the conference registration fees in the future. Angela moved to accept the Treasurers Report, Tom 2<sup>nd</sup>ed.

#### **BOARD REPORTS:**

**President:** Karen received a letter from NEHA inviting members to apply for an NEHA sabbatical grant opportunity. Application deadline is March 1<sup>st</sup>. Karen has copies of the Journal of Food Protection if anyone needs one. She also noted that the By-Laws have been update by changing the name.

**Past President:** Angela was able to get in touch with Jeff, he did agree to provide website services as discussed (he did not feel a contract was necessary).

**1<sup>st</sup> Vice President:** Mike presented the Spring 2004 Conference Schedule. He has sent the necessary information to the Speakers. Mike addressed the need to narrow down an attendee number, as he needs to submit the next pre-payment to Rock Springs, the average attendance of the spring

conference is approx 30-50. Approx 20 people stay at the Rock Springs lodging. He also noted that one of the Speakers indicated the need for a slide projector to be available. The cost to rent one from Rock Springs is \$40.00. After discussion by the Board it was decided that Mike would try to locate a projector to bring and would rent one if he were unsuccessful. The Board discussed some options for door prizes. Tom will include the Spring Conference agenda and registration form in the newsletter. As soon as Mike gets the Bio's back on the Speakers, he will get them to Tom to post on the website.

**2<sup>nd</sup> Vice President:** Tom confirmed that the Bio's do not need to make it in the newsletter. He discussed the upcoming articles that will be included in the newsletter. Karen suggested announcing that the JCCS will be giving an exam in the fall and to note that she does have study books available. We will also include a request for new logo ideas/examples in the newsletter. Tom reported that he is almost finished compiling the new NEHA mailing list and that he was unable to attend the EPI Conference. There were however, three individuals from his office that did attend and he will get a report from them. Tom will also check with Jeff about changing the link buttons on the website which still say KAS. Ron suggested including continuing education information in the newsletter.

**Environmental Section:** No report.

**Food Section:** Adam notified the board of a proposed Bill that would move some of the food responsibilities with KDHE to the Dept. of Ag.

**General:** Ron will make a form for the CEU's requests to put in the registration packet received at the door. Tom asked if the upcoming Healthy Homes Workshop could be counted for the CEU requirements. Yes, the attendee would need to submit the meeting agenda along with the appropriate form and it could be counted.

**Secretary:** Cyndra reported that the Membership Fees Past Due notices have gone out. The notices were submitted electronically to those we had email addresses on, by regular mail for those we did not. She did note that some of the email notices came back undeliverable. Some discussion took place regarding the accuracy of the mailing list, it might be time to go through the list again and check for the most recent information.

## **OLD BUSINESS:**

**Website:** Karen made another set of necessary website updates and sent them to Jeff. She also sent him the updated copy of the By-Laws. Tom changed the background on the membership application and will get a copy to Jeff to replace the one on the web.

**Logos:** The Board discussed the possibility of hiring someone to do the logo, to get a professional look and expedite the process so that we may have updated materials ready by the Fall Conference. Further discussion took place of some other individuals (not necessarily professionals) who might be interested in designing something. We will wait and see what others can come up with for now.

## **NEW BUSINESS:**

**Other:** The Board discussed some upcoming conferences. Karen recommended to anyone who is aware of upcoming conferences, be sure to get that info to Tom to be included in the newsletter.

The Board also discussed the possibility of increasing the currently budgeted amount to send a KEHA Board Member or delegate to NEHA and IAFP (to help cover more of the cost for those individuals), so we can maintain representation from our association without causing such great out of pocket costs to the individual. It is a concern that baring these expenses personally could actually be a deterrent for the individual to attend. The Board discussed how to appropriately aid with these expenses while maintaining a strong stewardship by ensuring that there could not be a misuse of the additional funds. After great discussion, Tom made the following motion:

To assure continued representation of the KEHA at the annual NEHA and/or IAFP Conferences, the Board will entertain the option to supplement unfunded conference expenses of the designated KEHA Attendee on a case-by-case basis. Mike 2nded. Motion carried.

The next meeting is scheduled for Friday April 30<sup>th</sup> following the Spring Conference at Rock Springs 4-H Center.

Meeting adjourned.