*Monday, June 20, 2016 9:00 a.m.*

1. Attendance: The following persons were present: Julia Balsley, Vicki Griffith, Denise Lucas, Shannon McKeon, Kristen Pybus and Jemal Yasin
2. Call to Order: 9:02 a.m.
3. Treasurer’s Report: Vicki stated that everything balanced out

As of June 5, 2016 $ 16199.72

Scholarship $ 6214.23

Checking $ 8946.93

PayPal $ 1038.56

**Income**

4/24/16 PayPal payment $ 285.00

8 membership PayPal payments thru 6/3/16 $ 120.00

Interest on scholarship fund $ 0.16

Total: **$ 405.16**

**Expenditures**

Winter & Spring Conf. Expenses Paid to Dawn Adams $ 625.99

Ref #: reimbursement 4 & 5 – Check # 1231

PayPal fees processing fee – $ 11.61

Total: **$ 637.60**

1. New Business:
2. NEHA Annual Exhibition and Conference:

i. : Recap: Vicki attended the Affiliates Presidents Meeting that consisted of a round table where each President talked about their organization’s strengths and weaknesses. They also had an attorney present about risk liability, event insurance for conferences, 501 C3 laws. Some take-aways include canceling conferences for bad weather, and not allowed to lobby for causes. Shannon stated there was a lot of information on Zika, active managerial control and HUD/lead. Shannon recommends that we should look at the sessions closely before sending a member to attend future AEC’s

1. Annual Awards Dinner:

i. Scholarship/Awards:

1. Certificate of Merit-Individual and Team: winners were selected

2. James M Wordsworth Scholarship: choosing that day

ii. Venue, Date, and Time: Vicki to confirm Friday, August 26, 2016 with the Wordsworths at JR’s Stockyard’s for 6:30 p.m.

iii. Entertainment/Speaker: Denise to talk to the DC Assistant Director of Health to talk about 30 minutes on Health equality as it relates to Environmental Health and offer members one hour of continuing education for attending the dinner

iv. Program, Annual Report: Shannon usually takes the lead; will collaborate with Denise. Shannon will send Denise a copy of the previous one. Shannon needs numbers from Kristen about CPO attendees and from Julia, member and conference attendee numbers. Denise to provide scholarship awardee information

1. VP of Programs and Professional Advancement:

i. REHS/CP-FS: We will be offering October 12, 2016; possibly two different sessions, one in the morning and one in the afternoon. Kristen to work with Julia to send out email reminders/updates. Kristen to keep Shannon posted about the tests

ii. Waste water treatment tour: Kristen working on one

1. Communications:

i. Website content:

1. April & May meeting minutes-Pablo uploaded

2. Announcement of Annual Awards Dinner- will post when date is confirmed

1. In-person Board Meeting:

i. Date and Time: Wednesday, August 3 from 1-4 p.m. at 2100 Clarendon Blvd., Arlington, VA 22201 Lobby Level Azalea Conference Room

ii. Objectives: Nailing down fall conference speakers, Bylaw revisions (all board members need to review in advance) and 2017 Budget

1. Fall Educational Conference:

i. Date and Time: to solidify by next board meeting

ii. Location and Speakers: to discuss at next board meeting

1. VP of Membership: Julia will update the membership list and Vicki will invoice those members who are not current
2. New organization table cloth or vertical sign: Vicki has talked to some organizations like NSF and UL Everclean about sponsorships to cover the cost of this item. Shannon will send Vicki the email/letter language about sponsorship. Shannon will like this item by the Fall Conference
3. Membership Renewal notices: resulted in 11 membership renewals and couple of members requesting to be removed from the mailing list. Vicki recommends working with Denise, Pablo and PayPal about links and/or sending out reminder emails thanking them for being a member and about renewal their memberships at the end of the year. She also recommended that we send out a survey to members to see how they like to pay for memberships and conferences
4. Next Board Meeting: In-person Thursday 8/3/16 at 1:00 p.m. Email Shannon off-line about pressing matters

Adjournment: Shannon adjourned the meeting at 9:34 a.m.

Minutes submitted by Julia Balsley