Conference Call Number: 1.717.275.8941, passcode: 7281267#

March 3, 2020 9:00 a.m.

1. Call to Order: 9:04 a.m. by Kristen Pybus
2. Attendance: The following persons were present: Julia Balsley, Nicole Gragasin, Courtney Hale, Kristen Pybus, Amanda Losardo and Jeanine Flaherty
3. Treasurer’s Report: Courtney Hale met up with Vicki. She has been able to get into everything (i.e. email, bank account.) She has changed things from PayPal to BB&T. She has filed our taxes. Our credit card is expired and a new one was mailed to our P.O. Box. She will go to our P.O. Box in DC to pick it up and then get a new on in her name by going to BB&T with Kristen. Our scholarship account has almost $20,000 and our regular account has about $10,000.
4. New Business:

* President: Kristen Pybus

a) Annual Survey: Kristen created, making edits now and Nicole will send out when the edits are complete. She we add a question about how far members are willing to travel/traffic for a conference/event.

b) Group Me App: she will remove old board members and add new board members.

* VP of Membership: Nicole Gragasin
  + 1. Membership drive:

1. Incentive Ideas: $5 off for early renewal, $5 off a future conference, $5 off for being a NEHA member, $5 off for people who haven’t been a member for over a year

2. Current Member Number: 61 +18 honorary members

* + 1. New Awards:

**1. Dedicated Service Award:** Long-term members who are retiring. Candidates can be nominated by any member of NCAEHA. Eligibility: to be eligible a nominee must:

**a.** An Environmental Health Professional that is approaching retirement within the next year.

**b.** Be a member in good standing of NCAEHA for a minimum of 2 years.

**c.** Be actively engaged in the field of environmental health.

**d.** Have performed professional duties in the field of environmental health above and beyond the usual employment requirements to elevate the professional status of the Environmental Health Professional.

**2. NCAEHA Industry Award**: Company or industry which has demonstrated support to NCAEHA or environmental health above and beyond what is expected. Recognition of an achievement that makes a significant contribution to the field of environmental health and/or to CEHA. A nominee must have:

**a.** Be a NCAEHA member in good standing

**b.** Have performed duties in the field of environmental health above and beyond the usual requirements to elevate the professional status of the profession and/or NCAEHA

**c.** Exemplify the characteristics of excellence, leadership, organization and dedication to the environment

**3. Environmental Health Innovation Award:** Presented to a NCAEHA Member or organization for creating: a new idea, a practice or product that has had a positive impact on improving the environment or public health and quality of life. The purpose of this award is to recognize these individuals and to encourage others to search for creative solutions.

**4. Member of the Year – VA**

**5. Member of the Year - MD**

**6. Member of the Year - DC**

These three members are chosen by the VP of Membership and is awarded for their outstanding Conference Attendance. Will work with Secretary to attain lists.

* + 1. Annual Awards Dinner: has not heard back from JR’s contact yet; Kristen advised Nicole to ask Vicki for assistance.
    2. Membership Platform: send updated bio’s and photo’s to Nicole ASAP; photo should have a white background.
* Spring Educational Conference-DC: Lanita Carpenter not on call. Kristen will email her, Allison will take over her duties as needed.

a) Location: Allison will be scouting a DC Community Center as a possible venue

b) Date: Fairfax County members can’t make Friday, May 1st so we are planning for Friday, May 8th.

c) Speakers: Ellen has secured two speakers. We voted and approved $250 for travel for the Home Delivery Service Speaker from Rutgers.

* Secretary: Julia Balsley

a) Board Contact List Info.: will ask board members for home addresses to include in this list per Courtney’s request for sending out reimbursement checks.

b) Conference Call: will update calendar invite for next month.

* Industry Liaison: Jeanine Flaherty

a) Coastal Headquarters & Distribution facility: tour at 9001 Whiskey Bottom Rd, Laurel, MD 20723 has conference space. The tour would be about 1.5 hours with Q&A. We would prefer a Friday in September and our second choice would be a Thursday later in the month from 9 a.m.-1 p.m. with maybe a lunch.

* Director of Communications: Nicole Gragasin/Kris Pybus

a) Social Media: Nicole has been posting something at least weekly like cute pictures and well wishes on Holidays

b) Newsletter: Kristen & Nicole will be creating.

c) Emails/flyers: Nicole will be sending out in regards for members to join the Awards Committee and/or Social Committee and Save the Date for our Spring Conference.

Next Meeting: Kristen must change from Tuesday April 7th to Monday April 6th

Adjournment: 9:55 a.m.

Minutes submitted by Julia Balsley