

**National Capital Area Environmental Health Association
Board Meeting Minutes
April 24, 2007 via Conference Call**

1. Call to Order:

- The meeting was called to order by Patrick Jones at 1:15 pm.
- **In Attendance:** Julia Balsley, Patrick Jones, Shannon McKeon, Cassandra Mitchell-Baker, and Jessica Tapp
- **Absent:** Christine Andrews, Bob Custard, Vicki Griffith, Christopher Gordon, Val Jefferson, Kristin Redfern, and Scott Reese
- The minutes from the Board meeting held on March 8, 2007 were approved.
- The agenda for today's Board meeting was approved with no additions.

2. Committee Reports:

Newsletter Committee

- Shannon reported that the newsletter went out to 103 members by e-mail.

Program and Education Committee

Spring Educational Conference

- Vicki is working with vendors.
- Julia requested from Patrick, Mike Kasnia's short bio and final title for his presentation.
- Cassandra and Jessica will register members.
- Patrick will check with Preston about conference certificates.
- Cassandra has tickets to distribute to NCAEHA members for the NEHA AEC giveaway and for door prizes that Patrick will get and coordinate with VEHA's door prizes.

Professional Development Committee

- The committee met on March 14, 2007 and had a productive meeting. Letters went out to 13 area universities' in regards to the James Wordsworth Scholarship.
- We have received one application thus far for the James Wordsworth Scholarship.
- Patrick will contact the universities again to remind them that the deadline for the James Wordsworth Scholarship application is May 31, 2007.
- The deadline for the NEHA Merit Award is May 1, 2007.
- We have two candidates for the Jerrold M. Michael Award; Shirley Bohm and Catherine Cummins.
- The Annual Awards Dinner will be June 14, 2007. Jerrold Michael will be present at the dinner.
- The organization will be paying for Cassandra to attend the NEHA AEC this year.

Nominations Committee

- Val Jefferson can no longer chair this committee, so a decision was reached that the board would serve as the nomination committee.
- Kristin will be running for the VA Delegate position.
- This will be Cassandra's last year running for the Treasurer's position.
- Kris Wallace from Arlington County EHB may be running for the Secretary position.
- We need candidates for the MD Delegate position.
- Patrick will call Christine to see if she would like to re-run for the DC delegate position; and if not we need candidate's for this position, possibly Jackie Coleman from the DC Health Department.
- Inform Patrick of any potential candidates.
- Election ballots will be discussed at the next board meeting.

By-Laws:

- Will be discussed at the next board meeting.

3. Meeting Adjourned: 1:45 p.m. Next scheduled meeting: May 8, 2007 via conference call from 1-2 p.m.