**AMERICAN ACADEMY OF SANITARIANS**

**ANNUAL BUSINESS MEETING MINUTES**

**July 9, 2014**

**11:00AM – 1:30 PM**

**Cosmopolitan Hotel, Las Vegas, NV**

1. Chairman Report (Alan Dellapenna)
   * Welcome and Introductions of members present was made.
   * In addition to the 29 members at the meeting, there were two members present via GoToWebinar.
   * New Members were announced and acknowledged:

* CDR Mary B O’Connor, REHS, MS
* Eric F. Bradley, MPH, REHS, CP-FS
  + Michele Samarya-Timm was recognized as a new Diplomate Laureate.
  + 2013 Minutes were approved.

1. Secretary and Treasure’s Report (Gary Noonan)
   * A Financial Statement was reviewed and discussed – the addition of $750 contribution from Underwriters Laboratory was added bringing the total income to $7,891.00 for a net fiscal year total of $99,205.13. The Financial Statement was then approved.
   * Results of Election of Board Members – Brian Collins, Bruce Etchison, Sheila Pressley were elected to the board.
   * Gary Noonan announced he would like to step down in one to two years and wants to identify a successor so he can mentor them on the duties of the Secretary/Treasurer position. Interested members should submit their names to the Board.
2. Wagner Award Committee Report (Gary Noonan reported for Thomas Crow)

* Brian Collins received this year’s Wagner Award. The awards ceremony went very well.
* There were many good nominations this year and those not chosen will be kept in mind for next year. Members were encouraged to submit nominations next year; we have many in the profession deserving recognition.

1. Credentialing Committee Report (Michele Samarya-Timm)

* The committee suggests all requests be typed and submitted electronically. Fees can also be paid electronically through PayPal. There was a suggestion that applicants sign a statement agreeing to service actively and promote the Academy – there was no definite resolution on the suggestion.
* A motion was made by Michele Samarya-Timm to require that at least one letter of recommendation come from a current AAS member. It was seconded by Felix Zemel.
* There was much discussion: those in favor of the motion stated it was on par with other associations, those opposed stated that potential members may not know a current member or know one well enough to ask for a letter of recommendation. Tony Aiken stated that this was a good example of how the Academy needs to get the word out – members should use a personal touch to invite others to join. Felix Zemel agreed saying that Academy members need to be more pro-active in promoting the Academy, getting the word out as to who are members and advertising members’ profiles. Brian Cromwell suggested a charge to current members to bring in new members; perhaps with an incentive for those that bring in multiple new members (a pin or some other recognition).
* The motion was defeated by a vote of members.

1. Student Mentoring Activity (Sheila Pressley)

* The Kroger Corporation contributed funds per school that sent students to NEHA. Funds were used to purchase event tickets (Exhibit Hall, Network Lunch, etc.) for students.
* AAS offered to contribute and will work with Sheila to identify a specific need.
* Approximately 25 students attended NEHA.
* Approximately 13 students officially participated in the Student Mentoring program. Others attended informally for various sessions.
* Sheila discussed some of the mentoring sessions and speakers.

1. Nominating Committee Report (Vince Radke)

* Five candidates ran: Brian Collins, Bruce Etchison, Sheila Pressley, Jason Gerding and Michele Samarya-Timm. The first three listed were elected.
* With the three additions the Board has eight members.
* Electronic Voting was used – ballots were sent to all members in good standing (dues paid for 2014), 62 members responded

1. Crumbine Award (Keith Krinn for George Nakamura, AAS representative to the Crumbine Award Jury)

* There were no nominations submitted this year.
* The amounts paid to the committee ($350) will carry-over to next year.
* There was a brief discussion on the reason for no nominations – general consensus was that it is due to the amount of work required to submit an application. A suggestion was made that prior year applicants could just update their application and resubmit. Committee members present pointed out that some applicants should discouraged from re-applying based on the quality of the applications.

1. Scholarships Awards (Jim Balsamo, AAS representative and Chair of the AAS/ENEHA Award Committee)

* There were three applicants and all three were chosen: two Graduate students, one Undergraduate.
* There was discussion as to why so few applications:
  + Need to get the word out better – there were not as many scholarship awards in other organizations as well (NEHA, etc.).
  + Maybe amount is not worth the effort – should the award be increased?
  + A financial award is a disincentive for applications receiving financial aid, the award is deducted from their financial aid award amount. Alternate awards could be considered.
  + Timing may be a problem – need to be in time to be beneficial for students.

1. Old Business

* Status of 501(c)(3)application – (Gary Noonan)
  + Application was approved and the non-profit status had been reinstated.

1. New Business
   * Updating of bylaws
     + There were changes caused by the 501(c) (3) reinstatement. Currently on the website both the June 2006 and the revised bylaws are listed – they need to be consolidated.
     + Chuck Treser and Bruce Etchison will review the two sets and draft an updated version to submit to the Board.
     + A proposed timeline of six months was proposed to have a version on the website for comments from members.
   * Outreach to Other Organizations
     + Ideas submitted included affiliating with other organizations; presenting at state organization meetings; partnering with affiliated organizations.
     + Essential question to present: What we do for each other?
     + It was suggested to have the booth at other conferences (APHA, etc.). There was discussion regarding costs and responsibility (shipping, damage, etc.).
     + Michele Samarya-Timm made a motion to establish an Outreach Committee to promote AAS and create informational pamphlets; Felix Zemel seconded.
     + After discussion it was decided that a vote was not required, just approval from the current chair. Alan Dellapenna so approved.
     + Michele Samarya-Timm will chair the Outreach Committee with help from Felix Zemel and Paschal Nwako.
   * Website
     + There was discussion of how to update the website. Suggestions included implementing a web service such as Wild Apricot or Google Web and hiring a website developer.
     + It was also noted that AAS has a Facebook page and is on LinkedIn.
     + A comment was made that hiring a website developer is costly; this was countered by the statement that members are frustrated by the outdated website and do not feel they are getting current information from the Academy.
     + A motion was made by Keith Krinn to authorize the Board to do research and development on website development and email application not to exceed $600, with a report due by September 2014. It was seconded by Michele Samarya-Timm. The motion was passed by the members.
   * Strategic Plan Update
     + A model is on the website, but it needs to be updated and implemented.
     + It was also suggested that the capability for conferencing be available as well as an email service for sending notices to members.
   * Other Business
     + Michele Samarya-Timm explored the idea of a regular column by AAS members to the Journal of Public Health, the Journal was amenable to the idea.
     + There was discussion as to the frequency of the articles – general consensus was that a monthly article would be too much, quarterly would be more reasonable.
     + The idea of a yearly theme was also suggested and met with approval.
     + Michele Samarya-Timm made motion that the Board of Directors submit a letter of intent to the editor of the Journal of Environmental Health for a periodic column in the Journal. Further, if the Academy is granted a column in the Journal, that an Academic Committee be established to recruit Diplomate authors for the column and develop procedures to assure (1) deadlines are met, and (2) article topics address a range of current and emerging Environmental Health issues.
     + The motion was seconded by Paschal Nwako and approved by the members.
     + A committee consisting of Brian Collins, Keith Krinn and Felix Zemel was appointed.
   * Follow-Up
     + Michele Samarya-Timm requested that the Board follow-up on all actions approved at the meeting and send an update to members within six months.

A call was made by the Chair for any other business, there was none. Alan Dellapenna moved to adjourn the meeting, Gary Noonan seconded and the meeting was adjourned.

Respectfully Submitted by Carol A Dellapenna (9 July 2014)