



AMERICAN ACADEMY OF SANITARIANS, INC.

Prestigious Recognition for Environmental Health Professionals

American Academy of Sanitarians Board of Directors Meeting Minutes For Wednesday, May 05, 2021 1:00 pm PT, 2:00 pm MT, 3:00 pm CT, 4:00 pm ET

Item

I. Call to Order/Roll Call

Chairman Collins called the meeting to order at approximately 4:10pm ET.

Attending:

Brian Collins, Chair

Vince Radke, Vice Chair

Gary Noonan, Treasurer

Wendell Moore, Past Chair

James Balsamo, Director

Wendy Fanaselle, Director

Jason Finley, Director

Eric Bradley, Director

Michele Samarya-Timm, Director

Absent:

Welford Roberts, Executive Secretary

Timothy Murphy, Director

Robert Powitz, Director

Guest:

James Dingman, DLAAS

Gary Brown, DAAS

Quorum: Yes

II. Approval of Meeting Agenda

Meeting agenda unanimously approved with three (3) amendments, changing item VII. e. from "Race Equity and Inclusion Discussion" to "Diversity, Equity and Inclusion Discussion"; addition of item VII. f. "Retail Food Safety Regulatory

Association Collaboration Letter of Support", and item VIII. " Committee Report" to " Committee Reports and Action."

III. Meeting Minutes Discussion

Chair Collins described Executive Secretary Roberts' scheduling difficulties which resulted in Board Meeting Minutes for September 20, 2020, December 16, 2020, February 10, 2021 and General Membership Meeting Minutes being pended until such time as administrative assistance can be acquired. Chair Collins indicated he would discuss this further under item VII. c. Admin. Support.

IV. Principal Officer Reports

Chair Collins reported on convening the General Membership Meeting March 24, 2021. He also wrote and submitted minutes for the meeting. The Chair submitted a nomination to the Awards Committee for consideration of a Diplomat Emeritus and an Honorary Diplomat (See Section VIII. Awards Committee). Chair Collins wrote an article for the Journal of Environmental Health which was published in the April/May issue. The Chair also reported discussion with Nominations Chair Moore regarding replacement for Diplomat and Director Balsamo who is term limited this year. Finally the Chair redistributed several duties the Executive Secretary had to divest as a result of scheduling difficulties.

Vice Chair Radke as a member of the Credentialing Committee he reviewed one applicant. He attended Part 1 of the virtual NEHA AEC and presented to the Nevada Environmental Health Association on food safety. He was involved with the Chair working through issues and participated as a member of the NEHA -AAS Planning Committee.

Executive Secretary Roberts – No report.

V. Treasurer's Finance Report – Discussion

Treasurer Noonan reported on Academy finances indicating gross value of the Academy in cash and holdings is \$111,069.89.

VI. Old Business

a. GEHS Credential – Discussion/Action

No report.

b. JEH Article Update – Discussion

Diplomat Bradley reported on the Apr/May Journal of Environmental Health and solicited articles for the upcoming article with a deadline in September.

- c. *Administrative Support – Discussion/Action*
Chair Collins proposed the Academy needs an Administrative Assistant to help with minutes, notices, letters, web updates, etc. The Independent Contractor would be a 1099 NEC and contracted for three months at \$25/hr with a maximum of \$500/mo. A motion was put forth by Diplomate Samarya – Timm and seconded by Diplomate Fanaselle. The motion passed with one Diplomate abstaining.

- d. *NSF/AAS Display Banner – Discussion*
Treasurer Noonan indicated NSF donated cash to the Academy and would send a letter of appreciation. Capt. Noonan indicated he would again reach out to NSF regarding the banner, but discussion ensued suggesting a pause until the Constitution and Bylaws (and names) are confirmed.

- e. *AAS/NEHA AEC/Students – Discussion*
Diplomate Brown indicates little interaction for this year's NEHA AEC and attention would focus more on next "in person" AEC. A location and dates have yet to be established.

VII. New Business

- a. *Board Director Nominees - Discussion*
Diplomate Moore discussed need for an election to replace term-limited Director Balsamo. The Constitution and bylaws require notice of election to go to members 45 days in advance of the Annual Business Meeting. To date, one qualified candidate has presented. Chair Collins and Director Samayra- Timm will work on an email soliciting candidates from the membership. Past Chair Moore will work on getting the ballot together.

- b. *Interim Secretary Tasks – Discussion*
Chair Collins indicated that to assist Executive Secretary Roberts for the immediate future, some tasks would be redistributed to Committees and Diplomates. He is providing a note to those involved.

- c. *Admin. Support - Discussion/Action*
See VI. c. above.

- d. *NEHA AEC - Discussion*
Vice Chair Radke reported on the first or the three (3) virtual series NEHA AEC. The Academy will have a two (2) hour session for its Annual Business Meeting and board of Directors meeting July 13. Vice Chair Radke will check with NEHA to determine hours for the two-hour block.

- e. *Diversity Equity and Inclusion Training -- Discussion*
Chair Collins reported he had talked with the NEHA Executive director about the previously proposed training collaboration. It is pending awaiting a new RFP. Chair Collins indicated he would work with Committee Chair Moore and the Committee to begin development of an internal Policy Statement for the Academy.
- f. *Retail Food Safety Collaboration Letter of Support*
Chair Collins posted a copy of a Letter of Support requested by NACCHO for the Retail Food Safety Regulatory Association Collaboration and inquired if the Academy wished to support. Motion and second were received and a Letter of Support will be forwarded as requested by Chair Collins.

VIII. Committee Reports and Action

Finance Committee – Chair Collins reported on redistribution of duties and that a letter would be forthcoming to members.

Nominating Committee - Past Chair Moore reported on the need for an election to replace term limited Director Balsamo.

Credentialing – Committee Chair Finley reported on new Diplomate Bridget Sweetwater. One other application came in the day of the meeting. The Committee also considered a Code of Ethics and a fee increase from \$25 to \$50 for application for DAAS.

Awards – Committee Chair Fanaselle reported no applications or nominees were submitted for the 2021 Davis Calvin Wagner Award. Letters nominating one Diplomate Emeritus and one Honorary Diplomate were received and reviewed by the Committee. The committee forwarded each nominee to the Board for a vote. The Chair also reported to the USPHS EHOPAC.

NEHA/AAS Scholarships Committee - Chair Balsamo reported 20 applicants for the NEHA AAS Scholarship. Four graduate scholarships qualified, and 5 Undergraduate scholarships were qualified. All qualified applicant packets will be sent to Committee members for evaluation and recommendations. Scholarships will be awarded during Part III of the NEHA AEC.

AAS NEHA Student Committee - Chair Gary Brown reported as in item VI. e.

Diplomate Laureate Committee - Chair Powitz -- No Report.

Diversity Equity and Inclusion Committee- Chair Moore reported as in Item VII. e.

Strategic Planning – No report.

Communications and Marketing Committee - Chair Samarya – Timm reported strong attendance and interest in the General membership Meeting as indicated by website analytics. The Chair was provided access to Wild Apricot in order to make minor changes over the next months. A "Change Log" was created for website tracking and monitoring.

Constitution and Bylaws Committee - Chair and DLAAS Dingman reported the Committee is proposing combination of the C & B and has completed the first draft of each document. There are significant changes to the C & B and another round of review is upcoming prior to submitting the revised issue to the Board.

IX. Open Discussion

Board

Past Chair Moore asked if he was removed from the checking account and the Treasurer indicated not yet.

Treasurer Noonan mentioned that when Zoom subscription expires someone will have to be designated as lead.

X. Next Meetings

Collins

Board of Directors and Annual Business Meeting July 13, 2021 Time: TBD

XI. Adjournment

Meeting adjourned 5:45 pm ET.

Submitted by: Brian Collins

Date: 07/18/21

Approved By:

Date:

Meeting Minutes:

Approved: *Board*

Date: 2/16/22

Executive Secretary: *Eric Bradley, DAAS*

Date: 2/16/22