



EHAC Board of Directors Meeting Minutes

October 18, 2018

11:00 am PST, 12:00 pm MST, 1:00pm CST, 2:00 pm EST

No.	ACTION ITEMS	Responsible Person	Due date
1.	Mitchell will alert Kim Hall and Nola Kennedy of their approval as Program Directors	Mitchell	9/20/2018
2	Mitchell will explore EHAC insurance needs and online backup options	Mitchell	10/2018
3	Establish 50 th Anniv. Committee and contact NEHA about potential ways to celebrate	Committee?	10/1/2018 - working
4	Board will populate Google doc. with ideas for 50 th Anniv. Celebration	Board members	ongoing
5	Mitchell will update policy documents with Board approved changes to Constitution and Bylaws	Mitchell	10/1/2018 – working, delayed due to office move
6	Edit EHAC Policy, Const., Bylaws, UG Requirements and Grad. Guidelines with June Council decisions	Mitchell	8/1/2018 – working, delayed due to office move
7	Sort and photograph AEHAP related equipment and paperwork for decision on process by Clint/Board	Mitchell	7/30/2018 – working
8	Mitchell will update policy document in tandem with the changes that Sharron is making to update the entire EHAC Policy document.	Leslie will submit drafts for Sharron's review	6/7/2018 final Board decision at 6/15/2018 meeting—Leslie will make changes approved by Council and pass on to Policy Committee
9	Determine when Grad. Guidelines need to be reviewed next.	Mitchell	Working
10	Contact Dr. Yousefipour to request more explanation of her EH related practical experience	Mitchell	ASAP 8/17/2018 Sharron and Jason are following up with Dr. Yousefipour to explain EH exp. Experience explanation has been submitted as of 10/14/18
11	Busch Isaksen will send out a request for Committee chair volunteers and committee charge descriptions	Busch Isaksen	September 1, 2018 – working – done for Nominations, Bylaws, Policy, Article Committees
12.	Establish process for potential Program Directors to adequately described their EH practical experience	Busch Isaksen and Mitchell	October 1, 2018 - working

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