**WEHA Board Meeting**

Friday, January 19th, 2024, 9:00 am

Microsoft Teams

1. Meeting Called to order: 9:02 AM by Danielle
2. Roll Call of officers and directors by the President
   1. Danielle Vollendorf-President-Present
   2. Nicole Kragness-President Elect- Present
   3. Michele Williams-Director- Present
   4. Katie Matulis-Directors- Present
   5. DeAnna Simerly-Secretary- Present
   6. Brian Hobbs-Treasurer- Present
   7. Laura Temke-Director at Large- Present
   8. Mayra Castaneda-SW Dist VP- Present
   9. Lindsay Neitzel-NW Dist VP- Present
   10. Maddie Wojciuk- SW Dist VP- Present
   11. Stephanie Sticka-NE Dist VP- Present
3. Approval of the Minutes of the Last Board meeting (Sep 2023)-Brian motioned, Laura seconded, no discussion, minutes approved
4. Additions to the Agenda-no additions
5. Reports of officers and committees
   1. District Vice-Presidents
      1. SE (Mayra)-received 3 responses to survey. Fond du lac supervisor is now standardized. Make presentations more interactive/workshops. Report below.
      2. NW (Lindsay)- received 5 responses to survey. Several vacancies in the area. Monroe is in the process of becoming an agent. Report below.
      3. SW (Maddie)-received 0 responses to survey. Nothing to report.
      4. NE (Stephanie)-Report below.
   2. Treasurers Report (Brian)-Discussed the financial report (see below) Laura motioned to approve as presented, Michelle seconded, no discussion, the financial report was approved.
   3. Education Committee
      1. Awards and Leadership (Laura)-Wanting to revise the rubric in March and then take it to the Education Committee. Brian mentioned that the nominees for the Sanitarian of the year should be sent out sooner.
      2. Environmental Education (Danielle)-RS study truck is active but delays in return and then turn around to the next user. They are working on alternative efforts to monitor. Brian Long is doing WEHA Wednesday Webinar and is keeping the board members on track. The ambassador program is still led by Danielle and Carrie. Katie said she will reach out to Mike Nordos for a webinar topic. The mentorship program does not have a lead, actively recruiting within education committee. They are wanting to look at the current members and find someone that might be willing to take this on.
      3. Conference (Brian) The 2023 conference totals were discussed. 2024 will be in November at the Kalahari in Wisconsin Dells. Need speakers/topics. The structure of the conference moving forward was discussed. It was decided there will be a training track on day 1 and then food/non-food topics for the remainder of the conference. Maddie would be willing to do ServSafe. The VP’s could add a survey to their newsletter. Nicole mentioned that we do have members that do not do food and wants to make sure the board/Education Committee keeps that in mind. De-escalation training was also discussed. Education Committee will talk further about what to offer. Laura mentioned that Kalahari might be willing to do pool training. She will reach out. Maddie suggested a session of “Resources-what’s out there? Don’t re-invent the wheel” based on conversations today. Katie mentioned potentially juice HACCP and vertical farming as topics. Need to come up with a networking event. Cosmic bowling or axe throwing were mentioned. 2025 conference will be NEHA regional as well as FDA. Carrie mentioned that AFDO may be interested in their conference the same week/location.
   4. Legislative (Sara Gutche)-This is an election year and they are waiting until April to move forward with anything. Sara brought a letter to be brought to the board to be submitted to legislation. Sara motioned, Brian seconded. DeAnna and Maddie recommended a few additions to the letter. Additions will be made by the Legislative Committee and the sent to Secretary to be placed on the letterhead. Then a final vote via email by the board prior to the April board meeting.
   5. Marketing Committee (Amy Arbetan)- A few changes to the website. Can submit job positions directly on a fillable form on the website.
   6. Membership (Lindsay Neitzel/Nicole Kragness)- 154 members in the fourth quarter of 2023. 48 renewals have been submitted. Report below.
   7. Strategic (Amanda Ramos and Meghan Williams)- wrapped up 2023 goals and looking to set up 2024 goals. Moving away from survey report back and moving forward with email instead. It will be a template format. Report below.
6. Old Business
   1. Online document storage- Brian stated that this topic was in here to determine who was going to be the historian. Since a lot of the records (Board meeting minutes, letters to legislation, etc.) are already being handled by the Secretary, DeAnna was appointed to be the historian. Need to determine how to store it. We need to determine the amount of SharePoint storage we have. Need to work with Natalie Vanderveld to gather previous information. Katie mentioned that her email address is currently on the website and proposes to change to a more generic email address. It was decided to use [education@wisconsinenvironmentalhealt.onmicrosoft.com](mailto:education@wisconsinenvironmentalhealt.onmicrosoft.com) since the bulk of the email content is in regard to the RS study trunk. Katie will look at the RS study trunk request because it is going to Brian as an error message.
7. New Business
   1. NEHA Affiliate requirements- In order for WEHA to be a NEHA Affiliate, the President and President Elect are required to have active NEHA members. Without the membership, WEHA could not participate in NEHA Affiliate workshops, meetings or benefit from resources available from NEHA.
   2. Southwest VP position-Maddie is unable to continue the role. Maddie will email the official resignation. Nicole will reach out to the person that said they have interest. There was mixed thoughts on using Facebook/Instagram for advertising for this position.
   3. Approval of 2024 budget-Discussed budgetary requirements for the year and any list carry-over that can be used in the following year for additional expenses, capitol improvements, or special projects. Brian will make revisions based on discussion today.
   4. NEHA Hill Day-Brian said this would be funded by the carry-over. The Board did not have interest in moving forward with this for 2024.
   5. Education Committee Roles & Responsibilities-Danielle wants support from the Board of how to go about reviving the committee members or recruiting new members. Laura said that each committee member should be assigned a task. If they are not meeting the tasks/responsibilities in the bylaws, then they should be removed from the committee. Maddie has an email of removal in the Strategic Planning Committee. DeAnna mentioned it might be good to have a running list of how and when the committee member did not meet the expectations. A conversation should occur with the individual well enough in advance to give them the opportunity to start meeting expectations before removal.
   6. WALHDAB – EH – LHD PPE Project-Michelle- Looking to see if any local health departments are wanting to be a part of the project. Michelle said that it wasn’t really proposed at WALHDAB-EH correctly and wants to know if WEHA wants to send something out. Stephanie said it could go into the February newsletter.

Adjourn- Danielle motion to adjourn, Nicole seconded at 11:58 AM.

**Southeast VP Report**

**2024 Q1   
WEHA SE Vice President Report**

Date: 1/19/2024

Total Respondents: 3

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**Northwest VP Report**

WEHA District Vice President Report

Date: 1/19/2024

|  |
| --- |
| District: Northeast Northwest Southeast Southwest Issues to bring to the Board |
| * Provide more opportunities for networking * Highlight the WEHA committee groups and what they are involved in / working on – when attending their first WEHA conference, they were confused when WEHA started discussing committee groups. |
| Information to share with the membership |
| What would you like to see from WEHA in the next quarter?   * No responses   Future topics for WEHA Webinars and/or Conferences?   * Food Safety Related (3) * Non-Food Safety Related (2) * EH and Human Health Hazard Topics (3)   1. Other Health Department Programming related to climate change   2. Reviewing tick data in the spring/info about tick dragging programs   Do you have any new employees, expected retirements, or new positions opening up in your department?   * One department’s EH support staff resigned in August, they are working on refilling that position with an EH Tech/EH San to be able to do inspections. Many WIC staff and the Health Officer resigned or retired within the last couple of months * La Crosse County hiring an EHS to replace a Health Educator that resigned   Something new, challenging, exciting, or different in your department or personal EH career?   * Monroe County becoming an agent program, expanding their EH program, and their EH staff person passed their REHS/RS Exam in December   Interested in Member Spotlight?   * Hannah Shimanek, Monroe County, hannah.shimanek@co.monroe.wi.us   Other Questions or Comments   * I love that you’re doing this survey! Thanks for being connected with us! |

**Northeast VP Report**

1. UW-Oshkosh EH presentation opportunity

* Would someone be able to come in person or virtually and chat about EH and Food related items on 2/26, 2/28,3/4, or 3/6 at UWO in the 1020-1120 frame? This is for an upper division microbiology course that EH majors are required to take, but generally I have one or two students from this class after graduation get into the field of EH, so the advertising would be great.
  + Laura stated that Festival Foods might be interested.

1. Survey Results (2 replies)



DeAnna mentioned that all government information is allowed to be used. Stephanie stated that they think they were looking at presentation. There is also the ambassador program powerpoint. Maddie recommended we offer a virtual traveling trunk for presentations.

1. Question: Did WEHA send anyone to NEHA Region 4 Conference? If so, it would be great to highlight their experience and recognize for VP e-newsletter/social media.
   1. It was Carrie Pohjola. Stephanie will reach out.

**Treasurer’s Report**

**FINANCIAL REPORT-JANUARY 19, 2024**

Summit Credit Union

Business Savings 9.32

Business Dividend Checking 11,497.13

Business Money Market Plus 40.40

48 Month Certificate 4-3-25 3,723.80

48 Month Certificate 4-6-26 3,773.17

19,043.82

Edward Jones

Amern High Income Trust AHITX 12,109.70

Capital Income CAIBX 59,842.63

Income Fund of America AMECX 23,436.91

New Perspective Fund ANWPX 13,339.34

**Total Account Value as of 01/19/24 108,728.58**

(+6,104.05 since 09/13/23)

**Legislative Committee**

**Bills**

[AB 5](https://docs.legis.wisconsin.gov/2023/proposals/reg/asm/bill/ab5) (SB 3)- Pools in TRHs: Prohibits DATCP from regulating pools at short-term rentals

Updates:

3/14: Referred to Committee on Tourism (Assembly)

3/22: Referred to Committee on Administrative Rules (Senate)

**\*Committee created a letter to submit to the WEHA Board.**

January 12th, 2024

RE: Assembly Bill 5 (Senate Bill 3)

Dear WEHA Board Members:

The members of the Legislative Committee recommends that pools in tourist rooming houses be held to a commercial pool standard and be licensed if being used by the public. Without the following requirements, there is no way to reasonably ensure the safety of pool or a whirlpool:

* automatic chemical feeders
* Virginia-Graeme Baker Act drain covers
* water chemistry testing
* general safety (e.g., locking gate, fencing)

If they are not held to a commercial standard, public use of the pools should come with a required advisory statement posted in the pool area that the pool is not inspected and that the pool is to be used at the risk of the renter. This is similar to the requirements for home bakers to post a sign stating, “food was produced in a home kitchen not subject to licensing and inspection.” Sanitarians should not be put in a position to make any statements regarding the safety or operation a pool unless a minimum licensable standard is required.

Regards,

Legislative Committee

Sara Gutche, Chair Dale Grosskurth

Amy Goettmann Brian Hobbs

Todd Drew Nicole Nichols

AB 10 (SB 13)- Eliminating the land recycling program

Updates:

3/30: Executive action taken

AB 44 (SB 46)-Responsibility of a property owner for discharge of a hazardous substance by another: exempts property owners from discharge of hazardous waste on their property if certain conditions are met

Updates:

2/20: Referred to Committee on Environment

1/11/24: Public Hearing Held

AB 64 (SB 58)-Nitrate Contamination & well compensation grant program-Expands eligibility criteria for grant

Updates:

4/11: Executive action taken

AB 65 (SB 59)-Producer-led watershed, lake & river protection grants: Expands eligibility for protection grants

Updates:

3/30: Executive action taken

5/8: Enacted into law

AB 155 (SB 148)- Regulation of soda water beverage equipment/vending machines: Prohibits DATCP from regulating terms of sale or rental of soda water equipment/vending machines

Updates:

5/1: Fiscal Estimate received

9/13- Coauthor added

AB 171 (SB 207)-Wildlife control grants: Expands eligibility for wildlife control grants

Updates:

4/10: Read & referred to Committee on Environment

12/7: Published into Law

AB 220 (SB 220)- Funding for Fenwood Creek pilot project-Creates funding for Fenwood Creek pilot project in Marathon County to reduce watershed phosphorus and sediment levels

Updates:

5/2: Fiscal estimate received

10/5: Executive Action taken

AB 241 (SB 261)- Regulation of tanning facilities: Requires parent/guardian consent for customers 16/17 years of age, prohibits facilities from advertising tanning device is safe or results in health benefits and requires warning signage by tanning device

Updates:

4/28: Referred to committee on Consumer Protection

6/5: Fiscal estimate received

AB 253 (SB 254)-Public Access to wetlands benefitting from the in lieu fee subprogram: Eliminated the requirement that wetlands that benefit from the in lieu fee subprogram administered by the Department of Natural Resources be open to the public.

Updates:

6/5: Fiscal Estimate received

1/11/24: Executive action taken

AB 288 (SB 315)- Prohibiting food and beverages from being served in foam polystyrene packaging and providing a penalty: Prohibits an operator of a retail food business from serving food and beverages in foam polystyrene packaging. The prohibition under the bill does not apply to either of the following: 1) containers enclosing food or beverage that have been filled and sealed outside the state; or 2) containers used for packaging raw meat, poultry, fish, or seafood to be consumed off the premises where sold.

Updates:

6/14 Representative Jacobson added as coauthor

AB 294 (SB 290)- Establishes requirements for third party food delivery services: Requires individuals delivering food for third parties have basic knowledge of food safety.

Updates:

6/22: Representative Ratcliff added as a coauthor

12/06/2023-Signed by the Governor.

AB318(SB 316)- Control of aquatic plants using chemicals/biological agents: Eradicating/suppressing invasive aquatic plants using methods supported by peer-reviewed science.

Updates:

9/28: Public hearing held.

AB 320- Permits for constructing/enlarging artificial water bodies for nonmetallic mining reclamation: Modifies permit requirements.

Updates:

6/22: Received from Assembly.

AB 328 (SB 319)- Exemption for campground license: Allows operation of a campground without a license if located on the individual's farm and there are no more than 3 campsites.

Updates:

6/22-Referred to committee on Forest, Parks & Outdoor Recreation

10/3: Public hearing held

AB 331(SB 269)-control of wild parsnip: Requires DNR to provide grants to local governments or American Indian tribes for control/eradication of wild parsnip.

Updates:

10/19-Referred to committee on rules

AB 346-Cold Water immersion tubs: Requires schools hosting a youth athletic activity between May-Sept ensure a cold-water immersion tub is provided and complies with standards established by DHS. Required DHS to promulgate rules establishment standards regarding these tubs.

Updates:

7/20-Fiscal estimate received

AB 358 (SB 359)-Pesticide regulation: Allows cities, villages, towns or counties to regulate pesticides for the purpose of protecting pollinators

Updates:

7/27-Referred to Committee on Agriculture

AB 359 (SB 358)- Insecticides on plants: Prohibits persons selling plans at retail from labeling plant as beneficial to pollinators if plan was treated with insecticide that contains warnings about pollinator hazards.

Updates:

7/28-Fiscal estimate received

AB 360 (SB 360)-Insecticide limitations: Prohibits DNR from using insecticides with neonicotinoid on land maintained by DNR.

Updates:

10/2-coauthor added

AB 393-Kratom Products: Requires processor of kratom products to obtain food processing plans license from DATCP & register kratom product before distribution.

Updates:

12/19-Amednment to bill

AB 419 (SB 409)-Interactive carbon calculator: Requires DATCP to develop & maintain an online, interactive carbon calculator to be used by farmers to determine carbon emissions produced from their agricultural activities.

Updates:

12/11-Cosponser withdrawn

AB 434 (SB 444)-Indoor air quality in schools: Requires DHS to establish an indoor quality inspection and evaluation program for public school buildings.

Updates:

10/30-Fiscal estimates received

AB 708 (SB 673)-Rental property inspections-Allows local inspections of rental properties

Updates:

12/12-Fiscal estimates received

**\*Committee is concerned with this but is monitoring at this point.**

AB 709 (SB 665)-Tourist rooming house restrictions: Prohibits TRH operation to no more than 90 days per year

Updates:

11/27-Referred to Committee on Housing and Real Estate

**\*Committee is concerned for what this means for enforcement but is monitoring at this point.**

AB 831 (SB 781)-Unpasteurized dairy products: Allows milk producer to obtain DATCP license to sell unpasteurized dairy products

Updates:

12/22-Referred to Committee on Agriculture

**\*Committee is concerned about safety and licensing but is monitoring at this point.**

AB 851 (SB 814)-Food license exemption for cotton candy: Eliminated food establishment license requirement for cotton candy processors, providing they are not selling or processing any other food.

Updates:

12/22-Referred to Committee on Regulatory Licensing Reform

**\*Committee is concerned about what this could mean for other similar items but is monitoring at this time.**

AB 858 (SB 808)-Health Officer authority during communicable disease outbreak: Eliminates restrictions of 2023 WI Act 12 which prohibits a Health Officer mandating close of a business for no more than 30 days due to communicable disease outbreak.

Updates:

12/22-Read & referred to Committee on Health, Aging & Long-Term Care

AB 897 (AB 813)-Cottage Food: Increases allowed food items, increases sales amount, requires registration with DATCP among other requirements.

Updates:

1/11/24-Public Hearing

**\*Committee is concerned about the vagueness of terms and how this will affect the court judgement but is monitoring it at this stage.**

SB 70 (AB 43)- Executive Budget- Includes items on PFAS group of substances such as DNR to establish and enforce standards, emergency rule provisions, lead service line replacement, and forgivable loans appropriation

Updates:

5/4: Executive action taken

6/29: Laid on the Table

SB 151 (AB 165)-The regulation of wind energy systems by local governments.

Updates:

4/3-Referred to Committee on Utilities and Technology

SB 312- programs and requirements to address perfluoroalkyl and polyfluoroalkyl substances.

Updates:

5/24: Referred to Committee on Natural Resources and Energy

6/5: Public hearing held

10/12: Available for scheduling

11/14: Passed and received from Senate

**Court ruling**

Non-TCS not baked homemade items

Updates:

2/28: Notice of appeal by DATCP

4/20: Motion of stay pending appeal is denied

5/30: Motion of Stay granted

6/29: Petition for Review by Defendants

7/13: Motion filed by defendants-appellants is dismissed

9/12: Appellants to file their brief is extended to 9/19

**Marketing Committee**

**Membership Committee**

**Membership Report: 1/19/2024**

1. As of 12/31/2023 we have 154 members.

* Northeast: 46
* Northwest: 44
* Southeast: 44
* Southwest: 17 (+1)
* Outside of Wisconsin: (communications through southwest) 2
* Retired: (communications through region) – in region count 2
* Students: (communications through region)- in region count 3

1. Renewals in progress and will be live soon.
2. Strategic Plan Goals:
3. Strategic Plan Progress:

* Collaborate with marketing committee to increase membership by 10% in non-registered sanitarians or REHS positions by December 31, 2023.  Goal is 46%.

1. Creation of new member welcome packet has not been completed.
2. Status: 34.3% (53/153)

* Non-registered sanitarians: 53

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This goal will continue into 2024.

Maintain membership retention rate of at least 80% per year.

* *2022 baseline:* 
  + *186 members 12/22/2022*
  + *102 Renewals*
  + *84 New Members*
* 2023
  1. 1/1/2023: 190 Members
  2. 12/31/2023: 154 Members
  3. Renewals: 103 return members – Marked as renewals before 2/1, 2/1-3/1
     1. New or after March 1 renewal: 50
  4. Jan 1, 2023: 190 Members
  5. MRR=((ME-MN)/MB) x 100
     1. MRR = 154-50/190 = 55%

Formula:

*MRR=((ME-MN)/MB) x 100*

*MRR: Membership retention rate*

*ME: Members (end of time period)*

*MN: Members (new in time period)*

*MB: Members at beginning of time period*

Chart

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| --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  |  | |  |  |       ***Strategic Plan Goal*** | ***2022*** | ***2023*** | ***Current Goal*** |
| Collaborate with Marketing Committee to increase membership by 10% in non-registered sanitarians or REHS positions by December 31, 2023 | 36% | **36%** | **46%** |
| Maintain Membership Retention Rate of at least 80% | 36% | **55%** | **80%** |

2024 Goals:

* Maintain Membership Retention
* Complete new member packet for email
* No membership cards this year

Submitted by Nicole Kragness – Membership committee chair

**Strategic Planning Committee**

**Strategic Planning Committee Report**  
2023-Quarter 4

**Summary: Q4 2023 Goals**

|  |  |  |
| --- | --- | --- |
| Committee | Short Term Goal | Status |
| Strategic Planning Committee | By December 31, 2023, the strategic planning committee will develop and implement a system to track the progress of committee and board goals. | Goal Complete |
| Education Committee: Awards & Leadership | Will meet with Sarah Ward 4 times a year to review and update the Wayne Kopp, Env. Professional of the Year and Robert R Nelson Scholarship award. | In progress |
| Education Committee: Environmental Education | To offer substantial educational opportunities to members through study materials or classes. To offer an RS Study course for members. To promote the mentorship program to new inspectors as well as colleges throughout Wisconsin. | Complete |
| Education Committee: Conference | Find a networking venue event and tie to the 2023 conference: Like brewery tour, golf, spots game, boat cruise, etc. | Complete |
| Legislative Committee | Develop a procedure for committee members to locate and keep track of environmental health related legislations in a relatively short amount of time each month by the end of 2023. This will allow the committee to advise the board on key legislation in a timely manner. | Complete |
| Marketing Committee | Improve WEHA promotional material outreach on Social Media by using Boost Post functions to increase follower count by 10%. | In progress |
| Membership Committee | Collaborate with marketing committee to increase membership by 10% in nonregistered sanitarian or REHS positions by December 31, 2023 2022 Baseline: 67/186: 36% - Create standardized new member onboarding packets to welcome new members by July 30, 2023. - Support regional VP’s to host at least one networking event for members per year | In progress |
| President | Set up the internal WEHA SharePoint site by December 31st, 2023 | Complete |
| President Elect | To attend 90% of board meetings and the education and marketing committees that I am assigned to by December 31st, 2023 | Complete |
| Vice President(s) | NE: Invest in existing members in the northeast region to increase WEHA electronic newsletter member survey link response engagement from the baseline of zero in September 2022 up to 2 responses by July 2023.  NW: Host at least one NW Region Networking event by Dec 31, 2023. Send all active members in NW region at least 4 newsletters per year including updates and opportunities for feedback.  SE: Increase Southeast region networking events from baseline of zero in 2022 to one in 2023.  SW: Assist in setting up WEHA’s SharePoint site; pilot SharePoint Site usage and document sharing with a committee (Strategic Planning) starting in April 2023. Assist users and administrators in developing and customizing SharePoint  Send all active members in SW region at least 4 newsletters per year including updates and opportunities for feedback. | NE: Complete  NW: In progress  SE: In progress  SW: Complete |
| Director(s) | Directors at large will create a manual submission option for the employment webpage on the WEHA website by 12/31/23. The new submission process will allow jobs to be posted immediately by the employer. This will help prevent late/missed job posting requests, which occurs frequently with the current process. Strategic Priorities - to encourage the employment of qualified environmental health professionals. - to stimulate a forum for the exchange of information - to recruit professionally trained individuals to the environmental health profession. | In progress |

**Summary: 2024 Goals**

|  |  |  |
| --- | --- | --- |
| Committee | Short Term Goal | Status |
| Strategic Planning Committee | By March 1, 2024, the WEHA SP Committee will receive 100% of the responses of committees in development of short-term goals. |  |
| Education Committee: Awards & Leadership |  |  |
| Education Committee: Environmental Education |  |  |
| Education Committee: Conference | To make an inventory list of the items purchased for the Educational Conferences (Computer, projectors, AV equipment). |  |
| Legislative Committee | Develop a template letter(s) for the committee to use when recommending the board act on legislation by August 1, 2024. |  |
| Marketing Committee |  |  |
| Membership Committee |  |  |
| President | Edit the Ambassador Program PPT to be inclusive to entire EH profession outside of public health while promoting the program within the WEHA organization. |  |
| President Elect | Attend 100% of board meetings and at least 80% of marketing committee and membership meetings by August 2024. |  |
| Vice President(s) | NE:  NW: Become more familiar with my Vice President duties and responsibilities by February 1st, 2024 in order to serve in this role more confidently and effective  SE: Increase Southeast region networking events from baseline of zero in 2022 to one in 2023.  SW: Increase response rate from 0-2 responses to an average of 4 responses per quarter for membership feedback before board meetings; to be completed for report out at the July 2024 Board Meeting. |  |
| Director(s) |  |  |

**Next Steps:**

* All committees should report short term goals by March 1, 2024.
* Reporting on goals for 2024 will be as follows to coincide with the WEHA Conference.
  + Reporting Period #1- March 2024 (report for January-February)
  + Reporting Period #2- June 2024 (report for March-May)
  + Reporting Period #3- September 2024 (report for June-August)