**NMEHA Monthly Board Meeting**

February 14, 2018

**Attendees**

**President:** Bart Faris **President Elect:** John Rhoderick

**Treasurer:** Travis Bowser **Secretary:** Sam Frank

**Board Members:** Kaitlin Greenberg, Ed Fox, Kellison Platero

**Meeting Location:** Courtyard Marriott Pyramid North, Albuquerque, NM

**Called to Order:** 11:04 AM MST

1. **Approval of Agenda:** Motion to approve (Sam Frank), motion seconded (Travis Bowser), motion passes 6 to 0.
2. **Review and Approval of January 10, 2018 Minutes:** Motion to approve (Sam Frank), motion seconded (Travis Bowser), motion passes 6 to 0.
3. **President’s Report**
	1. Welcome President Elect – John Rhoderick
		* + Introduction provided by John Rhoderick from NM Environmental Health Dept.
	2. Annual Planning
		1. Vector
			* Committees will report out later on
		2. Cooperation: NEHA, Other organizations
			* Committee members were tasked with coming up with concepts and ways we can increase membership, partnerships, etc.
		3. Fall Conference
			* Usually held week after Balloon Fiesta (i.e. week of Oct. 14th or 21st)
			* Need to finalize dates for conference
			* **October 22nd** and **23rd** are looking like best dates for attending organizations
			* Look at holding a Traceback Investigations training on the **21st or 24th**
			* Reach out to Holly Miller (FDA, Denver) to see availability for assisting with Traceback training
				+ Kaitlin Greenberg to reach out to gauge interest in assisting with training for NMEHA members
			* Need to encourage more sponsors and vendors to attend conference
			* Discussed possibly holding trainings (such as Traceback) at NMEHA annual conference or an a separate date/time during the year
			* Education and Professional Advancement committees to look at ways to increase training opportunities for NMEHA members
		4. Strategies to meet by-laws and mission
			* Discuss at a later time
		5. EMWT Regional Water Association support:
			* Organization reached out to NMEHA to request a letter of support (see attached) to be sent to NM legislators
			* Consensus was obtained from board members to send out letter with NMEHA’s support
			* Will help increase visibility and potentially membership for NMEHA
4. **Committee Reports/Updates** (Committee Chairs)
5. **Auditing – (**Travis Bowser)
* Travis Bowser, Shannon BlueEyes and Antoinette Toya will conduct a routine audit of NMEHA expenditures
1. **Education (**Travis Bowser and Sam Frank)
	* 1. Updates on Vector Course
			+ Venue space has been finalized: Courtyard Marriot Pyramid
			+ Update provided to board on conference details including: food/beverage service, room setup, vendor/sponsor space, evening social, and costs for attendance (see below)

**Registration Fee**

Member: $100

Non-member (w/ option to join): $125

**Vendor/Sponsor Fees**

Vendor: $500 –includes booth space

Sponsorship: $1000 –includes booth space, allotted time (TBD) to present, advertising space (conference packets, reception, website, breaks during conference, etc.)

* + 1. HazWoper Refresher – April 15
			- Kaitlin Greenberg reached out to past attendees (with 42% response rate) about holding a HazWoper refresher course day before or after Vector Conference
			- Respondents did not have a preference for specific training location
	+ Proposed cost for training: $75 (which would include NMEHA membership
	+ Motion to approve costs for Vector Conference and Hazwoper Training; motion to approve (Sam Frank), motion seconded (Kaitlin Greenberg), motion passes 6 to 0
1. **Membership and Public Relations (**Ed Fox)
	* Currently working with Julie Anderson (NMRRT), and Mark Goss (NMED) to come up with proposal for increasing membership
	* Tiered membership prices/costs are being considered including:
		+ - * Student memberships $25
				* Public entities $50
				* Private entities/For profits $100
	* Specials could be given out to certain groups (i.e. for example NMEHA’s *Associate-$12.50 and* *Retired-Free* rates of membership)
	* Tasks for next meeting include: put together a membership brochure/pamphlet to hand out at conferences, trainings, job fairs, etc.
	* Want to extend outreach beyond city of Albuquerque (have vested interests in all locations of state)
2. **Professional Advancement Committee** (Kellison Platero)
	* 1. “Connectivity and Training subcommittee”
	* Working on putting together newsletter
	* Requesting content from other subcommittees to include
	* Membership costs/information was suggested to be included in the newsletter to increase visibility.
	* President’s message will be included
	* Importance of handwashing will be included
	* John Rhoderick volunteered to assist in drafting newsletter
	* If any additional volunteers are interested in assisting with committee work, please contact Bart Faris and Kellison Platero
3. **Awards and Scholarship Committee** (Board)
* Nothing new to report
1. **Other Special Committees** (Kaitlin Greenberg)
	* 1. IT/Internet - Postings
	* Kaitlin Greenberg has continued to provide updates to website along with Cecelia Garcia
		1. IT Subcommittee
	* Will open up registration for Vector Conference for attendees, sponsors, vendors by end of week
	* Request was made to add or adjust payment option on website to include a specific $ amount for multiple membership and conference attendance payments/purchases
	* Committee chair will look into this and report back to board on possible solutions
	* Chair will send email out to past attendees/vendors to notify them that registration is live
	* Will include flyer/info on website to draw in attendees to website
	* Early registration cost/fee was suggested, but decided against by IT Chair/NMEHA Board members.
2. **Treasurer’s Report** – Travis Bowser
* (See attached report)
1. **Secretary’s Report** – Samuel Frank
* Nothing new to report

1. **Meeting Adjourned:** 12:14 PM MST

**Next Meeting:** March 15th, 2019 at 11:00am

**Location: NMED District 1 Office**

121 Tijeras Ave. NE

STE 1000

Albuquerque, NM 87102-3400



NEW MEXICO ENVIRONMENTAL HEALTH ASSOCIATION

# MONTHLY TREASURER’S REPORT

**FOR February 2019**

1. BEGINNING BALANCE: $5,361.82 CHECKING Pay Pal – $614.38.
2. MONIES RECEIVED:

1.) Pay Pal balance transferred $614.38. Balance $23.97

1. EXPENSES:

Check – USPS for $134

Check – Marriott for $900

Monthly service fee – 1/31/2019 for $14.00

State sales tax – 1/31/2019 for $1.10

1. CLOSING BALANCE: $4,912.00 CHECKING $23.97 Paypal. Total = $4,935.97.

PREPARED BY: Travis Bowser, NMEHA Treasurer, 2019

