**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

