

New Mexico Environmental Health Association
Meeting Minutes
January 21, 2013

Location: Indian Health Service
801 Vassar Drive N.E., Building 25
Albuquerque, New Mexico 87106

Present: Jeff Dickson, Michael Broussard, Bob Bates, Debra Grabowski, Esme Donato, Lucas Tafoya

Absent: Joe Anguiano, Shannon BlueEyes

Jeff Dickson called the meeting to order at 10:05 AM

1. December Meeting Minutes

The December meeting minutes were read and approved with no changes

2. Financial Report

Checking Account Balance - \$4294.05

The books were transferred to Bob Bates

The signatures were changed on the accounts at Wells Fargo on 1/22/20123 so that Jeff Dickson, Bob Bates, and Debra Grabowski have signature authority

The check from APS for conference registration needs to be deposited

Olivia Andrade de Sanchez will pick up the books on January 23rd to begin the audit

3. General Discussion

a. The membership list needs to be checked to assess the status of the members

b. It was suggested that a "state of the union" type report be given at the annual meeting

c. It was suggested that the financial report at the meetings should include the payables and receivables

d. Olivia will receive a free membership as well as \$25.00 and a thank you card for her auditing services

e. the Board Meeting dates are finalized and posted on the website, all members are invited to attend the meetings

4. Activity Matrix

a. Jeff will contact Florence Higgins concerning her progress on the Pools Toolkit

b. Michael contacted Jim Vincente and he will do the Liquid Waste Toolkit

5. Vector Control Conference

a. Dates April 24 – 25, 2013

b. Jeff talked to Elizabeth vin Hatton and she will give the course

c. Jeff got bids from the ACVB, Lucas followed up on them and got four bids refined, he personally went to each of the four facilities

- d. Hotel Albuquerque
 - i. Ballroom A & B
 - ii. \$2861.00 for food, beverages and room,
 - iii. Their minimum is \$3000
 - iv. Based on past attendance, NMEHA would probably clear about \$1000
- e. Crown Plaza at Menaul and University
 - i. \$3154.00 includes everything
 - ii. Security in the parking lot is an issue, they could make the front parking lot available
- f. Barcelona Inn at Lomas and Louisiana
 - i. \$2381.00
 - ii. Lots of dogs, low ceilings, looked scuzzy
- g. Best Western Rio Grande
 - i. \$2763.00 for everything
 - ii. Parking can be an issue at the site

- h. The meals are comparable at each location
- i. There was a discussion of the pros and cons, Michael made a motion and Bob seconded to have the conference at the Hotel Albuquerque, the motion passed
- j. Bob suggested Sandia Resort for future conferences if the organization grows, Lucas said that there may be some concern about government employees being at a casino
- k. Elizabeth vin Hatton asked if NMEHA could help with door prizes, The cost is too high to offer a free lunch on the second day
- l. Bob made a motion, which was seconded and passed, for the organization to investigate possible prizes and the costs
- m. The event needs to be set up in the website, a brochure needs to be developed, and there needs to be an email blast from the website, Esme will do the brochure
- n. There will be no refunds and a late fee of \$25.00 will be charged
- o. The 2013 fees will be:

NMEHA Member	52.95 base	77.95 late
Private/Commercial	82.95 base	107.95 late
Public/Government	52.95 base	77.95 late
Vendor	157.95 base	
Free – Mark DiMenna and staff		
- p. Only one person should handle the money – contact Jeff with questions and special issues
- q. P.O. template on the website can be changed, Lucas will send Jeff a sample P.O., Bob asked if Jeff can develop agency specific P.O.'s, Everyone can accept the general P.O.

6. FDA Course

- a. May 14 – 15,2013
- b. Bob moved that we sponsor it, the motion passed
- c. 50 – 60 people are expected, Lucas will talk with the Hotel Albuquerque about holding it there

7. Annual Conference

- a. A diversity of topics is important at the annual conference
- b. The conference will be held October 22-23 or 23-24

c. Lucas will negotiate with Hotel Albuquerque about having all three conferences there and see if there would be a price break

8. NEHA

a. Should the president and vice president both go to the conference

9. Newsletter

a. Will the President's "State of the Organization" presentation at the annual conference suffice

b. Perhaps a members' corner could be added to the website so that members could add items of interest as they arise

c. This material would need to be vetted, it should be informative and of interest to others

10. Membership Cards

a. Perhaps a digital card or certificate could be issued

b. A design template needs to be developed

c. A brochure for advertising also needs to be developed

11. Web Site Access

a. Jeff and Lucas will make decisions as to who has access to what

b. At this point the Board will have full access

c. Non-members will have their privileges removed

The meeting was adjourned at 12:15 pm