

New Mexico Environmental Health Association
Meeting Minutes
February 19, 2013

Location: Indian Health Service
801 Vassar Drive N.E., Building 22
Albuquerque, New Mexico 87106

Present: Jeff Dickson, Bob Bates, Debra Grabowski, Esme Donato, Lucas Tafoya, Joe Anguiano, Shannon BlueEyes

Absent: Michael Broussard

Jeff Dickson called the meeting to order at 10:02 AM

1. January Meeting Minutes

The January meeting minutes were read and approved with two changes

2. Financial Report

Checking Account Balance - \$4250.05

Bob read the audit report prepared by Olivia Andrade de Sanchez

The books were found to be in good order and all balances matched

Olivia recommended that in the future all fiscal correspondence be sent certified mail so that its status can be tracked

The motion to accept the audit was approved

Bob is having some difficulty accessing the Wells Fargo account so he and Debbie will go to the bank and get everything straightened out

3. Continuing Education Toolkit

a. Florence Higgins will do the Pool and Spa toolkit

b. Lucas will coordinate the Food Safety toolkit and request input from other individuals

c. The Vector toolkit has been completed

d. Jeff will contact Jim Vincente, Michael has indicated that Jim will do the Wastewater toolkit

e. Jeff has not yet contacted Louis about the Emerging Pathogens toolkit

f. Jeff would like to have an Indoor Air Quality toolkit

g. The Drinking Water toolkit is done.

h. The description of organizations is done.

4. Activity Matrix

a. It was decided that member interviews on the web page are of benefit, non-members can be interviewed also

b. The interview write-up should start with a short bio

c. The interviewer can choose to use the questions developed by Matt Cross-Guillain or not

d. It was suggested to put a picture of the interviewee on the home page to attract interest or perhaps a scrolling notice would be most effective

e. We need to advertise all of the information that is available on the website

f. Joe and Shannon committed to completing interviews by the end of March

5. Vector Control Conference

a. Dates April 24 – 25, 2013

b. The contract has been signed

c. Lucas is waiting for the agenda in order to advertise the conference, hopefully he will get it today or tomorrow

d. Lucas has been getting a lot of calls from people interested in the course

e. Hotel Albuquerque

i. Anita resubmitted the bid and the cost will be approximately 2200.00

ii. The delay in signing the contract let the book the Franciscan room out from under us, the offered Salon A & B instead

iii. We must be out of the room by 3 pm on the second day, perhaps the field trip can be scheduled for that afternoon

f. A motion was made, seconded and passed that \$100.00 would be spent on four door prizes for the conference, the vendors may be approached for door prizes

6. FDA Course

a. May 14 – 15, 2013

b. The room rate is \$81.00 per night, which is too high for NMED

c. It may be cheaper to go with just a food and beverage contract, Lauren is the contact for food and beverage

d. Last year the registration charge was \$55.00

e. There was a motion, second and approval of charging \$60.00 for NMEHA members and \$85.00 for non-members, which would include membership

7. Annual Conference

a. The conference will be held October 23-24

b. There is no contract bid yet from Hotel Albuquerque

8. NEHA

a. Joe Anguiano is tentatively going to NEHA

b. Jeff did not feel that he should go as the organization has not yet met its savings goals in order to award scholarships

c. Lucas feels strongly that it is important that the President attend and there is a lot to be gained, Lucas wants NMEHA to pay for someone to go

d. Jeff will research it further and also talk with Michael Broussard

9. Science Fair

a. A motion was made, seconded and passed that the Senior project award will be \$100.00 and the Junior Award will be \$50.

b. Jeff will send out a blast email requesting judges for the fair which will take place on April 6 at New Mexico Tech in Socorro

10. General Discussion

a. Joe Anguiano discussed the auditorium in the South Valley Cultural Center, it is a very nice facility and perhaps NMEHA could present a topic and charge attendance, Joe will research how many hours and for how many days in a row the facility can be used

- b. Agencies expressed a desire to have more input into determining the annual FDA training topic rather than having the State pick it, Perhaps Steve Zappe can be approached about seeking more input prior to making a decision
- c. There was discussion concerning mentoring and getting more people involved in NMEHA and learning its functions.
 - i. Joe suggested standard operating procedures and checklists for the offices so that it is clear how to conduct the duties of each office; perhaps a back-up could be assigned to each officer so that there would be at least one other person who would understand the duties; Joe also said that it is important for each member to read the constitution and by-laws to gain a better understanding of the organization
 - ii. Jeff said that potential candidates for directors could be recruited and moved through various stages of involvement prior to taking office
 - iii. Lucas said a goal of the Fall Conference should be to recruit future Executive Board members, It would be helpful to get people involved with the events and give them specific tasks with finite time lines
 - iv. Joe suggested perhaps having more than one meeting a month on occasion to discuss the duties of the Board members
 - v. Esme said that it would be possible after the election of the officers to give the newly elected members an orientation session; the new members need more lead time to find out about the functions of the Board
- d. Jeff got the old files from Florence and is having them sorted and scanned

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 12:05 pm