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| **Meeting Name** | **NEW MEXICO ENVIRONMENTAL HEALTH ASSOCIATION**  **BUSINESS AND MONTHLY MEETING AGENDA** | **Date** | 10:00 AM 2/21/12 |
| **Present** | **All: Lucas Tafoya, Jeff Dickson, Debra Grabowski, Matt Cross-Guillen, Louis Jaramillo, Joe Anguiano, Shannon BlueEyes, Jim Casaus** | **Call to order/ Adjourned** | **10:08** |
| **Absent** |  | **Recorder** |  |
| **Location** | **Bernalillo County Environmental Health Office**  **111 Union Square SE, Suite 300, Albuquerque NM 87102** | **Mtg Facilitator** | Lucas Tafoya |

| **Monthly Meeting**  **Agenda Topics** | **Discussion** | **Decision and Follow-up** |
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| 1. March meeting minutes - Matt | * No minutes read. Minutes on a flash drive and currently missing. |  |
| 1. Financial Report - Debbie | * Debbie gave letter from Piper Bookkeeping. * Debbie created a financial summary for ’06 to ’11. Will a software be useful for us? Can we use an online software? Does Wild Apricot have anything? * We need a way to bundle pay conferences and memberships especially when a purchasing person pays for other people. Is our membership application simple enough? For renewals? * As of March 31: Sav: 7,660.65; Check: 7,410.71. Does not reflect costs of vector or FDA conferences. * No insurance required for Treasurer due to small size of non-profit. | * We need a tutorial to show users how to become a member. Matt will create. |
| 1. Conference Updates – Lucas | * Registration down again. 60 paid for vector; estimate $250 profit- maybe more. FDA- 53 attendees so far; about $1000 profit. * $1600 in sponsors. | * We need to know the value from sponsors perspective for future marketing. |
| 1. Action plan- Jeff   Team updates | Tool kits are being developed and posted on website | * Matt needs to do interview with EH professional for website. Shannon will do her interview soon. |
| 1. Fall conference planning | * Time to start planning. Possible dates? * Keep it 1 room with a variety of topics | * Any conflicts for dates? * 10/23,24,25 possible? |
| 1. Adjourn |  | * Next Meeting: May 15, 2012 at 10:00 am |