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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.
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| 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.
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| 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
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