**NMEHA Monthly Board Meeting**

March 15, 2019

**Attendees**

**President:** Bart Faris **President Elect:** John Rhoderick

**Treasurer:** Travis Bowser **Secretary:** Samuel Frank (Absent)

**Board Members:** Kaitlin Greenberg, Ed Fox (absent), Kellison Platero (absent)

**Meeting Location:** NMED District 1, 121 Tijeras NE, Suite 1000

**Called to Order:** 11:15 AM MST

1. **Approval of Agenda:** Motion to approve (John Rhoderick), motion seconded (Travis Bowser), motion passes 4 to 0.
2. **Review and Approval of February, 14th 2019 Minutes:** Motion to approve (John Rhoderisk), motion seconded (Travis Bowser), motion passes 4 to 0.
3. **President’s Report**
   1. Annual Planning
      1. Vector
         * Committee will report on status later
      2. Cooperation: Board Ideas
         * Job Postings
           + Discussion opened regarding posting of positions to NMEHA website. Committee agreed that this was in the scope with NMEHA
           + Kaitlin will place a link on NMEHA website to USA jobs and edit the pages as members send job links
      3. Fall Conference: October 22nd and 23rd
         * Discussion on whether to hold the annual meeting at the Marriott Pyramid. Committee agreed to wait to see how vector course goes before booking the Marriot for annual meeting

1. Traceback training before or after

* + 1. Strategies to meet by-laws and mission

1. **Committee Reports/Updates** (Committee Chairs)
2. **Auditing – (**Travis Bowser)
   * Audit will happen next week. Report of the audit will be ready at next meeting
3. **Education (**Travis Bowser and Sam Frank)
   * 1. Updates on Vector Course – costs, agenda, events, sponsors, vendors
        + Bart reached out to 31 companies for vendor/sponsor
        + NMEHA currently has 3 vendor/sponsors. Bart and Kaitlin will circle back with potential sponsors/vendor next week
        + Travis to follow up with contact in Santa Fe about attending Vector Course
        + Kaitlin will send a reminder email to potential participants
     2. HazWoper Refresher – April 15
        + Bart will send Kaitlin a copy of the agenda to post on event website
        + Bart will send email’s to additional agencies to register to attend the course
        + Travis will send email to IHS individuals that may be interested in attending training.
     3. Supplies for conferences
        + Discussion opened on how supplies were purchased for last year:
          1. Individual’s were reimbursed last year for their purchases of folders, name badges, etc.
        + Travis will send an email about getting together to put together packets prior to Vector Course
        + Kaitlin or another individual will Zahra about door prizes for Vector Course and what was included in the packet last year
4. **Membership and Public Relations (**Ed Fox- absent so report skipped)
   * 1. Membership brochure
     2. Outreach beyond Abq.
     3. Cleaning up roster
5. **Professional Advancement Committee** (Kellison Platero, absent report skipped)
   * 1. Quarterly newsletter—Kaitlin will send notice and link to the membership that the newsletter
6. **Awards and Scholarship Committee** (Board; report skipped)
7. **Other Special Committees** (Kaitlin Greenberg)
   * 1. IT/Internet - Postings
     2. IT Subcommittee
        + Cleaning up membership and old contacts in Wild Apricot
          - Meeting will be set up with Travis, Cecelia, Shannon, and Ed to go through current contact lists and delete old members
          - A list of purged members will be created and members will be followed up with to see if they would still like to participate in NMEHA
8. **Treasurer’s Report** – Travis Bowser
   1. **Bank**
      1. Charges
         * NMEHA required to maintain a $7500 balance or be charged a $14 fee plus sales tax
      2. Switching banks—Travis investigated switching banks from Wells Fargo to a credit union to avoid future charges
         * Nusenda- average balance of $750 or more to waive the fees
         * Bank of ABQ- free small business account (200 free transactions, online banking, debit card, 0 service fee and 0 minimum balance)
         * Need tax documents and people for signatures to switch banks
         * Travis recommends switching to Bank of ABQ, Kaitlin motioned to approve moving bank to Bank of Abq, Bart amended the motion to move bank after Vector Course, motion passed 4 to 0.
      3. Tax season—
         * Travis will follow-up with Shannon about filing for taxes
      4. See attached report for bank balances
9. **Secretary’s Report** (absent, report skipped)

1. **Other Business**
   1. Historical Documents
      1. Travis found the original proclamation for NM Environmental Health awareness week
2. Adjourn 11:56 AM MST

**Next Meeting:** April 18, 2019

**Location:** Indian Health Services