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## New Mexico Chapter – Albuquerque, New Mexico

**Executive Board Committee Meeting Minutes**

## October 6, 2020

## 5:00 PM-6:00 PM

## Location: Teleconference- (605) 313-4100 Access code: 392237

**Attendance:**

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| **President –** Marc Evans | TC | **Quorum Present?** | Yes |
| **President Elect –** Bill White | TC | **Membership-** Jessica Bolduc | NP |
| **Vice President –** Tim Riley | TC | **Foundation-**  | NP |
| **Treasurer –** Mario Hildago | NP | **Los Alamos Section –** Gary Whitney | NP |
| **Secretary –** Gary Wright | TC | **Pecos Valley Section -** | NP |
| **Delegate** – Chuck Atwood | TC | **Zia Section –** Juanita Miller | NP |
| **Delegate** – Kelsey Forde | TC | **Newsletter Editor –** Andrea Heacock-Reyes | TC |

AL = At Location TC = Teleconferenced NP = Not Present

Note: All motions should include exact wording and names of those who move and second.

Meeting called to order at 1700 by Marc Evans.

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| Topic 1 | **Meeting Minutes** | Gary W. |
|  | * Meeting minutes for September not ready
* Will submit at a later date
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| Topic 2 | **Treasure’s Report** | Mario H. |
|  | * ~$30,000.00 total; Mario sent out Financial Report
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| Topic 3 | **Sections** | Marc E. |
|  | * No Sections called into the Exec Meeting
* “Sections” tab on NMASSP website with contact information
	+ Marc to take action with the Society
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| Topic 4 | October Newsletter | Andrea H.-R. |
|  | * Marc will write President’s Message then newsletter will get published (next week).
* Andrea to include incoming officers; looking for articles from Chapter.
* Planning to publish an “Incoming” newsletter with new faces and brief Bios.
* June-August newsletter sent out in September.
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| Topic 5 | Fall Leadership Conference/ Fall ROC | Bill W. |
|  | * Bill W. glad to see the ASSP Chapters were not “sunsetting.”
* There is a lot of information for virtual outreach and conferencing
* Main discussion was being compassionate during these times.
* Discussion about the possibility of hosting in-person Chapter gatherings.
	+ General consensus is to stay home – we may be able to have a Happy Hour while social distancing.
* Spring PDC should go virtual
	+ Should we pursue a contract with Sandia Casino?
	+ Kelsey mentioned DOE participants are not yet ready for in-person conferences.
* Perhaps we can hold a one-day virtual event.
	+ Kelsey appreciated those events that were spread out over several days, instead of 8 hours per day.
	+ Bill W. agrees with Kelsea in that we should continue as “normal” as possible and we still need to serve our members.
	+ Chuck wondered if we want to invent some kind of virtual trainings in lieu of an in-person PDC. We can technically add up Technical meetings for points (0.1 points for every hour).
	+ Marc mentioned we could spread out those meetings in-lieu of a 1-2-day PDC
	+ Chuck further stated that maybe we could do a half-day on Friday. And if we can’t hold a PDC in Mar/Apr maybe we can support the Chapter in other ways. If we brought in speakers/presenters, the cost may be low, even if we had to pay for the presenters.
	+ Kelsey can track training attendance on ZOOM for CEU credits.
	+ Bill to contact Arlene about Montana’s PDC to get some guidance. He also mentioned Abbie Ferrari does a weekly virtual blog.
* Chuck mentioned interesting people within Region II that we may able to engage.
	+ Bill added we can approach vendors.
* To summarize the options:
	+ Virtual 1-2-day PDC
	+ Break up PDC over 4 days
	+ Provide trainings of perhaps 1/month starting in January
 |  |
| Topic 6 | Holiday Gathering | Marc E. |
|  | * Chuck mentioned that everyone may want an excuse to get out of the house.
* Other Chapters are holding socially distanced events at parks around town.
* Look for places in the next 2-3 weeks.
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| **Topic 8** | **E-Mail System** | Andrea H.-R. |
|  | * Chuck brought up e-mail blasts, particularly because he is not receiving any e-mails.
	+ Also, there is a lack of membership engagement. Perhaps tied to e-mail breakdowns, participation and feedback.
* Bill warned against abuse of ZOOM meetings and that we should be using ASSP’s a-mail service for security reasons.
	+ And does not want to alienate members.
* Andrea has no idea who receives membership e-mail notification information. Perhaps we can write a blurb on the website to check their email addresses.
* Chuck suggests putting a footer on everything we send out.
* Tech meeting announcements and newsletters may not be getting out.
* We need to use social media more effectively.
* Facebook is out. Snapchat and Instagram are being used by younger people (ASSP’s future).
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| **Topic 9** | **Technical Meeting** | Tim R. |
|  | * Virtual Meeting 10/08 @ 1700
	+ Marc sent meeting announcement to Sandia Daily News (SDN)
	+ Chuck and Jessica to work future SDN communications
	+ We need to ask our members their interest in having socially distanced events in a park or other outdoor setting.
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Meeting Adjourned at 1800.

Next Executive Committee Meeting: 11/10/2020- Teleconference

Minutes respectfully prepared by Tim Riley and submitted byGary A. Wright, Chapter Secretary, November 9, 2020.