##

## New Mexico Chapter – Albuquerque, New Mexico

**Executive Board Committee Meeting Minutes**

## November 10, 2020

## 5:00 PM-6:00 PM

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

**Attendance:**

|  |  |  |  |
| --- | --- | --- | --- |
| **President –** Marc Evans | TC | **Quorum Present?** | Yes |
| **President Elect –** Bill White | TC | **Membership-** Jessica Bolduc | TC |
| **Vice President –** Tim Riley | TC | **Foundation-**  | NP |
| **Treasurer –** Mario Hildago | TC | **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 1707 by Marc Evans.

|  |  |  |
| --- | --- | --- |
| Topic 1 | **Meeting Minutes** | Gary W. |
|  | * Meeting minutes for October accepted with edits from Exec Committee.
 |  |
| Topic 2 | **Treasure’s Report** | Mario H. |
|  | * $32,547.81 Total; Mario to send Financial Report.
 |  |
| Topic 3 | **Sections** | Marc E. |
|  | * No Sections called into the Exec Meeting.
 |  |
| Topic 4 | November Newsletter | Andrea H.-R. |
|  | * Andrea has some info from the incoming officers.
* There is only enough information for one page so far.
	+ Perhaps we can advertise our Member Appreciation Event (MAE).
	+ Or maybe a Happy Hour to socialize and ask members who attend what works for them social-media wise.
* MAE- Perhaps a virtual meeting, 2nd Thursday of December.
* Mario to place a link on the NMASSP website to take collections for the Road Runner food bank and advertise that for the MAE—Link to be sent out in Newsletter beginning immediately
 | Chuck A.Mario H. |
| Topic 5 | PDC | Bill W. |
|  | * Since it’s already November we will plan to hold a virtual PDC in Spring 2021.
* Can we have break out rooms for a ZOOM PDC? Yes, we can… Kelsey verified during meeting.
	+ Kelsey to confirm the breakout rooms and the mechanics (do we need separate hosts for the different rooms?) How do we administer them?
* Does the Society have any advice on virtual meetings?
* What do we charge the members for a virtual PDC?
	+ ~ $25 Vendors fee?
* For how many days do we host the PDC?
	+ 8 hours is a long day, perhaps we can split it up to two days.
	+ Maybe we can have 2, 5-hour days so we can offer an OSHA 10-hr course $5/ OSHA card.
	+ 2 hours a day for a week? This will give our members more flexibility and off of their computers for such a long stretch.
	+ Tue/Wed/Th for four hours each day?
* Or have a vendor sponsor short talk for a fee (like a commercial)?
	+ For example: International Systems Safety Conference- held over three weeks- Vendors made commercials which are very popular.
* Bill to come up with a plan for PDC and get call for speakers out ASAP.
 |  |
| Topic 6 | Round Table | ALL |
|  | * Jess has draft flyers for the group to review
* Tim to send out PDF for hosting ZOOM meetings
* Mario got a phishing email last week and warned the group
* Kelsea reminded us to complete the officer training in our profile let’s commit to complete before Thanksgiving
 |  |
| **Topic 7** | **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.
 |  |

Meeting Adjourned at 1758.

Next Executive Committee Meeting: 12/08/2020- Teleconference

Minutes respectfully submitted by Gary A. Wright, Chapter Secretary, December 1, 2020.