##

**New Mexico Chapter – Albuquerque, New Mexico**

**Executive Board Committee Meeting Minutes**

**Tuesday, August 3, 2021**

**5:00 PM-6:00 PM**

**Location: GranCor Office - 2121 Menaul Blvd NE Albuq. NM 87107**

**Zoom Meeting**

**Call In – (301)715-8592**

**Meeting ID: 893 2214 0330**

**Passcode: 913808**

**Attendance:**

|  |  |  |  |
| --- | --- | --- | --- |
| **President** – Bill White | AT | **Quorum Present?** | Y |
| **President Elect** – Tim Riley | TC | **Membership** | NA |
| **Vice President –** Tim Stirrup | TC | **Foundation** | NP |
| **Treasurer** – Gail Mattson | AT | **Los Alamos Section** | NP |
| **Secretary –** Jessica Bolduc | TC | **Pecos Valley Section** | NP |
| **Delegate** – Marc Evans | NP | **Zia Section** | 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.

Camera was received - who keeps the equipment? Responsibilities - VP (Tim Stirrup)

Call to order: 17:05

|  |  |  |
| --- | --- | --- |
| Topic 1 | **Meeting Minutes** | **Bill White** |
|  | * Read and approved
 |  |
| Topic 2 | **Treasurer’s Report** | **Bill White** |
|  | * Gail received check report from National ASSP 6/30 - Dues paid - $45 - Los Alamos; NM $180; Pecos - $15; Zia - $45; Charges - $35 (Hosting fees); Regional assessment fee - $95
* Waiting on new report
 |  |
| Topic 3 | **Technical Meeting** | **Bill White** |
|  | * Copper Canyon - Successful in July
* August 12th Technical Meeting - Speaker? Where? Time?
	+ \*Action - Tim Stirrup to call to set up time and location
* Is there opportunity to have the speaker call in to Zoom at Copper Canyon? Projectors and screens as needed.
* Santa Fe options - Brewery at southend of town (Santa Fe Brewing) - Gail to check for September.
 |  |
| Topic 4 | **Newsletter** | **Bill White** |
|  | * Outgoing President’s letter - Marc Evans
* Incoming President’s letter - Bill sent to Andrea
* Jack Memorial Information with message from family
* Recognition for Marc supporting NM ASSP through COVID-19
* Board members send newsletter information monthly
 |  |
| Topic 5 | August 15th Deadline for Information to National ASSP | **Bill White** |
|  | * Execute COMT
* Ensure training completed prior to date
* Zoom meeting - Finalize action plan - August 12th 5:00PM
	+ Action Plan
 |  |
| Topic 6 | **Physical Location** | **Bill White** |
|  | * New mailbox at the Post Office (Central & Alvarado)
 |  |
| Actions |
|  | August 12th Technical Meeting - Zoom Opportunities In & Out | Tim Stirrup |
|  | Newsletter Write-ups | Board Members |
|  | Chapter Action Plan | Bill & Jessica |
|  | Equipment received - Tim Stirrup will have possession |  |
| Round Table |
|  | Recognition gift for Marc | Tim Stirrup |
|  | Annual Dues paid for Officers - Motion Kelsey; Second Bill* Notification to President when officer dues come due
 | Kelsey Forde |
|  | STEM Outreach* Speaking at schools - Bill to reach out to RGHS to gauge interest
* Other opportunities?
	+ Career fairs
 | Bill White |

Meeting Adjourned: 17:59

Next Executive Committee Meeting: September 7, 2021

Minutes respectfully submitted by Jessica Bolduc, Chapter Secretary, September 7, 2021.