##

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

**Executive Board Committee Meeting Minutes**

**Tuesday, January 4, 2022**

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

**Zoom Meeting**

**Call In – (301)715-8592**

**Meeting ID: 857 1550 8311**

**Passcode: 928131**

**Attendance:**

|  |  |  |  |
| --- | --- | --- | --- |
| **President** – Bill White | TC | **Quorum Present?** | Y |
| **President Elect** – Tim Riley | TC | **Membership** | NA |
| **Vice President –** Tim Stirrup | TC | **Foundation** | NP |
| **Treasurer** – Gail Mattson | TC | **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.

Call to order: 17:06

|  |  |  |
| --- | --- | --- |
| Topic 1 | **Meeting Minutes - 12/7/2021** | **Bill White** |
|  | * Read
* Approved with changes (Changes made by JTB at time of recommendation)
 |  |
| **Topic 2** | **Treasurer’s Report**  | **Gail Mattson** |
|  | * Received 1/4/2022
* Content captured below
* Review current financial position and research Edward Jones
 |  |
| Topic 3 | **Vice President Report** | **Tim Stirrup** |
|  | * Positive feedback on Season’s event from all organizations.
* Recommend the organizations collaborate on upcoming conferences and technical meetings. Work with Tim Riley.
 |  |
| Topic 4 | Unfinished Business |  |
|  | * From the treasurer’s report, checks in the mail for Seasons event from NMSHMM and RGAIHA
* Science Fair - meeting planned, no date as yet.
* Technical Meeting and upcoming conference ideas
	+ Virtual and/or hybrid options
	+ Sandia Casino venue
	+ Coordinate with NMSHMM and RGAIHA
	+ Review thumb drive information from Kelsey
	+ Engage national organizations as well
* Newsletter
	+ Needs content
	+ Include the notes from Seasons event and Roadrunner Food Bank
* Emails from NM ASSP officer email links
* Sandia Area Credit Union is sending statements and other treasurer correspondence to past Treasurer Michael Starr instead of current Treasurer Gail Mattson.
	+ Executive Board approves the change of email address for Sandia Area Credit Union correspondence to mattsongail@gmail.com or treasurer@nm.assp.org
 | **Gail Mattson****Tim Riley****Bill White, Tim Riley, Tim Stirrup, Kelsey Forde****Andrea Heacock-Reyes****Bill White, Andrea Heacock-Reyes****Gail Mattson** |
| **Topic 5** | **New Business** |  |
|  | * Spring PDC -> Joint Fall Conference
	+ Venue
	+ Exhibitors
* Region 2 Super Meeting - no progress
* January Technical Meeting - Tim and Kelsey volunteered but with a short time-table, the January meeting will be cancelled.
	+ Focus on February (Bill Johnson) and March (Janet Curley) meeting content.
	+ Janet Curley - collaboration with venue and NMSHMM
 | **Bill White****Bill White****Tim Stirrup, Kelsey Forde** |
| **Topic 6** | **Roundtable** |  |
|  | * Nothing to add this month
 |  |

Meeting Adjourned: 17:47

Next Executive Committee Meeting: February 1, 2022

Minutes respectfully submitted by Jessica Bolduc, Chapter Secretary, on February 1, 2022.

Please find below the Treasurer’s Report for December 2021

|  |
| --- |
| **12/31/2021 - update** |
| (Outstanding Checks) |  - |
| SACU Checking | $9,873.67 |
| SACU Savings | $5,126.66 |
| SACU CD | $13,773.97 |
| **Total** | **$28,774.30** |

 **Notes:**

Savings Account: Tiered Rate APY Earned 0.10% for ~ $0.44/month

CD Account: APY Earned 2.55% for ~ $29.00/month

 **December Transactions:**

12/08/21 - $136.64 - Check #1109 Refund to GGM for mileage for 2 trips between Santa Fe & ALBQ

12/10/21 - $1824.00 - Charge for Season’s Restaurant for Joint Membership Event

12/28/21 + $105.00 - Net deposit from ASSP as have not yet received Dec 2021 financial report from ASSP

12/29/21 - $701.00 - Check #1110 Road Runner Food Bank – matching portion from ASSP

12/30/21 - $80.35 - Check #1108 11-3-21 to NMSHMM refund for incorrect ASSP charges for Thank You Gift for Mr. M. Evans charged to the NMSHMM charge card

**Other updates:**

1. Corresponded with NMSHMM and Rio Grande Chapter of AIHA regarding split of the $1824.00 for Season’s Restaurant – have yet to receive these checks
2. Corresponded with NMSHMM and Rio Grande Chapter of AIHA regarding them sending in directly a check for $701.00 to Road Runner Food Bank for their matching donation