##

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

**Executive Board Committee Meeting Minutes**

**Tuesday, March 1, 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 |  | **Zia Section** | NP |
| **Delegate** – Kelsey Forde | TC | **Newsletter Editor - Andrea Heacock-Reyes** | NP |

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: 17:01

|  |  |  |
| --- | --- | --- |
| Topic 1 | **Meeting Minutes - 2/1/2022** | **Bill White** |
|  | * Read
* Approved with changes (Changes made by JTB at time of recommendation)
 |  |
| **Topic 2** | **Treasurer’s Report**  | **Gail Matteson** |
|  | * Received 3/1/2022
* See the report at the end of these minutes; pages 3 & 4.
* Bill will follow-up with Marcl regarding the financial report, emails, and Technical meeting RSVPs.
* Discussion around other section leadership and fees.
 |  |
| Topic 3 | **President-Elect Report** | **Tim Riley** |
|  | * Science Fair email to local membership. Tim will reach out to Marc to coordinate email.
* PDC Discussion
	+ Details to be determined by exec. committee.
		- In-person ✓
		- Sandia Casino ✓
		- May or June - Tim will check the schedule with Sandia.
		- 2 full days - identify tracks and speakers
		- Assume 100 people
 |  |
| Topic 4 | Vice President Report | **Tim Stirrup** |
|  | Nothing this month. |  |
| Topic 5 | Unfinished Business |  |
|  | * Newsletter - unknown status
* Sewer treatment plant - audit needs > Bill to Kelsey
* Thanks from Dashelle for sitting in on the February Exec. meeting
* Super Meeting - Region 2 – Still in the works
* Elections - Prospective officers
	+ Anyone identified for VP?
	+ Confirm Marc Evans continuing as delegate?
	+ Current roles continuing on?
* COMT - Due in June
 | **Bill White****Bill White****Bill White****Bill White****Bill White****Bill White** |
| **Topic 6** | **New Business** |  |
|  | * Technical meeting speaker for May?
	+ Jessica to reach out to Andrew Forbes from RGAIHA about speaking.
 | **Tim Stirrup** |
| **Topic 7** | **Roundtable** |  |
|  | * Nothing this month.
 |  |

Meeting Adjourned: 17:57

Next Executive Committee Meeting: April 5, 2022

Minutes respectfully submitted by Jessica Bolduc, Chapter Secretary, April 4, 2022.

Please find attached the Treasurer's Report for February 2022.

|  |
| --- |
| **2/28/2022 - update** |
| (Outstanding Checks) | CK 1111 $304.00CK 1112 $13.12 |
| SACU Checking | $11,488.71 |
| SACU Savings | $5,127.50 |
| SACU CD | $13,830.17 |
| **Total** | **$30,446.38** |

February Transactions:

2/10/22 - $29.96 – Rio Bravo Brewing Company for Technical Meeting

2/12/22 - $13.12 – Kelsey Forde for UPS charges for shipping gift [still has not cleared]

2/28/22 + $85.00 - Net deposit from ASSP as have not yet received Feb 2022 financial report from ASSP

Notes:

1. Per Email from Bill White the 1/28/22 $195.00 – Transfer to ASSP Des Plaines, IL was for his membership renewal
2. Gail to follow-up on other options for investment of $s currently in SACU CD for better return but still accessibility to support future PDCs.

Other Actions:

1. Will be coordinating with Janet Curley next week regarding joint meeting with NMSHMM on March 8, 2022 at SFCC Continuing Education & Contract Training Center in Santa Fe and purchase refreshments. Should we send out a reminder for this meeting?
2. March 2022 Exec Mtg – motion to authorize me to spend up to $100.00 for refreshments for Match 8th event.
3. Obtain updated ASSP membership information and correct contacts so can send 2021 dues checks to other NM chapters

Please let me know if you have any questions or comments. - Gail

Gail G. Mattson, PE, CHMM, PMP

mattsongail@gmail.com

+1 865-850-1386