**Meeting Agenda**

**Tuesday, August 6, 2024**

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

**Zoom Meeting**

| **Attendance** | | | |
| --- | --- | --- | --- |
| **Board Position/Name** |  | **Other Attendees** |  |
| **Past President** – Tim Stirrup | TC | **Los Alamos Section** |  |
| **President** – Kelsey Forde | NP | **Pecos Valley Section** |  |
| **President Elect** – Jessica Bolduc | TC | **Zia Section** |  |
| **Vice President –** Selina Santiago | TC |  |  |
| **Treasurer** – Hannah Duquemin | TC |  |  |
| **Secretary –** Hannah Duquemin | TC |  |  |
| **Advisor** – Tim Riley | TC |  |  |
| **Advisor** – Tim Stirrup | NP |  |  |
| **Editor -** AndreaHeacock-Reyes | TC |  |  |
| **Quorum Present (5 *board members)*?** |  |  |  |

AL = At Location TC = Teleconferenced NP = Not Present

Note: All motions should include exact wording including name of who proposed and name of who second.

| Topic # | **Agenda Item** | **Name** |
| --- | --- | --- |
| 1 | **Previous Meeting Minutes – Review & Approval** | **All** |
|  | Past meeting minutes need to be distributed by HD by 8/6 and eventually posted to website. |  |
| **2** | **Treasurer’s Report** | **Hannah** |
|  | Financial Report (as of 06/26/2024):  Checking Account - \_\_\_\_\_\_\_\_\_  Savings Account - \_\_\_\_\_\_\_\_\_  48 Month Certificate (matures in 2027) - \_\_\_\_\_\_\_\_\_  HD/JB to meet offline to coordinate access to bank accounts. JB to share passwords for Zoom account etc.  A H-R dues to be paid by an officer with a credit card.  Chapter treasurer drive: dues detail reports are stored in [OneDrive](https://asse1-my.sharepoint.com/personal/gfieramosca_assp_org/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fgfieramosca%5Fassp%5Forg%2FDocuments%2FChapter%20Dues%20Details%2FNew%20Mexico%20%2D%202680&ga=1&LOF=1), which can be used for other financial info if we would like  Reimbursement check for $26,193.14 paid to Parvati Consulting for in support of the 2024 NM ASSP PDC & payment made to Sandia Casino on 05/06/2024.  Working through PayPal Claim to recapture $325 for 2-Day PDC Registration fees. (J. Bolduc 07/08/2024) (no update as of 8/6) |  |
|  | **President Report** | **Kelsey** |
|  | Chapter Progress Items Due 08/15/2024   * Officer Training (Online) - <https://www.assp.org/community-leader-resources/chapters/chapter-leadership-roles> * COMT (previous & new)   + JB to meet with KF to finalize previous COMT |  |
| 4 | President-Elect Report | **Jessica** |
|  | * Review COMT and Budget   + JB Reviewed COMT - due 8/15   + JB to send changes out after meeting and to submit by Friday 8/9   + All to review budget and document changes |  |
| 5 | **Vice President** | **Selina** |
|  | * Technical Meetings (2nd Thursday)   + August - Technical Mtg & Officer Induction     - Eugene Santiago to discuss Electrical Safety - confirmed for August 8th @ Annie’s Soup Kitchen from 8-10 * September – Kerry-Ann Stirrup, Laboratory Safety at Purdue University (TBD)   + Speaker is interested in a happy hour @ Rio Bravo Brewing * October - Kelsey and Tim presenting, date TBD |  |
| 6 | **Newsletter** | **Andrea** |
|  | * JB to ask membership to share content for newsletters as well (face to face to encourage engagement) * If anyone would like to include a photo with their article / group photos from the PDC, send to Andrea |  |
| 7 | **Advisory Group** | **Tim R./Tim S.** |
|  |  |  |
| 9 | **Secretary** | **Hannah** |
|  | Old Business:   * PDC Follow-up – Dates for Sandia Casino * Learning partnership with Columbia University   + we need to get details but it is likely that the program is free - member Ed Finley might get involved   New Business:  Other:  Next Meetings:   * Technical Meeting   + August 8 (information above)   + September 12 (exact date/time/location TBD) * EC Meeting – September 3, 2024 |  |
| **10** | **Roundtable** | **All** |
|  | * TR to follow up with teacher about certificates regarding STEM challenge * Explore the possibility of hosting a profit share as a fundraiser (maybe in conjunction with a meeting) |  |

Time Meeting Called to Order: 5:03 MT Time Meeting Adjourned: 5:45 MT