



**New Mexico Chapter – Albuquerque, New Mexico
Executive Board Committee**

**Meeting Agenda
Tuesday, September 3, 2024
5:00 PM-6:00 PM
Zoom Meeting**

Attendance		
Board Position/Name		Other Attendees
Past President – Tim Stirrup		Los Alamos Section
President – Kelsey Forde	TC	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		
Advisor – Tim Stirrup	TC	
Editor - Andrea Heacock-Reyes	TC	
Quorum Present (5 board members)?	yes	

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
	Approval of 8/6 Meeting Minutes (Approved 9/3)	
2	Treasurer’s Report	Hannah
	Financial Report (as of 09/03/2024): <div style="text-align: right;"> Checking Account - \$3,236.26 Savings Account - \$2,118.99 48 Month Certificate (matures in 2027) - \$14,810.13 </div> <u>New Business:</u> Time-sensitive: tax filing (Hannah to complete this week) Individual section dues - no current contacts at individual sections; need to either close Zia section account/ absorb it or they can provide a contact <ul style="list-style-type: none"> ● note total amount of cash flow at the time of transition ● Kelsey to email Juanita and determine next steps ● Los Alamos section has not received dues since March - current contact retiring ● Pecos Valley section also needs to be contacted ● JB to touch base with Mark to establish POC for all 3 sections Paypal / PO Box coordination <u>Old Business:</u>	

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	<p>HD/JB to meet offline to coordinate access to bank accounts. JB to share passwords for Zoom account etc.</p> <p>A H-R dues to be paid by an officer with a credit card (JB completed, sending receipt for PO box and dues on personal card)</p> <p>Working through PayPal Claim to recapture \$325 for 2-Day PDC Registration fees. (J. Bolduc 07/08/2024) (no update as of 8/6)</p>	
	President Report	Kelsey
	<ul style="list-style-type: none"> ● Officer Training (Online) - https://www.assp.org/community-leader-resources/chapters/chapter-leadership-roles ● COMT Updates 	
4	President-Elect Report	Jessica
	<ul style="list-style-type: none"> ● COMT Updates ● Budget Updates ● Possible dates for PDC <ul style="list-style-type: none"> ○ similar pricing except that food pricing may increase as much as 10% ○ May 12-13 tentative dates ○ Tim to assist on contract pricing 	
5	Vice President	Selina
	<ul style="list-style-type: none"> ● Technical Meetings (2nd Thursday) <ul style="list-style-type: none"> ○ September 12th – Kerry-Ann Stirrup, Laboratory Safety at Purdue University (TBD) <ul style="list-style-type: none"> ▪ Speaker is interested in a happy hour @ Rio Bravo Brewing ▪ looking at other options - aiming for evening ○ October 10th - Kelsey and Tim presenting, virtual lunch meeting ○ November 14th – guest speaker from Air Force discussing aircraft safety ○ December 12th – TBD – Membership Appreciation Event? <ul style="list-style-type: none"> ▪ possible tour of a facility as a partnership / low or no cost to ASSP 	
6	Newsletter	Andrea
	<ul style="list-style-type: none"> ● 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 ● Jessica to send PDC dates to Andrea to send out feelers for ideas for next year's event / gauge interest in PDC committee participation <ul style="list-style-type: none"> ○ also helpful to send out dates for the next few technical meetings ○ goal is to send out the newsletter early next week 	
7	Advisory Group	Tim R./Tim S.

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9	Secretary	Hannah
	<p><u>Old Business:</u></p> <ul style="list-style-type: none"> ● Learning partnership with Columbia University ● STEM Challenge Follow-up – TR ● Explore the possibility of hosting a profit share as a fundraiser (maybe in conjunction with a meeting) <p><u>New Business:</u></p> <ul style="list-style-type: none"> ● slides from Eugene’s presentation (SS to follow up) <p><u>Other:</u></p> <p><u>Next Meetings:</u></p> <ul style="list-style-type: none"> ● Technical Meeting <ul style="list-style-type: none"> ○ September 12 (info above) ○ October 10 (info above) ● EC Meeting – October 1, 2024 	
10	Roundtable	All
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Time Meeting Called to Order: 5:06 MT

Time Meeting Adjourned: 5:52 MT