



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

**Meeting Agenda
Tuesday, February 4, 2025
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	TC	Pecos Valley Section	
President Elect – Jessica Bolduc	TC	Zia Section	
Vice President – Selina Santiago	TC		
Treasurer – Hannah Duquemin	TC	ASSP Area Director, Russell Duren	NP
Secretary – Hannah Duquemin	TC		
Advisor – Tim Riley	TC		
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 January meeting minutes - approval by all - Hannah to post minutes to website	
2	Treasurer's Report	Hannah
	Financial Report (as of 2/4/25): <div style="text-align: right;"> Checking Account - \$3050.88 Savings Account - \$2119.91 48 Month Certificate (matures in 2027) - \$15,000.91 </div> Distributing debit cards - Hannah to bring to SNL and coordinate meetup with Kelsey separately Hannah to look into whether or not we could pull the money out of the CD, what are the implications? Upcoming outgoing funds: PO Box renewal (\$240, covered by Jessica, Hannah to reimburse) Dues Reimbursements: <ul style="list-style-type: none"> - previously provided for officers before 2024 - could be an option to reimburse either full annual dues or chapter only dues 	

Topic #	Agenda Item	Name
	<ul style="list-style-type: none"> - we need to clarify in the bylaws what the policy will be - need to do research on the current budget / projections for the rest of the year and make a more educated decision on that next EC *** <ul style="list-style-type: none"> - snacks for meetings, covering speaker expenses, Selina's ROC costs - member appreciation event is a possibility - STEM challenge prizes? would be around \$300 total - need to consider taking a vote and publicizing as an incentive for future officers <p>Working through PayPal Claim to recapture \$325 for 2-Day PDC Registration fees. (J. Bolduc 07/08/2024)</p> <ul style="list-style-type: none"> • no reply by email or mail; solution is to report as an ethics violation to AIHA <ul style="list-style-type: none"> ◦ Russell is happy to meet with regional VP to see what kind of weight they can throw behind it • attendee's claim is fraudulent • Jessica to pull together what is already done; Hannah to pursue resolution <ul style="list-style-type: none"> ◦ Hannah to take action based on Jessica's email <p>Section Dues / Section Closure</p> <ul style="list-style-type: none"> • Pecos Valley • Zia <ul style="list-style-type: none"> ◦ best contact is likely Juanita - Hannah to reach out to her. Juanita has recently retired - Kelsey checking for a non-edu email • Los Alamos <ul style="list-style-type: none"> ◦ email from Lee Bauke - responded 1/7 ◦ need to determine if we want to transfer the section swag etc. ◦ Bill Reed is with LANL ◦ Frank is with Los Alamos chapter or has been • some interest in involvement over email from a few folks <ul style="list-style-type: none"> ◦ How do we support them? ◦ would need essentially a full EC from each section ◦ interested parties will be invited to next EC to discuss next steps ◦ Jessica/Hannah/Selina to gather names ◦ Hannah to forward invite for next EC to any names 	
	President Report	Kelsey
	<ul style="list-style-type: none"> • Kelsey was contacted by Paypal for feedback on business functionality <ul style="list-style-type: none"> ◦ option within Paypal to register as a charitable organization, which would allow us to be tax exempt ◦ Paypal to send us information on what the next steps are 	

Topic #	Agenda Item	Name
	<ul style="list-style-type: none"> o 501(c)3 has the easiest tax exemption but most charters put us in 501(c)6 - so we need to determine which one we are in our charter o Hannah to check out the message from Paypal • ROC (Vegas) <ul style="list-style-type: none"> o Selina is attending!!! • Regional Leadership has requested to attend a Q4 Chapter event • Leadership Conference Updates (defer to VP Report) 	
4	President-Elect Report	Jessica
	<ul style="list-style-type: none"> • PDC Standing Item <ul style="list-style-type: none"> o Dates that are being held are in May of 2026 <ul style="list-style-type: none"> ▪ estimate \$ amount is being held ▪ dates are being tentatively held ▪ other conference dates to check: AIHA, National Safety Council, ASSP national <ul style="list-style-type: none"> • locations are announced but dates are not announced yet • AIHA date - Kelsey can find out o what types of committees do we need to plan to ensure that the event is a success <ul style="list-style-type: none"> ▪ possible golf tournament, speakers, vendors, etc. o Jessica to touch base with Liz January 8th to get more info on the golf tournament etc. <ul style="list-style-type: none"> ▪ to do during business hours o Jessica to touch base with Mark Hansen about PDC ideas and participation / to Sandia leadership about possible sponsorships <ul style="list-style-type: none"> ▪ haven't heard back from Mark yet 2/4; if he continues not responding JB to try calling • 2024 PDC Cancellation <ul style="list-style-type: none"> o Budget is not favorable for PDC at the moment o How can we guarantee that the PDC happens in '26? o Tim to write up a message to our membership <ul style="list-style-type: none"> ▪ soft piece to let people know that it's not happening this year but is happening next year ▪ write up is done; just need to send out 	
5	Vice President	Selina
	<ul style="list-style-type: none"> • Technical Meetings (2nd Thursday) <ul style="list-style-type: none"> ▪ <u>Storehouse of New Mexico</u> – TBD (Selina/Andrea) ▪ need to circle around to match donations - Jessica and Selina to debrief on next steps ▪ Selina to check on end date for donation cycle - might advertise again if it is active o <u>February 13th 2025</u> <ul style="list-style-type: none"> ▪ Patrick Ryan with Sysco Foods ▪ location confirmed for 377 - if weather is bad they can also provide screens! 	

Topic #	Agenda Item	Name
	<ul style="list-style-type: none"> ▪ email blast / SDN / newsletter posting before event o future meeting (possibly March) <ul style="list-style-type: none"> ▪ SNL Manager in Nuclear Deterrence (Happy Hour) ▪ manager is slammed so possibly a better option in the future ▪ possibility of reaching out to LANL folks to present and mining the sign in list from the PDC last year - Jessica to upload that info to the Google drive! o low attendance at membership appreciation event <ul style="list-style-type: none"> ▪ possibility of RSVP's requiring a small down payment ~\$10 • Reminders <ul style="list-style-type: none"> o Email blast being requested from society and also SNL 	
6	Newsletter	Andrea
	<ul style="list-style-type: none"> • RD to send a graphic to AHR for the newsletter! • postponement of PDC to be included in newsletter as well <ul style="list-style-type: none"> o could also be a good idea to post on the website • AHR to tackle website open items with Mark <ul style="list-style-type: none"> o historic newsletters? • Content <ul style="list-style-type: none"> o Storehouse as a Nonprofit from Andrea & Selina <ul style="list-style-type: none"> ▪ information on this would be great to include in the newsletter o Future - Mine Safety and Health Handbook: Approaches From the Field (Kelsey & Tim S.) • possibility of changing the newsletter from monthly to quarterly??? 	
7	Advisory Group	Tim R./Tim S.
	<ul style="list-style-type: none"> • UNM NM STEM Research Challenge March 19-23, 2025 – T. Riley. Would need Safety Inspectors on 3/19/2025 <ul style="list-style-type: none"> o need to send an email and get this dialogue started here soon o monetary commitment = \$400 total • Tim R sent out email to get conversation started about STEM challenge 	
9	Secretary	Hannah
	<p><u>Old Business:</u></p> <p><u>New Business:</u></p> <ul style="list-style-type: none"> - Google drive is up and running; EC to upload old docs as time allows <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"> o February 13th 	

Topic #	Agenda Item	Name
	<ul style="list-style-type: none"> EC Meeting <ul style="list-style-type: none"> March 4th (Kelsey to run) 	
10	Roundtable	All
	<ul style="list-style-type: none"> TS suggests doing a membership drive! <ul style="list-style-type: none"> if we reach out to mothership they can send us table giveaways etc. - Geri Golonka is the contact for this!!! <ul style="list-style-type: none"> ask her what is available and she can ship it to us "member get a member" campaign - need to also ask Geri about more information on this; incentives could include getting a year of membership paid for "convince your boss" letters to take to your employer for support for membership/sponsorship/conference attendance etc. need to deal with PO box key - Hannah NMASSP Linkedin access - Bill might have the password? <ul style="list-style-type: none"> homework for us to check and see if we have access 	

Time Meeting Called to Order: 5:05 pm MT

Time Meeting Adjourned: 5:55 pm MT