



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

**Meeting Agenda  
Tuesday, February 4, 2025  
5:00 PM-6:00 PM  
Zoom Meeting**

<b>Attendance</b>			
<b>Board Position/Name</b>		<b>Other Attendees</b>	
<b>Past President – Tim Stirrup</b>	TC	<b>Los Alamos Section</b>	
<b>President – Kelsey Forde</b>	TC	<b>Pecos Valley Section</b>	
<b>President Elect – Jessica Bolduc</b>	TC	<b>Zia Section</b>	
<b>Vice President – Selina Santiago</b>	TC		
<b>Treasurer – Hannah Duquemin</b>	TC	<b>ASSP Area Director, Russell Duren</b>	NP
<b>Secretary – Hannah Duquemin</b>	TC		
<b>Advisor – Tim Riley</b>	TC		
<b>Advisor – Tim Stirrup</b>	TC		
<b>Editor - Andrea Heacock-Reyes</b>	TC		
<b>Quorum Present (5 board members)?</b>	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.

<b>Topic #</b>	<b>Agenda Item</b>	<b>Name</b>
<b>1</b>	<b>Previous Meeting Minutes – Review &amp; Approval</b>	<b>All</b>
	Approval of January meeting minutes - approval by all - <b>Hannah to post minutes to website</b>	
<b>2</b>	<b>Treasurer’s Report</b>	<b>Hannah</b>
	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  <b>Hannah to look into whether or not we could pull the money out of the CD, what are the implications?</b>  Upcoming outgoing funds: PO Box renewal (\$240, covered by Jessica, <b>Hannah to reimburse</b> )  <b>Dues Reimbursements:</b> - previously provided for officers before 2024 - could be an option to reimburse either full annual dues or chapter only dues	

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

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

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	<ul style="list-style-type: none"> <li>▪ <b>email blast / SDN / newsletter posting before event</b></li> <li>o future meeting (possibly March) <ul style="list-style-type: none"> <li>▪ SNL Manager in Nuclear Deterrence (Happy Hour)</li> <li>▪ manager is slammed so possibly a better option in the future</li> <li>▪ 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!</li> </ul> </li> <li>o low attendance at membership appreciation event <ul style="list-style-type: none"> <li>▪ possibility of RSVP's requiring a small down payment ~\$10</li> </ul> </li> <li>• Reminders <ul style="list-style-type: none"> <li>o Email blast being requested from society and also SNL</li> </ul> </li> </ul>	
6	<b>Newsletter</b>	<b>Andrea</b>
	<ul style="list-style-type: none"> <li>• RD to send a graphic to AHR for the newsletter!</li> <li>• postponement of PDC to be included in newsletter as well <ul style="list-style-type: none"> <li>o could also be a good idea to post on the website</li> </ul> </li> <li>• <b>AHR to tackle website open items with Mark</b> <ul style="list-style-type: none"> <li>o historic newsletters?</li> </ul> </li> <li>• Content <ul style="list-style-type: none"> <li>o Storehouse as a Nonprofit from Andrea &amp; Selina <ul style="list-style-type: none"> <li>▪ information on this would be great to include in the newsletter</li> </ul> </li> <li>o Future - Mine Safety and Health Handbook: Approaches From the Field (Kelsey &amp; Tim S.)</li> </ul> </li> <li>• possibility of changing the newsletter from monthly to quarterly???</li> </ul>	
7	<b>Advisory Group</b>	<b>Tim R./Tim S.</b>
	<ul style="list-style-type: none"> <li>• 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"> <li>o need to send an email and get this dialogue started here soon</li> <li>o monetary commitment = \$400 total</li> </ul> </li> <li>• Tim R sent out email to get conversation started about STEM challenge</li> </ul>	
9	<b>Secretary</b>	<b>Hannah</b>
	<p><u>Old Business:</u></p> <p><u>New Business:</u></p> <ul style="list-style-type: none"> <li>- Google drive is up and running; EC to upload old docs as time allows</li> </ul> <p><u>Other:</u></p> <p><u>Next Meetings:</u></p> <ul style="list-style-type: none"> <li>• Technical Meeting <ul style="list-style-type: none"> <li>o February 13th</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>● EC Meeting               <ul style="list-style-type: none"> <li>○ March 4th (Kelsey to run)</li> </ul> </li> </ul>	
10	<b>Roundtable</b>	<b>All</b>
	<ul style="list-style-type: none"> <li>● TS suggests doing a membership drive!               <ul style="list-style-type: none"> <li>○ 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"> <li>■ ask her what is available and she can ship it to us</li> </ul> </li> <li>○ “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</li> <li>○ “convince your boss” letters to take to your employer for support for membership/sponsorship/conference attendance etc.</li> </ul> </li> <li>● need to deal with PO box key - Hannah</li> <li>● NMASSP Linkedin access - Bill might have the password?               <ul style="list-style-type: none"> <li>○ homework for us to check and see if we have access</li> </ul> </li> </ul>	

Time Meeting Called to Order: 5:05 pm MT

Time Meeting Adjourned: 5:55 pm MT