



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

**Meeting Agenda
Tuesday, May 6, 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	NP		
Advisor – Tim Stirrup	TC		
Editor - Andrea Heacock-Reyes	NP		
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
	April minutes - Approved! No comments	
2	Treasurer's Report	Hannah
	<p>Financial Report (as of 5/6/25):</p> <p style="text-align: right;">Checking Account - \$2026.12 Savings Account - \$2120.45 48 Month Certificate (matures in 2027) - \$15,113.01</p> <p>Hannah to look into whether or not we could pull the money out of the CD, what are the implications? (penalty for withdrawal early is \$216)</p> <p>Tax filing: in progress, due end of May</p> <p>Dues Reimbursements: (still on hold)</p> <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 - we need to clarify in the bylaws what the policy will be <ul style="list-style-type: none"> - snacks for meetings, covering speaker expenses, Selina's ROC costs 	

Topic #	Agenda Item	Name
	<ul style="list-style-type: none"> - member appreciation event is a possibility - need to consider taking a vote and publicizing as an incentive for future officers <ul style="list-style-type: none"> - probably should be addressed on a year to year basis (as of 5%) <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"> • What is our next step? <ul style="list-style-type: none"> ◦ Realistically we do not have the capacity to support our chapter and the sections as well. ◦ Need to go back, review the bylaws, and take the next steps • Pecos Valley <ul style="list-style-type: none"> ◦ lost contact 10 years ago • Zia <ul style="list-style-type: none"> ◦ best contact is likely Juanita - Hannah to reach out to her. Juanita has recently retired - Kelsey to reach out to Juanita, Tim Stirrup to come up with member list • 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 ◦ the ultimatum: not really any interest 	
	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 - no updates, haven't had the bandwidth :/ • Regional Leadership has requested to attend a Q4 Chapter event • Leadership Conference Updates (defer to VP Report) <ul style="list-style-type: none"> o Tim to attend as well as Selina and Hannah to annual meeting in July! Should coordinate a meetup! 	
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 ▪ Checking into possible sponsorships from Amazon/Facebook/SNL/LANL/Intel <ul style="list-style-type: none"> • Intel ESH - we have a couple of contacts now ▪ Jessica has tried reaching out and has not gotten a response yet 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? • Chocolate tour: Aldora chocolate - could be an option for a technical meeting <ul style="list-style-type: none"> o Would need to pick a date and figure out the maximum number of people - \$10 per person, would do signups with payment o membership appreciation during officer induction in July could be good timing! • Election Conversation <ul style="list-style-type: none"> o motion for John Wiesenfeld to be eligible to serve 	

Topic #	Agenda Item	Name
	<p>(has not been a member for a full year yet, regional gave authorization that we can vote for him to serve on the board)</p> <ul style="list-style-type: none"> ▪ seconded by Kelsey to have John exempted from time commitment as ASSP member to serve on the ASSP EC for 3 years as VP, then President Elect, then President ▪ third by Selina ▪ fourth by Hannah ▪ 'yes' by Jessica ▪ motion passes!!!! <ul style="list-style-type: none"> o Andrea to put out call for nominations o nominating Patrick as well o Julie to solicit with her folks and gauge interest too! 	
5	Vice President	Selina
	<ul style="list-style-type: none"> • General Mills tour coordination • 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 future meetings <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 o next technical meeting - super regional meeting o May: Jay Stimmel is lined up (NM OSHA) - need to coordinate newsletter / SDN / email blast o possible future meeting at Kirtland AFB - discussion over email • Reminders <ul style="list-style-type: none"> o Email blast being requested from society and also SNL • Nominations for EC <ul style="list-style-type: none"> o Already actively engaged with meetings etc. o Could possibly approach Patrick Ryan w/ Sysco o Reaching out at Intel would also be an option o Need to make sure nominees are members of NM ASSP - they have to be members of ASSP overall for at least a year before getting into office o As of 4/3 Patrick is in for secretary!!!! o John has been a member for not quite a year 	

Topic #	Agenda Item	Name
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"> ◦ 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"> ◦ historic newsletters? • Content <ul style="list-style-type: none"> ◦ Storehouse as a Nonprofit from Andrea & Selina <ul style="list-style-type: none"> ▪ information on this would be great to include in the newsletter ◦ Future - Mine Safety and Health Handbook: Approaches From the Field (Kelsey & Tim S.) • possibility of changing the newsletter from monthly to quarterly??? • April/May/June speakers - April and May are lined up! • Next newsletter could include any follow up from the STEM challenge if Tim has anything to include <ul style="list-style-type: none"> ◦ Tim has sent this in! 	
7	Advisory Group	Tim R./Tim S.
	<ul style="list-style-type: none"> • STEM challenge went really well! <ul style="list-style-type: none"> ◦ We had 6-7 volunteers ◦ Tim will send out an email w/ certificates to volunteers ◦ Might have a couple of photos to include in next newsletter as well • CD maturation - tied to our ability to put on the PDC <ul style="list-style-type: none"> ◦ we should probably address this on a monthly basis in PDC planning meetings ◦ first discussion - how can we reduce the cost? should we charge more? <ul style="list-style-type: none"> ▪ Kelsey/Tim/Jessica to have a further discussion 	
9	Secretary	Hannah
	<p><u>Old Business:</u></p> <p><u>New Business:</u></p> <ul style="list-style-type: none"> • Hannah planning to step down from treasurer role but help with the transition • will have a final convo about it at the next EC! <p><u>Other:</u></p> <p><u>Next Meetings:</u></p> <ul style="list-style-type: none"> • Technical Meetings (notes above) • EC Meeting <ul style="list-style-type: none"> ◦ June 3rd - is everything covered for elections? 	
10	Roundtable	All

Topic #	Agenda Item	Name
	<ul style="list-style-type: none"> ● need to deal with PO box key <ul style="list-style-type: none"> ○ Hannah needs to get PO box keys back to EC - Hannah will get it to Jessica! ● Potential further discussion on the secretary/treasurer roles at next EC as Hannah is planning to step down 	

Time Meeting Called to Order: 5:04 pm MT

Time Meeting Adjourned: 5:37 pm MT