

**NM SWANA MEETING ROADRUNNER CHAPTER
General Membership and Officers Meeting**

Tuesday, March 21, 2017
Open Space Visitors Center, City of Albuquerque

Submitted by JoAnne Weaver, Executive Secretary

Reviewed by Stephen Miceli, Secretary and Jerry Kamieniecki, Communications Chair

*Asterisks indicate there are handouts filed with the copy of these minutes.

General Membership Attendance: Danita Boettner, Charles Fiedler, Jerry Kamieniecki, Randall Kippenbrock, Terry Nelson, Marcia Pincus, Joan Snider, Randal Watkins, Deborah Weaver and JoAnne Weaver

I. Call to Order: SWANA NM RR Chapter Business Meeting

President Charles Fiedler called the meeting to order at 11:10 am.

II. Approval of February 21, 2017 Meeting Minutes

Marcia Pincus identified a number of edits and corrections:

- *Section V-B: Roundtable (April 18,2017):* Change "Canter" in last sentence to "Center"
- *Section VI-B: Communication Committee Report:* Change last sentence after "Save the Date" to read, "...and a blurb regarding the Job Postings page on the NM SWANA website to his list of articles."
- *Section VI-C: SWANA International Board (IB)*
 - Change "Land Fill" to "Landfill" in first sentence of first paragraph
 - Change "post-post closure care" to "custodial care" in second sentence of second paragraph (change confirmed by Danita Boettner, IB Representative)
- *Section VI-D: Safety Ambassador Initiatives:* Change "Slow Done to Go Around" to "Slow Down to Go Around" in first sentence.

MSC: Danita Boettner and Terry Nelson to approve the February 21, 2017 Chapter meeting minutes as amended.

III. Approval of February 28, 2017 Treasurer's Report

Joan Snider, Treasurer, presented the Actual to Budget Summary and Balance Sheet reports for February 28, 2017, for review.



A. Balance Sheet (February 28, 2017)

Rio Grande Credit Union Accounts	\$51,287.90	<i>Note:</i> \$48,166.83 + \$12.94 interest was earned bringing the total Investment Account to \$48, 179.77
Accounts Receivable	\$6,610.00	<i>Note:</i> open training invoices
Total Assets	\$57,897.90	

B. Profit & Loss Statement (February 28, 2017)

Total Income for February, 2017	\$5,368.94	<i>Budget:</i> \$5,584.00
Total Expenses for February, 2017	\$2,164.82	<i>Budget:</i> \$2,972.00
Profit/<Loss>: February 2017	\$3,204.12	<i>Budget:</i> \$2,612.00
Total Income Y-T-D	\$10,692.26	<i>Budget:</i> \$11,407.32
Total Expense Y-T-D	\$9,341.95	<i>Budget:</i> \$10,149.13
Profit/<Loss>: Y-T-D	\$1,350.31	<i>Budget:</i> \$1,258.19

MSC: Marcia Pincus and Randal Watkins to approve the February 28, 2017 financial reports as presented.

IV. Old Business

A. Report of eTraining Session (March 7, 2017)

Jerry Kamieniecki reported that the eTraining presentation titled, "The Use of GPS to Improve Landfill Technology," was above average. Charles Fiedler noted that there was a good discussion.

B. Update on Regional Roundtable Plans (April 18, 2017)

Charles Fiedler reported that the South Central Solid Waste Authority will host the Roundtable and will be held at the new Chaparral Collection & Recycling Center in Doña Ana County, assuming El Paso Electric has brought in electricity. If not, then the Roundtable will be held at another location in Doña Ana County. Charles said he would let JoAnne Weaver know by early the following week.

(Administrative Note: Roundtable will be held at the SCSWA Board Room with Patrick Peck, Manager presenting "The Challenges of Rural Solid Waste Collections". Following this presentation and lunch there will be a tour of the New Chaparral Collection & Recycling Center.)

C. Report on Scholarship Proposal

David Robinson was unable to attend. Marcia Pincus reported that the committee has not met.



Charles indicated that this proposal will be dropped for this year.

D. Update on Executive Secretary's Retirement

Charles Fiedler circulated the draft RFP for the Executive Secretary's position. He asked that the board return feedback to him as soon as possible so that the RFP can be posted no later than April 1. (*Administrative Note: RFP was posted March 29, 2017.*)

Joan Snider asked that a preference for someone with experience in solid waste and/or grant writing be added. Deborah Weaver suggested that a preference for someone with experience with non-profit association boards also be added.

The RFP will be disseminated by the following means:

- NM SWANA Membership eBlast (DGS)
- NM SWANA Website (DGS)
- NMR Listserv (Danita Boettner)
- Small business networks via email and social media (Deborah Weaver)

The deadline for receiving responses will be mid-April. (*Administrative note: Deadline set for April 18, 2017.*) The Executive Committee will review submissions and select individuals/companies to be interviewed. A recommendation to hire will be presented at the May Chapter meeting for BOD approval. The start date will be June 1. JoAnne Weaver will continue in the Executive Secretary position until that time and will provide training to the new Executive Secretary in June.

E. Plans for the Road-E-O (May 6, 2017)

Randal "Randy" Watkins and Charles Fiedler led a planning discussion.

- Randy has obtained insurance for the event.
- Jerry Kamieniecki is including an article about the upcoming Road-E-O in the newsletter to be published at the end of March.
- There will be four events in two categories:
 - Heavy Equipment: Compactor & Dozer events
 - Collection Equipment: Front Loader & Side Loader events
- Registration will be \$30 for one event and an additional \$10 for one additional event. All registration must be done in advance. There will be no on-site registrations.
- Registration will be limited to 10 entrants per event.
- Winners of each event will receive a safety vest and a certificate. Plaques will be sent later to the heads of winners' facilities with a letter from Charles requesting that the plaques be formally presented to the winners.



- Sponsorships will be solicited for the following:
 - Meal Sponsor: \$1,000
 - Tent Sponsor: \$500
 - Individual Events: \$250 each
 - Port-a-Potties Sponsor: request in kind from company providing them
 - Site Sponsorship: in kind by host (Santa Fe Solid Waste Management Agency)
- Charles, Terry Nelson, Randall Kippenbrock, Danita Boettner are working on acquiring sponsors. Sponsors need to be identified by April 18 in order to be acknowledged on t-shirts, on website, and in eBlasts.
- The following individuals agreed to specific tasks:
 - Charles:
 - Obtain tent
 - Provide walkie-talkies
 - Randy Watkins: Obtain port-a-potties
 - Terry Nelson: Order t-shirts with sponsor names
 - JoAnne Weaver:
 - Order safety vests and plaques
 - Print certificates
 - Coordinate website announcement and eBlasts.
 - Randall Kippenbrock: Provide some of his employees to check in participants

(Administrative Note: Changes to this preliminary planning will be noted in the final report of the 2017 Road-E-O at the May 16, 2017 Chapter Meeting.)

V. New Business: BOD Retreat (July 2017)

Marcia Pincus will reserve the Zen Center in Jemez Springs if it is available.

Charles Fiedler noted that this retreat will be in lieu of the July chapter meeting.

(Action: JoAnne Weaver to cancel the July Chapter Meeting with the CABQ Open Space Visitors Center.)

VI. Committee Reports

A. Education Committee Report

Terry Nelson reviewed the schedule of NM SWANA sponsored certification classes in 2017.

- March 28-31 (Farmington): Landfill Operator
- June 6-8 (Santa Fe): Transfer Station Operator
- August 22-24 (Albuquerque): Collection Center Training



- August 22: NMED
- August 23: NM SWANA
- August 24: NMRA
- September 19-22 (Roswell): Landfill Operator
- November 13-16 (Ruidoso): Transfer Station Operator

Charles Fiedler reported that he had been approached about NM SWANA sponsoring an Asbestos Disposal Operator course. He said that David Charlesworth currently does an asbestos remediation course. Terry Nelson agreed to approach David Charlesworth about developing and presenting a six-hour course. Charles estimated that the cost would be \$100/person in keeping with the approved 2017 Budget.

B. Communication Committee Report

Jerry Kamieniecki reported that he has received the draft newsletter from DGS and will be sending his edits. He will revise the Road-E-O article and will add the requested blurb about there being a Job Postings page on the NM SWANA website. He hopes to have it ready for publication by the end of the week.

(Administrative Note: Newsletter was sent out by eBlast on March 28, 2017.)

C. SWANA International Board (IB) Representative Report

Danita Boettner said that she will be attending the IB meeting to be held at the NAWTEC conference in Minneapolis, MN in mid-April.

Danita reported the following items being worked on by the IB:

- SWANA Logo: Guidelines for using the logo on joint publications with other organizations. Currently unable to use the logo for this purpose.
- Landfill Tech Committee:
 - Working on a position paper on alternative daily cover.
 - Position paper on custodial care still out for review.

Charles Fiedler reported that he worked with SWANA International to respond to New Mexico's proposed rules for landfill gas.

D. Membership

Marcia Pincus reported that she is working with SWANA International to automatically send updated membership reports rather than waiting for Chapters to request them.



JoAnne Weaver reported that SWANA International makes a wire transfer deposit of memberships into the Chapter account at Rio Grande Credit Union but sends no information regarding who had renewed their membership or joined for the first time. She asked that Marcia include these reports be requested when she requests the updated membership reports.

E. Safety Ambassador Initiative

There was no report as David Robinson was unable to attend.

VII. Next Meeting

The next board meeting will be held on Tuesday, May 16, 2017, at the CABQ Open Space Visitors Center beginning at 11:00 a.m.

VIII. Adjournment

The meeting was adjourned at 12:58 pm.

