

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

Tuesday, January 17, 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, Kristina Gallegos-McCaffrey, Jerry Kamieniecki, Stephen Miceli, Terry Nelson, Marcia Pincus, Shirlene Sitton, Joan Snider, Randal Watkins, Deborah Weaver and JoAnne Weaver

Call to Order: SWANA NM RR Chapter Business Meeting

President Charles Fiedler called the meeting to order at 11:03 am.

Approval of November 2016 Meeting Minutes

MSC: Terry Nelson and Stephen Miceli to approve the November 2016 Chapter meeting minutes.

Approval of December 31, 2016 Treasurer's Report

Joan Snider, Treasurer, presented the Actual to Budget Summary and Balance Sheet reports for December 31, 2016 for review.

A. Balance Sheet (December 31, 2016)

Rio Grande Credit Union Accounts	\$56,157.59	Note: \$39,139.46 + \$9,000 Training + \$13.05 Interest
Accounts Receivable	<\$560.00>	Note: \$1,340 Open Invoices - \$1,900 2016 credits to be used by 12/31/17
Funds received but not deposited	--	
Total Assets	\$55,597.59	

B. Profit & Loss Statement (December 31, 2016)

Total Income for December, 2016	\$10,927.25	Budget: \$230.00
Total Expenses for December, 2016	\$2,704.15	Budget: \$3,875.00
Total Income 2016 FY	\$46,538.38	Budget: \$66,385.00
Total Expense 2016 FY	\$36,588.02	Budget: \$49,195.00
Profit 2016 FY	\$9,950.36	Budget: \$17,190.00



MSC: Joan Snider and Terry Nelson to approve the December 31, 2016 financial reports as presented.

Old Business

A. Annual Meeting/Roundtable (December 9,2016) Report*

Charles Fiedler presented the report on the December 9, 2016 Annual Meeting and Roundtable:

- Feedback from attendees was positive
- Presenters were happy.
- Food at breakfast and lunch was excellent.
- Attendance at the Roundtable was good with very good information sharing.

Marcia Pincus noted that the keynote speaker's presentation seemed very lengthy and his rapid manner made his message difficult to follow

JoAnne Weaver presented the financial report for the Annual Meeting. There was a net loss of \$4,755.14 for the event.

- Charles asked if another venue would be less expensive. JoAnne Weaver said that she has researched other venues and the Embassy Suites was the best value because of the size and layout of the room, the ease of working with the hotel staff, and the cost relative to other venues.
- Shirlene Sitton suggested it would save money by offering a continental breakfast.
- (Adm. Note: The breakfast served was the hotel's continental breakfast with the addition of yogurt and toppings.)*
- JoAnne said that a cold deli buffet for lunch would also save money.
- Joan Snider noted that the lack of sponsors specific to this event was another factor.
- Shirlene suggested that mission sponsors might be more effective than recruiting sponsors for individual events.

B. Scholarships for Students Attending New Mexico Tech

David Robinson was unable to attend this meeting, so Charles Fiedler led a discussion of the possibility of offering scholarships to one or more students taking solid waste courses at New Mexico Tech or another New Mexico public university.

- Joan Snider asked about what would be expected of students in return for a scholarship. Charles suggested that they could be obligated to attend the annual meeting. Jerry Kamieniecki suggested they assist with checking in attendees.
- Charles asked if it would be better to use the monies to sponsor SWANA student chapters instead of providing small scholarships. It would be necessary to find professors to sponsor chapters. Marcia Pincus suggested that student chapters be invited to attend Roundtables, Annual Meeting, and biannual Joint Conference.
- Marcia and Kristina Gallegos-McCaffrey volunteered to work with David and Charles to develop a proposal for the board.

C. Executive Secretary's Retirement (March 31, 2017)*

JoAnne Weaver distributed copies of the original Service Agreement and Addendum between NM SWANA and Dynamic Growth Strategies, Inc. (DGS). JoAnne is working on an operations manual, detailing her responsibilities and related workflows.

JoAnne reminded the Board that while she is resigning as Executive Secretary, DGS is able to continue managing the website, creating newsletters and certificates, and managing e-blast communications. She distributed a proposal for redoing the website so that it functions on mobile platforms.

Charles Fiedler and Joan Snider want to look at the Star Chapter platform for developing and hosting the NM SWANA website. The setup cost would be \$400 for up to 100 members (\$700 for more than 100). The operating cost would be \$50/month for up to 100 members (\$150/month for more than 100).

Joan said that the Star Chapter platform also hosts blogs, has a utility for blast emails, and is able to take registration and payments for events. Joan sees automation as freeing a paid staff member to do things like develop courses and/or look for grants. Charles wants to be sure that the Chapter not lose personal contact with the membership and those who enroll in the training courses.

Both Shirlene Sitton and Kristina Gallegos-McCaffrey stated that their previous chapters (TX-SWANA and Gold Rush Chapters) did not have paid staff. However, neither chapter put on major training events as the NM SWANA Roadrunner Chapter does.

Danita Boettner said that SWANA International uses the platform Board Max. She will look into whether this would be appropriate for a chapter.

Charles will schedule a web conference with Star Chapters once JoAnne finishes the operations manual. (Projected completion date is Friday, January 27th). He asked for volunteers to participate in the web conference and evaluate the platform. Charles, Joan, JoAnne, Marcia, and Stephen will attend the web conference, evaluate the platform, and present a proposal to the Board.

New Business

A. Schedule of Meetings and Events for 2017*

JoAnne Weaver asked the Board members to review the proposed schedule of meetings and events for 2017 that were noted in this meeting's agenda. The Board meetings will be held at the Open Space Visitors Center on the 3rd Tuesday in January, February, March, May, June, July, August, September, and November, as in years past. JoAnne suggested not holding the July meeting, as there rarely has been a quorum at this meeting. The consensus was to drop the July meeting.

The 2017 Road-e-o was added to the schedule on May 6th. It will be held at the SFSWMA landfill again. Randal Watkins and Danita Boettner will coordinate the Road-E-O. Marcia Pincus suggested that a Board meeting not be held in May because of the time commitment

required for the Road-e-o. It was decided to leave the May meeting on the calendar and to reconsider whether the meeting is needed at a later date.

The dates of the 2017 Roundtables will be Tuesday, April 18 and Tuesday, October 17. Charles Fielder will coordinate the April Roundtable at a southern New Mexico location to be determined. Shirlene Sitton will coordinate the October Roundtable to be held in Santa Fe.

The 2017 eTraining Sessions will be held on Tuesday, March 7th and Tuesday, August 1st. Jerry Kamieniecki will reserve the Open Space Visitors Center for those dates, if room is available.

Shirlene Sitton asked about holding a strategic planning meeting. Joan Snider said the last one was held in October 2015. The consensus was to hold a strategic planning meeting in July this year since there will not be a board meeting that month. Marcia Pincus will check whether the Zen Center in Jemez Springs would be available to hold the meeting.

B. Proposed Budget for 2017

JoAnne Weaver presented the proposed 2017 budget.

- The Annual Meeting budget is based on the cost of the 2016 meeting with a goal of 64 attending the event. This cost will be lower if a smaller continental breakfast and cold deli buffet are substituted for the meals served in 2016.
- Projected cost of the website is based on the proposal from DGS for upgrading the website to be accessible on mobile platforms. This number and other administrative costs would change if the Chapter decides to go with the Star Chapter platform.
- Joan Snider cautioned the Chapter to remember that the income from the training courses is dependent on the Solid Waste Bureau budget. There is always a possibility that the Solid Waste Bureau will go in a different direction with NMED-SWB hosting and teaching the trainings.
- The projected income from the Road-E-O is based on a participation fee of \$30 and a \$10 fee for visitors.
- A three-day Collection Center Course will be retained in the budget. Terry Nelson will work with Joan Snider and the NM Recycling Association (NMRA) to develop a three-day training. It would be scheduled for August 22-24 at the Westside Fire Academy.
 - Day 1: NMED Solid Waste Bureau presentations
 - Day 2: NM SWANA presentations
 - Day 3: NMRA presentations

JoAnne will work with Joan Snider, Treasurer, as needed to revise the budget for board approval board approval at the February Board meeting.



Committee Reports

A. Education Committee Report

Joan Snider presented the 2017 Certified Training Schedule:

- March 28-31, Farmington, **Landfill Operator Course**
- April 18-20, Carlsbad, **Compost Facility Operator Course**
- May 16-18, Silver City, **Recycling Facility Operator Course**
- June 6-8, Santa Fe, **Transfer Station Operator Course**
- August 22-24, Albuquerque, **Collection Center Course***
- September 19-22, Roswell, **Landfill Operator Course**
- October 17-19, Raton, **Compost Facility Operator Course**
- November 13-16, Ruidoso, **Transfer Station Operator Course**
- December 5-7, Albuquerque, **Recycling Facility Operator Course**

B. Communication Committee Report

Jerry Kamieniecki presented the Communications Committee report. The next newsletter will be published in late February or early March. The deadline for articles will be the end of February. He is planning the following articles:

- September 2016 Joint Conference and Facility Tours
- August 2016 eTraining Session
- October 2016 Roundtable
- December 2016 Annual Meeting and Roundtable
- Year-end comments from David Biderman

Jerry will send out this list to Board members and ask for volunteers to write the articles.

C. SWANA International Board (IB)

Danita Boettner presented the IB report. The mid-year meeting will be in April in conjunction with NAWTEC. The IB has been working on three policy statements.

- Position on solid waste storage and collection
- Position on disposal of household pharmaceuticals
- Long-term custodial care post-closure. (This one has been returned to technical committee for further work.)



D. Membership

JoAnne Weaver reported that she has brought the membership database up to date. Marcia Pincus will follow up on lapsed members.

E. Safety Ambassador Initiatives

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

Adjournment

The meeting was adjourned at 1:30 pm

Next Meeting: The next board meeting will be held on Tuesday, February 21, 2017, at the CABQ Open Space Visitors Center beginning at 11:00 a.m.

