

NM SWANA MEETING ROADRUNNER CHAPTER
General Membership and Officers Meeting

Tuesday, July 14, 2015
La Peep Restaurant – Jefferson & I-25

Submitted by JoAnne Weaver, Executive Secretary

Reviewed by Randal Watkins, Secretary and Jerry Kamieniecki, Communications Chair

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

General Membership Attendance: Charles Fiedler, Jerry Kamieniecki, Terry Nelson, Dave Robinson, Joan Snider, Randy Watkins, Deborah Weaver, and JoAnne Weaver

I. Call to Order: SWANA NM RR Chapter Business Meeting-David Robinson, President

President Dave Robinson called the meeting to order at 11:15 am.

II. Approval of May 12, 2015 Meeting Minutes

MSC: Charles Fiedler and Terry Nelson to approve the May 12, 2015 chapter meeting minutes as presented.

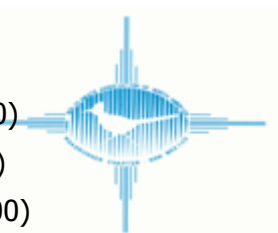
III. Review of June 9, 2015 Meeting Notes

Because a quorum was not present at the June 9, 2015 meeting, meeting notes were presented for information and review only.

IV. Treasurer's Report

The Actual to Budget Summary and Balance Sheet reports for June 30, 2015 were presented for review by Randy Watkins, with the ending balances as follows:

- Rio Grande Credit Union accounts: \$43,729.73 (Investments: \$37,062.87 + \$10.67 interest)
- Accounts Receivable: \$ 6,500.40 (Open training Invoice of \$5,070 less \$1,430.40 in credits)
- Funds received but not deposited: \$ 0
- Total Assets: \$ 50,230.13
- Profit Year-to-Date: \$23,652.05
- Total Income for June 2015: \$ 4,157.67 (Budget: \$ 8,906.00)
- Total Expenses for June 2015: \$ 2,189.84 (Budget: \$ 4,760.00)
- Total Income 2015 Y-T-D: \$ 42,431.55 (Budget: \$ 33,699.00)
- Total Expense 2015 Y-T-D: (\$ 18,779.50) (Budget: \$ 22,590.00)
- Discussion
 - Jerry Kamieniecki asked why there was a budget surplus.



- JoAnne explained this was due to budgeting for a \$4,340 profit, early registrations and receiving the \$12,000 plus income from the 2014 Conference in 2015.

MSC: Charles Fiedler and Terry Nelson to approve the June 30, 2015 Financial Reports as presented.

V. Old/Other Business

A. Regional Roundtable Meeting (October 13, 2015)

Charles Fiedler reported that the October 13, 2015 Regional Roundtable will be held in Socorro. Professor Clinton Richardson has agreed to present; his topic will be "Permit Review." Since Richardson has a class at this time, Charles will invite Richardson to bring his class with him to the Roundtable.

Charles will file the required paperwork to NMED for four (4) CEU for the Roundtable.

B. eSession Training(August 18, 2015)

Jerry Kamieniecki reported that he has purchased the online presentation: "Getting a Handle on Costs of Your Agency." This was selected based on the results of an email survey of board members. He has already received approval from NMED for two CEUs for this event.

The eSession will be presented at the City of Albuquerque (CABQ) Open Space Visitors Center. Charles will coordinate food and drinks. Jerry will prepare handouts and get the NM SWANA computer from Joan Snider. JoAnne will prepare sign-in sheets and certificates of attendance.

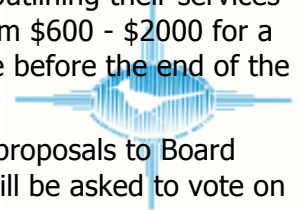
C. Lock out/Tag out Training Sessions

David Robinson reported that the sessions have been postponed as Paul Martinez, Risk and Safety Manager for CABQ Solid Waste has been "swamped" with work. Terry Nelson agreed to lead this training. He will coordinate with Mr. Martinez to get CEU paperwork submitted and to finalize logistics.

D. Strategic Planning Retreat (October 23, 2015)

Joan Snider reported on the plans for the Strategic Planning Retreat. She has reserved the CABQ Open Space Visitors Center for October 23, 2015.

- Joan has spoken with a number of facilitators recommended to her by various persons.
- She has requested that those interested submit a proposal outlining their services and cost. (The proposals she has received to date range from \$600 - \$2000 for a one-day retreat.) She expected two more proposals to come before the end of the week of July 13, 2015.
- Once Joan has received all the proposals, she will send the proposals to Board members along with the facilitators' bios. Board members will be asked to vote on the facilitators.
- Joan recommended that the facilitator's deliverable be a one-page strategic plan.



Joan stated that the facilitators with whom she has spoken have recommended obtaining structured feedback from members prior to Strategic Planning Retreat.

- Joan will work with selected facilitator to develop a brief e-survey to go out to membership.
- JoAnne will send out the survey link to the membership.
- Jerry Kamieniecki will publish the e-survey link in the August newsletter.
- Charles Fiedler suggested two other sources of feedback from members:
 - o Information and feedback from the September 8, 2015 meeting with NMED, and
 - o Feedback from the October 13 Regional Roundtable.

Joan led a discussion of the goals of the strategic planning retreat.

- She suggested the following high-level goals for the retreat:
 - o A plan for engaging and increasing membership, and
 - o A high-level (pie chart) budget for 2016 based on strategic goals.
- She requested input from Board members re: specific agenda items.
- She requested that planning the agenda for the Planning Retreat be put on the Board agenda for the meeting on August 11, 2015 and that the selected facilitator be asked to attend.

Joan led a discussion re: who should be invited to participate in the Planning Retreat.

- Joan suggested that nominees for the 2015 – 2016 officers and committee chairs be invited.
- Charles suggested inviting former board members -- Jack Chappelle and Tom Parker as well as Joe Elliot, Steve Miceli.
- Joan will ask selected facilitator for advice in terms of ideal number and composition of Planning Retreat participants.

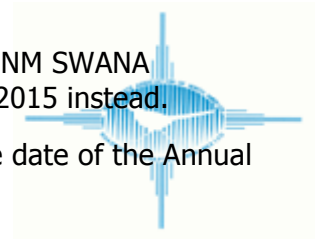
VI. New Business

A. Annual Meeting (December 11, 2015)

i. Date/Location

JoAnne Weaver reported that the Embassy Suites failed to hold NM SWANA registration for December 4, 2015. They offered December 11, 2015 instead.

MSC: Charles Fiedler and Terry Nelson to approve changing the date of the Annual Meeting to December 11, 2015 at the Embassy Suites.



ii. Program

Charles Fiedler reported on progress in planning the Annual Meeting planning.

- The theme will be "A New Beginning."
- The keynoter will be David Biderman, the new Executive Director of SWANA National. His travel costs will be shared equally between SWANA National and NM SWANA

Charles led a discussion of potential presentations to be made at the Annual Meeting.

- Strategic plan (presenter TBD)
- New state and federal regulations (Marcia Pincus)
- Safety Issues (possibly Paul Martinez from CABQ Solid Waste)
- Information about new facilities (representatives of those facilities)

Charles asked that Board members bring specific topics to the August Board meeting (e.g. specific safety issues).

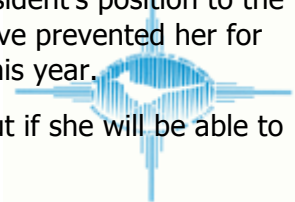
B. Regional Roundtable (December 11, 2015)

There was no discussion regarding the Annual Meeting Regional Roundtable.

C. Nominations for 2016 – 2017 Officers and Committee Chairs

David Robinson led a discussion of potential nominees.

- There will be two open positions for 2016 – 2017: Secretary and Treasurer
 - Normally, Randy Watkins would move into the Treasurer's position, but he is already serving as both Secretary and Treasurer. Therefore, he will move into the Vice-President's position for 2016 - 2017
 - Joan Snider offered to be either Secretary or Treasurer.
 - It was suggested that Joan fill the Treasurer's position and that someone not currently attending Chapter Board meetings (perhaps Steve Miceli) be recruited to fill the Secretary's position.
- SWANA International Board (IB) Position
 - Danita Boettner is scheduled to move from the Past President's position to the IB Board position. However, her work responsibilities have prevented her for the most part from attending Chapter Board meetings this year.
 - Charles Fiedler volunteered to talk with Danita to find out if she will be able to serve on the IB Board.
 - If Danita is unable to serve there are two options: 1) Ask Marcia Pincus, currently in the IB Board position, if she will continue in that position for



another year; or 2) Move David Robinson directly into that position instead of first serving two years as Past President

- Committee Chairs
 - The Membership Chair's position is currently vacant and needs to be filled.
 - If Joan becomes a board member, the Education Chair position will need to be filled.

D. NMED Meeting (September 8, 2015)

David Robinson will contact Auralie Ashley-Marx, NMED Bureau Chief, to coordinate their participation in the meeting. In addition to new and/or pending changes to regulations, he will suggest that NMED introduce new staff and their responsibilities and, possibly, new permits issued in the last year.

Charles Fiedler volunteered to apply for one (1) CEU from NMED for the meeting.

E. SWANA Applied Research Foundation

Terry Nelson received a letter presenting NM SWANA with the opportunity to become a chapter member of the SWANA Applied Research Foundation.

- The Foundation researches and writes several white papers each year. These papers are normally only accessible to Foundation members.
- Chapter membership in the foundation would cost \$10 per NM SWANA member. This would give all NM SWANA members access to the Foundation's white papers.
- The discussion was tabled until Terry can gather more information regarding the value of the Foundation's chapter membership to NM SWANA members.

F. National Solid Waste and Recycling Association

Charles Fiedler reported rumors he was hearing regarding the National Solid Waste and Recycling Association (NSWRA) bringing their courses to New Mexico. He expressed a concern that these courses would be in direct competition with the courses offered through NM SWANA.

Joan Snider said that the NSWRA has approached NMED regarding the potential of offering NSWRA courses in New Mexico. Connie Pasteris (NMED) is currently researching whether the NSWRA courses meet NMED's training rules.

VII. Committee Reports, 2015

A. Education

i. Landfill Operator Training Materials

Joan Snider reported that Auralie Ashley-Marx has suggested using a Neil Bolton textbook in place of the manual for the Landfill Certification Classes, with information specific to New Mexico regulations presented in a PowerPoint presentation that would also include the high points from Bolton's textbook.



However, the textbook costs \$200 for one book. Joan is looking into what the cost per book would be if the textbook was purchased in bulk. She suggested that another way to reduce cost is for NM SWANA to purchase 40 textbooks for use during the class only, giving facilities an option to purchase one textbook to be used as a reference book at each facility.

The issue was tabled to allow Joan to further research options.

ii. Three-Day Operator Training (August 25 – 27, 2015)

Terry Nelson and to be determined board members will be conducting the second day of the training (August 26). It will be a half-day of training with a facility tour in the afternoon.

iii. Registrations for Upcoming Training Classes

- August CCC Class: 17 registrants
- September LF Class: 13 registrants
- November TS Class: 15 registrants

B. Communications

i. August Newsletter

Jerry Kamieniecki surveyed board members via email regarding possible articles for the August, 2015 newsletter. Board members also offered the following ideas during this meeting:

- New SWANA National Executive Director (Marcia Pincus)
- Proposed Edith Transfer Station (Dave Robinson)
- September NMED Meeting (Jerry)
- October Regional Roundtable (Charles Fiedler)
- SWANA IB Update (Marcia)
- Safety Article (TBD)

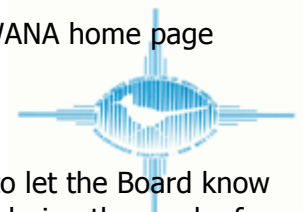
The newsletter must be finalized and sent to Dynamic Growth Strategies (DGS) for designing and emailing no later than Friday, August 21, 2015.

ii. Website

Jerry acknowledged the work DGS has done to make the NM SWANA home page cleaner looking and more relevant.

C. SWANA International Board (IB)

Marcia Pincus was not at the meeting but had asked JoAnne Weaver to let the Board know that the SWANA Senior Executive Seminar will be held in Phoenix, AZ during the week of June 26, 2016.



D. Road-E-O (2016)

Randy Watkins will be focusing on recruiting sponsors for the Road-E-O. Planning for the Road-E-O is tentatively scheduled for the Strategic Planning Retreat in October.

E. Membership

JoAnne Weaver had distributed the latest membership report from SWANA National via email prior to this meeting.

Joan Snider reported that she had discussed the challenge of recruiting new members with some of the prospective facilitators. This challenge is typical of many professional organizations.

Joan went on to say that currently there is no added benefit to becoming a member of NM SWANA. For example, the registration fees for training classes are the same for members and non-members. She suggested that perhaps it is more important to focus on increasing participation in training classes across the board than on increasing NM SWANA membership.

This topic will be on the agenda for the Strategic Planning Retreat in October.

VIII. Next Roadrunner Chapter Meeting

The next meeting of the Chapter will be held Tuesday, August 11, 2015 from 11:00 – 1:30 pm at La Peep Restaurant at Jefferson and I-25.

IX. Adjournment

David Robinson declared the meeting adjourned at 1:19 pm.

