

**NM SWANA MEETING ROADRUNNER CHAPTER**  
**General Membership and Officers Meeting**  
Tuesday, January 14, 2020  
Gordon Environmental/PSA Conference Room  
Submitted by JoAnne Weaver, Executive Secretary

**General Membership Attendance:** Joseph Ellis, Charles Fiedler, Angelica Gurule (via call-in), Shane Johnson, Diego Ramirez, Shirlene Sitton, Colin Ross and JoAnne Weaver

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

Shirlene Sitton, Vice President, called the meeting to order at 11:20 a.m.

**II. Welcome and Introduction of 2020 Board of Directors**

**A. Randy Watkins Resignation**

Shirlene welcomed and introduced the board members and announced that Randy Watkins had to resign from future service on the board.

**MSC:** Charles Fiedler and Diego Ramirez moved to accept Randy's resignation.

**B. BOD Contact List**

The board members were asked to double check that their contact information was correct. Shane Johnson corrected his phone number to 956-898-6304.

**Admin Note:** The following is the completed 2020 Board Contact Information:

**Charles Fiedler**, Principal/Sr. Practice Leader, Gordon Environmental/PSC, Office Phone: 505-867-6990, Mobile: 505-750-3164 – [cfiedler@team-psc.com](mailto:cfiedler@team-psc.com)

**Angelica Gurule**, Environment Manager, Los Alamos Environmental Services. Office Phone: 505-662-8383, Mobile: 505-795-1584 – [angelica.gurule@lacnm.us](mailto:angelica.gurule@lacnm.us)

**Shane Johnson**, Territory Manager, Heil of Texas, Office Phone: 956-898-6304, Mobile: 915-309-9400 -- [shanejohnson@heiloftexas.com](mailto:shanejohnson@heiloftexas.com)

**Matt Kingsley**, Senior Project Manager, Gordon Environmental/PSC, Office Phone: 505-867-6990, Mobile: 980-525-9426 – [mkingsley@team-psc.com](mailto:mkingsley@team-psc.com)

**Martha Lara**, President & CEO, Town Recycling, LLC, Office Phone: 505-452-9277, Mobile: 505-506-4255 – [martha@townnm.com](mailto:martha@townnm.com)



**Steve Mauer**, Regulatory Compliance Specialist, South Central SWA,  
 Office Phone: 575-528-3800, Mobile: 575-520-6840 – [smauer@las-cruces.org](mailto:smauer@las-cruces.org)

**Diego Ramirez**, CIV EIT, Gordon Environmental/PSC, Office Phone: 505-867-6990, Mobile:  
 980-525-9426 – [dramirez@team-psc.com](mailto:dramirez@team-psc.com)

**Douglas Shimic**, Landfill Operations Manager, Waste Management of NM, 505-433-6051,  
 Mobile: 505-206-0667 – [dshimic@wm.com](mailto:dshimic@wm.com)

**Shirlene Sitton**, Director of Environmental Services, City of Santa Fe, Office Phone:  
 505-955-2209, Mobile: 505-930-2085 – [sesitton@santafenm.gov](mailto:sesitton@santafenm.gov)

**III. Safety Minute**

In the absence of Steve Mauer, Safety Ambassador, Charles Fiedler, AB Representative gave the following Safety Minute on ***Slow Down to Get Around:***

- Be AWAKE, AWARE, ALERT while on foot around your vehicle
- Wear Serviceable PPE
- Do not double-side on primary roadways
- Keep your head on a swivel, looking around and behind your work zone
- Do a walk-around your vehicle if you need to back out of the area

**IV. Approval of November 12, 2019 Meeting Minutes**

Due to the minutes not sent out to the BOD in error, the minutes were tabled for approval until the February board meeting.

**V. Approval of December 31, 2019 Treasurer’s Report**

**A. Balance Sheet (December 31, 2019)**

Rio Grande Credit Union Accounts	\$61,885.12	<i>Checking: \$1,108.20, Investors Club: \$ 15,136.93 (\$6.43 interest), 12-Month CD \$10,118.64 (\$12.88 interest), 12-Month CD #2: \$10,070.48 (\$14.95 Interest, and 24-month Jumbo Certificate: \$25,445.87 (\$48.54 interest) Share Account: \$5.00</i>
Accounts Receivable	\$-1,393.72	<i>Open Ann Mtg Invoices: \$300.00, \$1,093.72 in Credit Memos from 2019 to be used in 2020 only.</i>
Funds received but not deposited	\$350.00	Funds deposited in 2020 due to late 2019 receipt of funds.
Total Assets	\$60,841.40	



**B. Profit & Loss Statement (December 31, 2019)**

Total Income for December 2019	\$ 1,720.80	Budget: \$2,265.00
Total Expenses for December 2019	\$ 3,120.19	Budget: \$3,670.00
Total Income Y-T-D	\$50,846.33	Budget: \$58,952.00
Total Expense Y-T-D	\$45,189.57	Budget: \$46,871.00
Profit Year-to-Date (YTD)	\$5,656.76	Budget: \$12,081.00
BOD Motions to Increase Budget Expense	\$4,481.77	Budget: \$10,138.53

**MSC:** Charles Fiedler and Shane Johnson to approve the December 31, 2019 Financial Reports as presented.

**VI. Preliminary Proposed Budget for 2020**

JoAnne Weaver presented the budget in two parts with the first ending in June 30, 2020 due to the change in the fiscal year date. Also, presented was the entire budget for the year of 2020 to help understand the six-month budget figures.

This budget will be reworked with input from the board for approval at the February 11, 2020 Call-in Board Meeting.

**VII. New Board Orientation**

Shirlene Sitton, Moderator for the 2019 Board Retreat, presented the following review for the new board members as follows:

**MISSION**

NMSWANA inspires and supports solid waste professionals to responsibly manage solid waste resources.

**CORE VALUES**

In carrying out its mission NMSWANA programs and activities will be guided by its core values:

- **Professionalism:** we will treat each other, our clients and partners, and our environment with respect, reliability and competence; and
- **Stewardship:** we will ensure that our programs and actions promote and enhance health and safety and responsible care for our environment.



## **SWANA ALIGNMENT**

### **Mission Statement**

- SWANA is an organization of professionals committed to advancing from solid waste management to resource management through their shared emphasis on education, advocacy and research.

### **Core Purpose**

- To advance the responsible management of solid waste as a resource.

### **Guiding Principles**

- Local government is responsible for municipal solid waste management, but not necessarily the ownership and/or operation of municipal solid waste management systems.

### **Core Values**

SWANA is committed to:

- Education – opportunities for training, certification and research
- Advocacy – support of responsible and practical environmental initiatives
- Collaboration – networking and partnerships
- Respect – encouragement of diverse ideas and opinions

## **MAIN PURPOSE OF THE BOARD**

- Define the Mission & Ensure that it is Achieved
- Provide Governance (policies and procedures)
- Provide Resources (funding & people-power)
- Provide Accountability
  - To our Stakeholders and the Members we Serve
  - To each Other for Integrity of Process

## **WHAT A BOARD DOES**

- Provides Proper Financial Oversight
- Ensures Adequate Resources (financial & people)
- Ensures Legal and Ethical Integrity
- Ensures Effective Organizational Planning
- Enhances the Organization's Public Standing

## **BOARD EXPECTATIONS**

- Board Roles and Responsibilities
  - Attend Meetings/Conference Calls
    - Board Meetings
    - Committee Meetings
  - Participate on Committees
    - The Committee Chair coordinates the meeting and makes sure notes are distributed
    - Make & Keep Commitments to Each Other



- Help Carry the Load (Ask for help. Give help)
- Represent NMSWANA at Events and Trainings
- Fundraising

#### **WHEN THINGS GO WRONG**

- Time Spent on Trivial Matters/Doing Committee Work at Board Meetings
- Board not addressing the strategic issues/opportunities
- Unclear Roles and Expectations/Not Maintaining Roles and Expectations
- "My Term" Actions versus Long Term Vision
- Being Reactive Rather than Proactive
- Micromanaging
- Not involved Enough/Not Doing the Work/Let Other's Do the Work
- Don't Understand the Organization's Issues and Concerns

### **VIII. Board Business**

#### **A. Election of Officers**

Shirlene Sitton, Vice President, led the discussion as follows:

1. Doug Shimic has indicated that he is interested in being Vice President
2. Shirlene Sitton announced that she wishes to become the President
3. Charles Fiedler indicated that Matt Kingsley should be Treasurer
4. Martha Lara indicated she would like to serve as Secretary

**MSC:** Charles Fiedler and Diego Ramirez moved to approve the election of the above list as officers and thus the Executive Committee.

#### **B. Discussion and Appointment of 2020 Committees**

Following discussion led by Shirlene Sitton, President, the following committee appointments were made:

- **Audit** – in keeping with the new Bylaws, a professional auditor needs to be engaged
- **Nominating** – Shirlene Sitton, Chair, Diego Ramirez and Shane Johnson plus two more members but not currently board members
- **Education/Training** – Martha Lara, Chair, Angelica Gurule and Joe Ellis
- **Communications** – Matt Kingsley, Chair
- **Membership** – JoAnne Weaver will handle this until someone else is appointed
- **Young Professionals (YP) and Scholarship**– Diego Ramirez, Chair
- **2020 Road-E-O** – Shane Johnson, Chair, and Douglas Shimic
- **Legislative** – Shirlene Sitton, Chair, and Charles Fiedler



- **Bylaws** – Shirlene Sitton, Chair, and Charles Fiedler

### **C. Review of 2020 Yearly Scheduled Meetings/Events**

Following a discussion led by Shirlene Sitton, President, the following schedule was agreed to:

**February 11, 2020** - Call-in Board Meeting – Number (Access Code): 808 981 547, Password: NMSWANA

**March 10, 2020** – Regional Roundtable with Shane Johnson as Chair and Steve Mauer

**April 14, 2020** – Full Board Meeting – Gordon Environmental/PSC Conference Room

**May 12, 2020** – Call-in Board Meeting - Number (Access Code): 808 981 547, Password: NMSWANA

**June 9, 2020** – Call-in Board Meeting - Number (Access Code): 808 981 547, Password: NMSWANA

**August 11, 2020** – Full Board Meeting - Gordon Environmental/PSC Conference Room

**September 8, 2020** - Call-in Board Meeting - Number (Access Code): 808 981 547, Password: NMSWANA

**September 20-22, 2020** – Joint Conference – Sheraton ABQ Uptown

**October 13, 2020** - Call-in Board Meeting - Number (Access Code): 808 981 547, Password: NMSWANA

**November 10, 2020** – Full Board Meeting - Gordon Environmental/PSC Conference Room

**December 14, 2020** – Call-in Board Meeting - Number (Access Code): 808 981 547, Password: NMSWANA

### **IX. Committee Reports**

#### **AB Report**

Charles Fiedler, AB Delegate, gave a brief report as following:

- This was a Policy Committee Meeting including how landfills should be closed
- There will be a regular Regional Board Meeting in Cincinnati in May 2020

### **X. Next Roadrunner Chapter Meeting**

Tuesday, February 11, 2020, 11 a.m. – 1:30 p.m., by call-in.

### **IX. Adjournment**

Shirlene Sitton, President, declared the meeting adjourned at 2:05 p.m.

