

**NM SWANA ROADRUNNER CHAPTER MEETING MINUTES**  
**General Membership and Officers Meeting**  
Tuesday, May 12, 2020  
Remote Zoom Meeting

Submitted by JoAnne Weaver, Executive Secretary

**General Membership Attendance:** Charles Fiedler, Angelica Gurule, Matt Kingsley, Steve Mauer, Diego Ramirez, Shirlene Sitton, and JoAnne Weaver

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

Shirlene Sitton, President, called the meeting to order at 11:06 a.m.

**II. Safety Minute**

Charles Fiedler, in the absence of Steve Mauer, Safety Ambassador, gave the following Safety Minutes on **Void Heat Stress:**

1. Be aware of the heat when you go from a conditioned space to an unconditioned space
2. Wear a hat especially in the sun.
3. Stay hydrated even though you may feel cool.

**III. Approval of April 14, 2020 Meeting Minutes**

**MSC:** Charles Fiedler and Matt Kingsley to approve the April 14, 2020, minutes as presented.

**IV. Approval of April 30, 2020 Treasurer's Report**

**A. Balance Sheet (April 30, 2020)**

Rio Grande Credit Union Accounts	\$66,413.75	<i>Checking: \$3,812.59, Investors Club: \$ 16,659.46 (\$6.85 interest), 12-Month CD #2 \$10,129.05 (\$14.55 interest), 12-Month CD #3: \$10,171.43 (\$14.20 Interest), and 24-month Jumbo Certificate: \$25,636.22 (\$47.33 interest) Share Account: \$5.00</i>
Accounts Receivable	\$5,643.48	<i>Open Training Invoices: \$8,250.00, \$-2,606.52 in Credit Memos from 2019 to be used in 2020 only.</i>
Funds received but not deposited	\$0.00	
Total Assets	\$72,057.23	



**B. Profit & Loss Statement (April 30, 2020)**

Total Income for April 2020	\$ 961.93	Budget: \$8,365.00
Total Expenses for April 2020	\$ 1,165.13	Budget \$3,150.00
Total Income Y-T-D	\$22,515.24	Budget: \$30,624.50
Total Expense Y-T-D	\$12,363.21	Budget: \$18,329.00
Profit Year-to-Date (YTD)	\$10,152.03	Budget: \$12,295.50

**MSC:** Matt Kingsley and Diego Ramirez to approve the April 30, 2020 Financial Reports as presented.

**V. Old Business**

**A. Update on Webinars**

Shane Johnson was not present and Steve Mauer was not yet online so there was no report on the update of plans for webinars.

**B. Discussion and Permission to Purchase Webinar Program**

Charles Fiedler led the discussion as follows:

- This program will provide more benefits for members
- Has the opportunity to call offices to get online
- The recommendation is for 50 people, operators and members

**MSC:** Charles Fiedler and Angelica Gurule to approve the spending of \$2,100 by contracting for the program that will basically be available for the Chapter's officers.

**VI. New Business**

**A. Proposed July 2020 – June 2021 Proposed Budget**

JoAnne Weaver, Executive Secretary and Bookkeeper, presented the first draft of the proposed budget for the July 2020-June 2021 fiscal year. JoAnne noted as follows:

- The income for the fiscal year includes the completion of classes of 35 persons who have not yet registered for the June, September and November 2020 classes, which makes the proposed profit larger than normal.
- Changes for these classes will have to be made once we know what the plans of NMED-SWB will be, hopefully before the June 9, 2020 board meeting.
- In addition, funds for the registrations to be made for the March and June 2020 classes.

Following discussion it was decided that the board be asked to send JoAnne proposed additions or changes for the areas they are responsible for not later than Friday, May 21, 2020.



**Action:** *JoAnne to send out a reminder to all board members to respond by May 21, 2020 so these changes can be worked into the proposed 2020-2021 budget when presented for approval at the June 9, 2020 BOD Meeting.*

## **B. New Joint Conference Dates for September 2021**

Shirlene Sitton, President, announced that the Sheraton Hotel has approved a new contract and the dates for the next Joint Conference will be September 20-22, 2021.

## **C. Explore an Online Board Management System**

Shirlene Sitton explained that this management system stores everything such as agendas and all other documents. At this time she is not sure how difficult it is to use but there is a six-month trial available.

More discussion and details will be placed on the June 9, 2020, board-meeting agenda.

## **VII. Committee Reports**

### **A. Nominating Committee**

Shirlene Sitton, Nominating Committee Chair, reported that with the overwhelming responsibilities due to the COVID-19 pandemic, no progress has been made with this committee.

### **B. Education/Training Committee**

Joan Snider, NMED-SWB Chief, and Genevieve Morgan, NMED-SWB Outreach Specialist, joined the meeting and reported the following:

- Each class's registration list will be looked at to determine who are most needy.
- Each registrant will need to fill out a Registration Form. Joan will be sending out a letter giving complete details so that everyone has complete information needed.
- Regarding other events that might be held online, CEUs are available as long as the topics coincide with what may be offered for certifications.
- For any training events and Webinars there needs to be a plan setup so there can be verification that the attendees completed the entire training.

By consensus it was agreed upon that we would take any new registrations for a waiting list and not invoice registrants until NMED-SWB let's us know who will actually take one of the upcoming courses.

### **C. Communication Committee**

Matt Kingsley, Communication Committee Chair, reported on the details for the new SWANA International logo as well as colors approved the "W" part of SWANA. Shirlene Sitton offered to have one of her staff work on designing the Roadrunner Chapter logo along with the new SWANA International logo for possible use in the embroidery design of the NM SWANA Roadrunner Chapter shirts.



**Adm. Note:** The new SWANA International logo was added earlier to our Chapter's website at the direction of Estela Martinez, SWANA Membership and Chapter Services Manager.

**D. AB - SWANA International Representative Report**

Charles Fiedler, AB Representative, reported that on Friday, May 8, 2020 he received a new list for policies and procedures.

Charles also noted that the SWANApalooza scheduled for the week of June 22, 2020 would be held as a virtual conference. Details of this event will be distributed as they become available.

In addition, Charles mentioned that Kahoot could possibly be used for training classes.

**E. Membership Committee**

JoAnne Weaver reported that the May Membership Report for the Roadrunner Chapter shows 105 members and that for the first time in many years everyone on the list is up to date on their membership dues.

JoAnne also noted that she sent out reminders to persons whose dues were due by April 30 and that she will be doing the same for the 4 persons who need to renew by May 31, 2020.

**F. YP/Scholarship Committee**

Diego Ramirez reported that he had contacted Sarah from SWANA International who confirmed that no applications for scholarships had been received for our Chapter by the deadline of May 1, 2020.

**G. Road-E-O Committee**

Neither Shane Johnson nor Douglas Shimic were able to join the meeting today. However, since the SWANA National Road-E-O will not be held due to COVID-19 it was agreed upon that our Chapter would not have a Road-E-O until May 2021.

**VII. Adjournment**

Shirlene Sitton, President, declared the meeting adjourned at 12:35 p.m.

