

**NM SWANA ROADRUNNER CHAPTER MEETING AGENDA**  
**General Membership and Officers Meeting**  
Tuesday, Aug 8th, 2023 – Virtual Meeting

**Join Zoom Meeting**

<https://us02web.zoom.us/j/87447612509?pwd=c1dMc3BiR2tmVDBidnkvdEUzY3JnZz09>

**Required 5 for Quorum**

**Board Members Present: @ 11:00 a.m.**

Doug Shimic – President  
Matt Kingsley – Vice President  
Randall Kippenbrock – Treasurer  
Ken Ziegler – Secretary **ABSENT**  
Rafael Leos – Safety Ambassador  
John Holmes – Young Professionals (YP) **ABSENT**  
Shirlene Sitton – AB Region  
Charles Fiedler- Legislative

**Non-Board Members Present: @ 11:00 a.m.**

JoAnne Weaver – NM-SWANA  
Katie Ketter – Star Chapter  
Levy Lementino -NMED  
Lucy Stanus - NMED

- I. Call to Order: SWANA NM Roadrunner Chapter Business Meeting – Doug, Chairman
  1. **Quorum Met @ 11:00 a.m.**
  2. **President Call to order @ 11:04 am**
- II. Safety Minute: Rafael Leos, Safety Ambassador/Safety Committee Chair
  - Fires and Risk Factors: Discussed large plastic production & recycling plant fir in Albuquerque
  - Conversation on reduction of feedstocks, eliminate large stockpiles, interrupt piles, separation,
  - M. Kingsley- Recycling Plant south of Airport
- III. Approval of July Meeting Minutes – ~~Ken Ziegler, Secretary~~ Doug- Chairman
  - Motion** to Approve Randall Kippenbrock (1<sup>st</sup>), Matt Kingsley (2<sup>nd</sup>), All Ayes @ 11:15 a.m.
- IV. Approval of June & July 2023 Financial Reports – Randall Kippenbrock, Treasurer
  - June meeting we tabled balance sheet for corrections, Presented 1 full month,
  - Motion** to Approve Shirlene Sitton (1<sup>st</sup>), Matt Kingsley (2<sup>nd</sup>), All Ayes @ 11:19 a.m.
  - FY24 Balance sheet : FY24 Total interest \$153.08 AR: 5.8K Only one month presented (CD switch to higher interest) earning ~\$70/month
  - Remained the same 1 month of 6K revenue infusion
  - Motion** to Approve Matt Kingsley (1<sup>st</sup>), Rafael Leos (2<sup>nd</sup>), All Ayes @ 11:24 a.m.
  - PNL: Net profit 11,149.68: FY23/24 Certified Income \$11.9K and Training Expense \$0.2K, No RODEO expense
  - Motion** to Approve Matt Kingsley (1<sup>st</sup>), Rafael Leos (2<sup>nd</sup>), All Ayes @ 11:26 a.m.

## V. Old Business

## VI. New Business

### 1. 2023 Joint Conference

**Charles Fiedler-** NMRC Board Meeting Moving along well (Charles), Speaker slots needing to be filled but few. Schedule open where SWANA Members to Participate as moderators (forwarded email) **Matt Kingsley:** Safety Minute need to get names in slots. List out what is needed. Board members will fill in the safety minutes, need to get going out. **Rafael Leos:** Update on safety minutes are near complete but need to finalize (List out of Need) Needed before every session. Make sure we have enough. Will follow up offline. **Rafael Leos will follow up with Sarah (NMRC) to find out the number needed.**

### 2. Web Design & Maintenance, Training Courses Registration, and Membership Database Administration Options

- i. Dynamic Growth Strategies – Current Vendor for Web Design & Maintenance, Training Courses Registration, and Membership Database
- ii. Regfox – Registration Only
- iii. StarChapter – Web Design & Maintenance, Training Courses Registration, and Membership Database

**Randal Kippenbrock - Proposal July 12<sup>th</sup>, 2023 presented forth Kattie Ketter, Guest Speaker)**  
1 page proposal work up, with advisor (see shared attachment) \$1k annual but monthly ~ \$83 \$1858 + cost start up. Need to be very sure what we want membership to look like, training registrations? We can do it two ways. Quote for PO website would keep track with QuickBooks. All in all, its good. Kansas Arizona & Texas are users. User menu across the screen, registration for certification course. Multiple users and roles (50 users) for collaborative software.

**Kattie Ketter:** tie together event email membership & management, Build new website, simple easy to read, branded, stock images inviting website. No QUESTIONS: Live work through 5 layouts, all mobile friendly. Sell Sponsorships, Count Down to meetings, Invoicing directly. Logos and sponsorships are managed.

**Motion** to Approve purchase StarChapter Shirlene Sitton (1<sup>st</sup> ), Rafael Leos (2<sup>nd</sup>), All Ayes @ 11:54 a.m.

### 3. Accounting/Bookkeeping Position

**Randal Kippenbrock:** No progress but was approved last meeting

### 4. Quickbooks Online Subscription – Essentials Plan for Three Users

### 5. NMED update.

#### Lucy Stanus:

Quick update, operator certification (did issue to letter and facilities, to have admin continuances, expiring by June 30<sup>th</sup> 2024. Would have to have all credits and submit applications by May 30<sup>th</sup> to renew cert. NMED is encouraging seek additional credits and alternative CEU's, free up space for new initial certifications. Outlined NMRC Joint conference for CEU's, Fall classes scheduled and updates on Website.

#### Levi Lementino:

Planned scheduled Fall: Sept 9/12-9/15 UNM Valecia Campus, ENMSU Campus Ruidoso 11/14-11/16 [Operator Training and Certification \(nm.gov\)](https://nm.gov/operator-training-and-certification)

Course Title	Location	Dates
Landfill Operator Certification Course (SWANA)	Los Lunas	September 12-15
Compost Facility Operator Certification Course (NMRC)	Raton	October 14-16
Transfer Station Operator Certification Course (SWANA)	Ruidoso	November 17-19
Recycling Facility Operator Certification Course (NMRC)	Albuquerque	December 12-14

**Managing Print charges for classes. Valencia landfill, Greentree transfer station. Renewal calls that needed badly to communicate asap.**

**Doug Shimic: Can we have a list of certified operators currently? Not there yet but will addressed.**

**Lucy Stanus: Grants RAID award letter disseminated.**

**Awarded - 13 entities \$751,789**

**Awarded - 2 entities Solid waste \$107,408\$**

**SWB Staffing Update – Terri M.- Enforcement Erica – Enforcement , James- Permits (Have left)**

**Currently jobs opening job offer for training coordinator, Bureau chief posting next few days,**

**Merging of HWB & SWB departments is not on the table anymore**

**Rapid hire 9/23/23 fill several. FY 25 address vacancies, build back the bureau, links for database.**

Nominations for board members.

6. Nominations for awards.

**Rafael Leos: Committee, Worked with JoAnne Weaver & Matt Kingsley to pull up criteria, JoAnne single point of contact for NM-SWANA, Shirlene Sitton- Not within scope of nominating committee. Volunteer (3 people to judge the awards) Doug, Matt & Rafael awards committee. Close award on August 18<sup>th</sup>, 2023. Coordinate with JoAnne for awards to be prepared.**

## VII. 2023 Committee Discussions/Reports

1. Nominating Committee: Shirlene Sitton, Doug Shimic and Matt Kingsley
  - a. **NOMINATING: Board membership, From SCSWA, tabled to voting new board member**
  - b. **Closed for 1 person, to added to the board.**
  - c. **Need to Vote on Existing Board Election to renew terms, Require written vote**
2. Membership Committee: Rafael Leos, John Holmes
  - a. **No Report, YP Membership will be addressed in YP**
3. Education/Training Committee: Matt Kingsley, Randall Kippenbrock and Rafael Leos
  - a. **Landfill Certification, JoAnne working hard on T.Station is booked up closed for 3 weeks, LF class (JoAnne) open with another 15 people (30 max people)**
  - b. **Proposed training please relay to NMED website to help promote and vice versa**
4. Road-E-O Committee: Shirlene Sitton, Rafael
  - a. **No report**
5. Safety Committee: Rafael Leos and Doug Shimic

- a. **Joint conference safety minutes discussed earlier, Safety Ambassador postponed and will report after WasteCON**
- 6. **SWANA AB Region-2 and National Reports: Shirlene Sitton**
  - a. **Mid year, Zoom meeting, June 17<sup>th</sup>, Discussed subjects, budget being passed; focus on the DEI presentation at WASTECON & Temporary Executive Director - Important Sara Bixby left ( Dep Dir.) Jessi Maxwell ( Safety Manager) , Transitions discussed. Timeline for new executive director, interview August 9<sup>th</sup> for finalists, introducing this person by WASTECON, current dept. director looking for permanent direction. Chapter Connect, WASTECON. Breakfast, YP Presentation, 3 roundtables.**
- 7. **YP Report John Holmes**
  - a. **Per Rafael for Mr. Holmes: Working on applications for YP of the year, submitted for YP of the year, YP steering committee, YP planning for network event, Capacity of 100 YP, Seeking sponsors for YP.**
- 8. **Legislative Charles Fielder**
  - a. **30 day session, not a lot of things happening, Just time frame**
  - b. **More meetings, Charles Fiedler NMRC meeting ASAP**

#### **VIII. Adjournment**

**Chair Doug: @ 12:22 pm**