



**MEETING MINUTES
FOR
NEW MEXICO SWANA ROADRUNNER CHAPTER
GENERAL MEMBERSHIP AND OFFICERS' MEETING
SEPTEMBER 17, 2024
(VIRTUAL MEETING)**

I. CALL TO ORDER

President Matt Kingsley called the New Mexico Roadrunner Chapter Board of Directors meeting on September 17, 2024, at 11:40 am, held virtually via WebEx.

II. ROLL CALL

MEMBERS PRESENT

Matt Kingsley PE, President
Rafael Leos, Vice President/Safety Ambassador
Randall Kippenbrock PE, Treasurer
Charles Fiedler PE, Director
Shirlene Sitton, Advisory Board (A/B) Delegate (joined at 11:33 am)
Secretary (vacant)

OTHERS PRESENT

Carl Pierce, Deputy Director, City of Las Cruces Solid Waste
Stephanie Mosley, Environmental Health & Safety Training Administrator, SFSWMA
Tyler Zack PE, Civil Engineer, Parkhill
Danita Boettner PE, Landfill Manager, SFSWMA (joined at 11:27 am; left and returned later in the meeting)

III. SAFETY MINUTE

Safety Ambassador Rafael Leos spoke on SWANA Safety Initiative —5 To Stay Alive and other SWANA resources.

IV. APPROVAL OF MINUTES

Regular Meeting – August 2, 2024

Charles Fiedler motioned to approve the minutes, seconded by Matt Kingsley. The motion passed unanimously.

V. APPROVAL OF BUDGET & FINANCIAL REPORTS

Treasurer Randall Kippenbrock presented the proposed FY-25 budget and financial reports for FY-24 and FY-25.

FY-25 Proposed Budget

Charles Fiedler made a motion, seconded by Rafael Leos. The motion passed unanimously.

FY-24 Balance Sheet

Rafael Leos made the motion, seconded by Stephanie Mosley. The motion passed unanimously.

FY-25 Balance Sheet as of August 31, 2024

Charles Fiedler made the motion, seconded by Matt Kingsley. The motion passed unanimously.

P&L to FY-24 Budget Report through June 30, 2024

Rafael Leos made the motion, seconded by Stephanie Mosley. The motion passed unanimously.

P&L to FY-25 Budget Report through August 31, 2024

Rafael Leos made the motion, seconded by Matt Kingsley. The motion passed unanimously.

VI. NEW BUSINESS

FINANCIAL

Treasurer Randall Kippenbrock presented additional financial matters.

1. New Mailing Address – SWANA NM Roadrunner Chapter, PO Box 28402, Santa Fe, NM 87592-8402
2. Credit Card Update – None yet; Charles Fielder recommended a Chase credit card; difficulties obtaining a commercial credit card elsewhere due to being a non-profit organization and having no established relationship with certain credit card providers.
3. Rio Grande Credit Union Account – Update the signers (key officers) for the RGCU signatory list after the board of directors' election.
4. New Mexico Secretary of State – The list of directors and officers must be updated by September 30, 2024.
5. New Mexico Taxation and Revenue – Need to update the authorized list.
6. IRS 2024 Tax Year – Executive Secretary JoAnne Weaver filed previous tax years under Form N-990 (e-Postcards) due to gross receipts $\leq$ \$50,000 annually. The 2024 tax year, however, will exceed \$50,000 in gross receipts. Because of that, the Chapter will need an

accountant to assist. A board member commented that the Chapter can be fined \$3,000 for filing late.

DISCUSSION WITH POSSIBLE ACTION REGARDING BOOKKEEPING SERVICES

1. Approval of Contract with Shortbooks LLC, Santa Fe, NM

Discussions included that Shortbooks will provide bookkeeping services, file tax returns, and update pertinent signatory authority lists. Since no contract language exists in the Chapter's by-laws, Matt Kingsley amended the action item to include Randall Kippenbrock as the signatory authority to sign the contract for the Board.

Charles Fiedler made the motion with the amendment, seconded by Rafael Leos. The motion passed unanimously.

2. Executive Secretary JoAnne Weaver to Stay During Transition Period Transition

Shirlene Sitton suggested December 31, 2024, as the end of the transition period for JoAnne Weaver, and the QuickBooks data should be passed on by this date.

The Board took no action.

APPROVAL OF NEW SWANA NM ROADRUNNER CHAPTER LOGO

The Board agreed with the new logo design by designer Denise Weaver Ross. Shirlene Sitton requested a black-and-white version. Rafael pointed out that the new website should have a long horizontal (header) layout with the roadrunner image next to the Chapter's name.

Charles Fiedler motioned to approve the amendments, seconded by Rafael Leos. The motion passed unanimously.

APPROVAL OF BOARD OF DIRECTOR MEMBER ELECTION RESULTS

1. Newly Elected Members; Term Limit June 30, 2026

Charles Fiedler
Danita Boettner
Rafael Leos
Stephanie Mosley
Tyler Zack

2. Current Members; Term Limit June 30, 2025

Matt Kingsley
Randall Kippenbrock

Matt Kingsley made the motion to approve the election results of the Board of Directors, seconded by Randall Kippenbrock. The motion passed unanimously.

3. New Executive Committee Nominations

Matt Kingsley shared nominations and built a slate for a vote for the new executive committee for FY-25.

President/Safety Ambassador – Rafael Leos
Vice President – Carl Pierre
Secretary – Stephanie Mosley
Treasury – Randall Kippenbrock
Advisory Board Delegate – Matt Kingsley
YP Chair – Tyler Zack

Each nominee presented their background and potential to be an asset to the Chapter.

Shirlene Sitton, seconded by Charles Fiedler, moved to approve the new executive committee for FY-25. The motion passed unanimously.

UPDATE ON NMED REGARDING NEW LEGISLATION FOR PROPOSED RATE INCREASE FOR TIPPING FEES

Shirlene Sitton provided an update on NMED and an EPR bill and discussed the upcoming U.S. Conference of Mayors Municipal Waste Management Association 2024 Fall Summit, which will be held September 10-12 in Santa Fe. Shirlene also mentioned job postings at the NMED Solid Waste Bureau, with the end date for postings closing soon.

NMED OPERATOR CERTIFICATION CLASSES UPDATE

Randall Kippenbrock provided an update on upcoming operator certification classes. Matt Kingsley noted that the NMED Solid Waste Bureau (SWB) contacted him for volunteers to teach section(s) of the landfill certification class in Roswell. Shirlene Sitton, the NMED SWB Chief, stated she and SWB Permit Section Manager Daniele Berardelli will be at the class. Ms. Sitton welcomed anyone from the Chapter to teach the class and contact her for details.

1. Landfill Operator Certification Class in Roswell on October 8-11, 2024

Fifteen signed up, and five inquired. The cost is \$400 per student, and the maximum class capacity is 30.

2. Compost Operator Certification Class in Albuquerque on November 19-21, 2024

Twenty-four registrants. The cost is \$349 for members and \$449 for nonmembers, and the maximum class size is 30.

VII. COMMITTEE DISCUSSIONS AND REPORTS

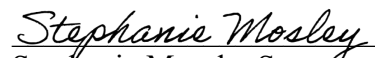
None.

VIII. ADJOURNMENT

There being no further business to discuss, Vice President Rafael Leos adjourned the meeting at 1:06 pm.

APPROVED THIS 8TH OF OCTOBER 2024 BY THE SWANA NEW MEXICO CHAPTER BOARD OF DIRECTORS:



Rafael Leos, President

Stephanie Mosely, Secretary