

**NMTIA
GENERAL MEETING
March 12, 2022**

Meeting Title:	March 2022 Meeting	President	Melissa Jameson
Date/Time:	3/12/2022	Minutes	Melinda Gonzalez-Hibner
Location:	Online through Zoom		
Distribution List:	To be posted on NMTIA website.		
Attendees:	Sandra Caldwell, Amparo Wulf, Uwe Schroeter, Mohamed Ali, Rene Hernandez, Kari Converse, Raquel Troyce, Tina Shoemaker, Vanessa Espejo-Martin, Patrick Hubenthal, Norman Rhee, Manola Colter, Gaby Saldaña, Lioudmila Alexeenko, Grace Hsu, Melinda Gonzalez-Hibner (See attached chat file)		

Call to Order

Called to order at 3:01 by Melissa Jameson

1. Introduction of Meeting & Attendees:

See attached Chat sign-in sheet.

2. Review & Approve Agenda:

Agenda reviewed. Motion to approve by Raquel Troyce. Uwe Schroeter seconded. Motion passed.

3. Review & Approve Minutes from 1/15/21 Meeting:

Minutes from the 1-15-2022 meeting were reviewed. Melissa asks to have her last name corrected. Motion to approve as amended by Tina Shoemaker. Norman Rhee seconded. Motion passed.

4. Treasurer's Report:

Uwe Schroeter presented the Treasurer's Report, please see attached. The reporting period dates back to 2/7/2022. Five more membership checks have come in. The balance of the checking account totaled 17,101.59 on 3/12/22. The PayPal account balance as of 3/12/22 was 1,761.85. The total balance of both accounts as of 3/12/22 is \$18,863.44. Scholarships have not been disbursed yet, nor all expenses for March 5-6 workshops. Sandra Caldwell moved to accept the Treasurer's Report as read. Gaby Saldana seconded. Motion passed.

5. Old Business:

- A. **Mini-Conference on March 5-6, 2022** – Thanks to all who helped out and attended the mini-conference last week, particularly Lisa O'Grady and Uwe Schroeter. It was very successful! 60 tickets were sold in total, net sales after costs: \$1007.87, which is very close to what was estimated. Questions were asked about certificates and credit given for this and previous trainings.
- B. **Website Update** – Patrick Hubenthal provided report, thanked Liam and Corey. There were updates made prior to mini-conference (including a pop-up banner to promote it) and also to make the website more secure. Other big improvements: search results now pop up, and don't require scrolling (Yay!). Melissa thanks Patrick for all of his work.
- C. **Articles of Incorporation** – Melissa reported that articles of incorporation have been approved by the state, and they have been sent to the IRS. They will be posted on the website so members will have access to them. Tina reminds us that reports to the IRS will now be required. Melissa clarifies that we will need a volunteer to submit reports to IRS, probably quarterly.

6. New Business/Upcoming Events:

- A. **Budget** – Proposed 2022 budget was shared with members. Uwe stated that we expect \$6000 in membership dues, which is \$200 more than last year. Dues are our main source of income, in addition to workshops and training sessions. The Board budgeted more funds for workshops this year, given the need for more frequent training, offered remotely. Some of our ongoing costs have increased slightly this year (mailbox, directory, stamps/ mailing). We also increased the scholarship amount, so that two scholarships can be given again this year. The Board proposes to offer more frequent training at an affordable cost for our members, at a loss for the association, as a very good use for our funds. Discussion:
- Sandra Caldwell asks whether we have a “petty cash” item to cover necessary costs that are not included in the budget. Melissa Jameson clarifies that expenditures that are not covered by the approved budget line items require the approval of the whole Board. If unforeseen additional costs become necessary, the “miscellaneous” item hopefully covers it, if not, the Board as a whole has to approve the additional cost. Additional discussion and questions are posed by Tina Shoemaker and Norman Rhee.
 - Sandra Caldwell asks whether there is a deadline to use the scholarships that have been awarded and moves that a deadline be set if there is no expiration date for use of the scholarship award. Discussion is had about the benefits/limitations of setting deadlines for use of the scholarship. Sandra Caldwell moves to amend her motion, to set a 24-month limit to spend the scholarship funds. Melissa moves that Sandra’s motion be amended to read 24 months from the date the scholarship is awarded. Melissa urges that we wrap up the discussion, given our time constraints. Norman moves that we table this discussion until the next meeting, and that it be added to the agenda. Norman’s motion carries.
 - Melissa asks that we discuss the item regarding the printed directory, as that will directly impact the budget. Manola moves that we table the directory discussion and send out a survey to our membership. Patrick Hubenthal seconds. Motion carries.

Tina moves to approve the budget as approved, Manola seconds. Motion passes.

- B. **Professional Development** – Claudia Mansilla has contacted a presenter who could offer a workshop on gender neutral language, covering the English<>Spanish combination. The Board is also planning a presentation to cover tax issues for independent contractors. Melissa proposes that we create a spreadsheet that lists all of the topics and audiences for proposed and/or desired workshops. Her hope is that NMTIA will offer training for all the different groups and specialties that make up NMTIA. She calls out for volunteers to work on this project and also someone who would be willing to compile training opportunities offered outside of NMTIA and prepare an email with all of this information, to go out once or twice a month. Tina suggests we remind members that training opportunities are posted on our website and our Facebook page.
- C. **ATA Certification Exam** – Uwe announces that NMTIA will be offering the ATA certification exam on May 7, 2022.
- D. **Call for volunteers** – Melissa will be sending out an email to ask for volunteer participation in a variety of NMTIA projects, including ATA quarterly meetings for Chapters and Affiliates, and an invitation to participate in a video project showcasing careers for NM youth.

Adjournment: Uwe Schroeter motioned to adjourn. Sandra Caldwell seconded. Meeting adjourned at 4:47 p.m.

Next Meeting: The May Membership Meeting will be held on May 21st, 2022 at 10 AM.