



Mining and Metallurgical Society of America

P.O. Box 271794 • Littleton CO 80127
Phone: 720 203 2380 • Web site: www.mmsa.net
Email: contactMMSA@mmsa.net

January 8, 2022

2022 MMSA Council Retreat

January 8, 2022, 8:30 a.m. – 4:15 p.m.

Present in Golden (Marriott Denver West) – Betty Gibbs, Jack McPartland, Mike Blois, Chris Wyatt, Bill Wilson, Bob Cameron, Mike Gavrilovic, Judy Colgan

Present Virtually – Amy Jacobson, Andrea Brickey, Xavier Ochoa, John Head, Dayan Anderson, Mike Gingles, Curtis Clarke

Morning

1. Welcome (Mick)

Transfer of roles – Amy becomes past-president, Mick becomes president, Chris becomes vice-president, Jack becomes treasurer, and Andrea becomes secretary. Mick thanks Amy for her 3 years of service as president...and through a pandemic.

2. Safety Moment & Logistics (Mick)

Winter weather preparation – Jack told a story of the importance of being prepared to be stuck in a car or unable to travel during winter weather.

3. Introductions

Introduced those in person and then those on Zoom. Started recording of the meeting to assist in minutes.

4. Reflection on Last Couple of Years (Amy)

It's been a challenging few years. Spent that last 3 years in redefining the purpose and long-term goals of MMSA. One challenging – What were we going to do? Where are we going to stay as a standalone organization? The strategic committees put on lots of seminars, and we adjusted the best we could with COVID. We are in the middle of a membership drive.

We still have challenges, and we have some catch up work on items that have languished during the COVID situation. Amy thanks the council on the tremendous work that has been done. After three years, Susan has decided to retire, and Judy has joined as Executive Director. The objectives of today's retreat are to look at where we are. Amy and Mick recommend that we conduct another membership survey to assess where we are and what our members feel is important so that the organization is moving in the direction that our members believe is the right path. During committee reports (afternoon session), we can discuss other potential topics they can tackle. And we need to discuss the membership

campaign, the gold medal, and the annual meeting. How should we conduct this? In person, virtually, or both.

5. Goals for the Year (Mick)

Membership Drive -

Website – Judy and Betty will be leading the changes to the website.

Donations and Jackling fund. How do we boost funds? Membership fees cover most of the operating expenses. We are seeing a number of retirees leaving the organization.

Where do we want to go this year or next? Did not spend as much money last year due to COVID. The organization has a reasonable reserve. Mick is excited to work with everyone and “Let’s go make it happen.”

6. Budget (Amy)

Everyone received a copy of the budget. We do not have the final numbers for 2021, but we are tracking well with our current membership numbers. Because of the impacts of COVID and not having a formal retreat or SME booth, Susan was able to decrease our accounting costs, no annual meeting. We potentially have a slush of \$48,000 in our operating budget. We are reviewing the accounting and making sure we have transferred all donations to the Jackling fund from the operating budget so that number might decrease slightly. This will allow us to direct funds to revise the website. The planned budget for 2022 is \$52,000 which is less than our expected. We have not seen a significant uptick in new memberships, but it does take a bit of time to go through the application process. Women’s Mining Coalition Fly-ins and the AML summit are funded out of the Jackling Fund. Estimated that the website would be paid by using surplus in the operating budget and some with the Jackling.

Webinar Director – With all of the additional committees and the work being done within the committees, would it be beneficial to hire a webinar director? Use the Jackling fund to pay for this position. This position would only be tasked with coordinating webinars and not conference, committee, or council meetings.

- i. We have seven regular committee meetings per month and often 1-2 webinars per month. For webinars, the host must be on the webinar. It is a significant time commitment for Susan and Betty. One hour for the meeting time and an additional hour of preparation or follow-up. Recordings of webinars are edited before posting to website. Betty edits the videos but there was a discussion on if this could be outsourced or should it be the responsibility of the webinar director. Betty stated that it would require training to learn how to use the editing software.
- ii. To clarify – the webinar director would only be responsible for coordinating and hosting webinars and will not organize committee meetings or other operational activities. Need to make sure there is a clearly defined role to ensure that the correct budget is allocated. Webinars are posted to the MMSA website.
- iii. Suggestion - Committee meetings should have minutes taken and then shared with the executive committee.
- iv. Will approach Susan for the role of Webinar Director.

- v. Amy will write up a job description for the webinar director position. Hopes to have done by the next council meeting to present for discussion.
- vi. Discussion on reimbursement per webinar or fixed monthly fee? We have discussed a monthly fee but since we do not have them every month, it might make more sense to pay a per webinar fee.
- vii. Chris Wyatt moved to approve the operating budget as presented, Bill Wilson seconded – Mick conducted a vote and the budget was unanimously approved.
- viii. Hoping that revenues will increase with our membership drive but also have a significant number of retirements.

7. Membership (Susan and Judy)

a. Membership statistics

- i. 333 total – 9 new members, 6 were QPs. 4 memberships are in process. We are working on coordinating interviews.
- ii. Judy – Can a person apply for a QP without applying for membership? We have two forms.
 - 1. Should we create a combined application for membership and QP?
 - a. Would having a form with a part A and a part B in one document be beneficial. Part A would be for regular membership and part B would be for QP, if requested. Betty stated that 2/3rds of applications are for both membership and QP. Will move forward to combining the form into two parts, but one document.
 - 2. Members that have paid dues for 2022? Judy picks up mail three times per week and there always seems a number of renewals. Some have dropped their membership from full to retired and three that have retired and wish to no longer participate in the organization. We will be sending out a reminder emails on due payments in March. The council will review those that have not paid and will reach out to those members to encourage payment with a personal call.
 - 3. Proxies must be sent so the votes can be tallied ahead of the annual meeting.

b. Triple 1s Campaign – status (Amy)

- i. 13 new members/or in process.
- ii. Suggestion to promote MMSA to those attending the webinars who are not members. Send out a follow up email and invite them to join MMSA and also donate to the Jackling fund.
- iii. Originally, the membership drive was to conclude at the end of February. It seems that we will not meet the goal at the end of February. A suggestion was to extend the drive through 2022 or ongoing.
- iv. Amy volunteered to lead membership campaign efforts. She would appreciate ideas to keep members coming.

c. Other ways to grow membership?

- 1. Young leaders are targeted and could be recruiting them as they exit that group...they have 10 years of experience. We often invite younger

- engineers to events and we should work on ways to better follow-up with them and encourage membership when they are qualified. Maybe add them to an emailing list or send them the newsletter.
 - 2. Scholarships –over 60 high quality undergraduate and graduate applicants were reviewed this year. We should try to keep a contact list for these students and reach out in future years or help keep them engaged.
 - 3. Host young leaders and other prospects at the Foundation Dinner.
 - 4. Mentoring program.
 - d. Membership requirements – in particular, education and degrees
 - i. A potential member does not need to be an engineer or geologist, but a college degree is required for membership. QP has different requirements.
- 8. Donations and Foundation Business (Chris, Susan and Judy)
 - a. How to increase donations to Jackling Fund? (Mick)
 - i. Presidential Scholarship
 - 1. Amy suggested that MMSA give a \$5000 donation to the SME/MMSA presidential scholarship on behalf of all MMSA past presidents. Mike Blois made a motion to donate \$5000 to the SMEF scholarship fund for this year only. Amy seconded. Motion passed unanimously.
 - ii. Question on how much members donate to the Jackling fund when paying dues and it was reported that it is very few members donate at that time. We typically donate or utilize \$45k per year from the Jackling fund.
 - iii. We should have sufficient funds to consider ad hoc donation requests. But would be good to request members to think about including the Jackling fund in their estate planning.
 - iv. Currently \$12,000 is in the budget for the AML conference. The Jackling Fund has about \$1.25 million. Chris is considering increasing the bond ladder to \$70,000.
 - v. Education fund is a 501c3. The Jackling fund is not a 501c3. Money from a 501c3 can only go to another 501c3.
 - vi. Share how the Jackling fund was created, has grown, and the good work that it has done with members.
- 9. Website (Betty)
 - a. Discuss objectives of website
 - i. MMSA has had a website since the late 90's. Barker Design has been contacted and provided an estimate. They will create three examples of look and feel for a new website - \$2800. Then to produce the design would be ~\$6000. This is an estimate and prices might change. Testing and deploying is estimated at \$300 and hosting \$360/year. Design would be done in Word Press. Would like to have membership application online and submitted online. Will look at streamlining the information on the website as it currently seems a bit cluttered. Will need to transfer our online database to a new database platform. Would like to have membership and QP application online and the input information would go directly into a database.

- ii. John Head moved to approve the estimated \$15k website budget with an option to increase if necessary. Amy seconded. It was approved unanimously.
- iii. Andrea moved to create a Website Ad Hoc committee. Amy seconded. Motion passes unanimously. The committee will help Betty with development of new website. Andrea will chair and will seek out members.
- iv. Marketing side of things is also important. The look and feel needs to be appealing to members and potential members. Dayan talked about branding and a consistent look between the Web site and other materials.

10. CPD Ad Hoc Committee (Andrea)

- a. See QP Ad Hoc Committee memorandum. (Attached)

Summary of recommendations

- 1) Maintain current QP types.
- 2) Maintain current 50-hour CPD requirement for first QP designation and reduce hours for additional QPs.
- 3) Create an online CPD logging and tracking system with a dashboard for easy viewing. The online logging would also expedite the auditing process as criteria can be evaluated and feedback provided to the QP to see where there are deficiencies. This same functionality can also automate much of the auditing process.
- 4) Send reminding emails to QP's with a link to the online logbook.
- 5) Provide links on the webpage to professional development opportunities, e.g., MMSA webinars, SME webinars and short courses, along with other organization's sites, e.g., Redvector.com.
- 6) Produce a video explaining the importance of a logbook and the ethical expectations of a QP. This video would be required for all QPs, both existing and new, to review prior to entering hours for the first time into the web-based logbook. The committee also recommends that explanatory information, e.g., webinar or other documents, emphasize the differences between log classifications especially the difference between Professional Practice (PP) and Professional Development (PD) hours. Feedback from the past audit indicated a misunderstanding amongst reporting members of the differences between the types of log hours.
- 7) Ensure that MMSA provides at least two, 1-hour webinars annually focused on ethics.
- 8) Create a grace period (~~3 months~~) for audited members if they are only missing 20% of their required hours. The member would be assigned provisional QP status until the hours are documented. If not completed within the ~~3-month~~ grace period, the member would lose their QP status.
- 9) Review and revise auditing procedures to accommodate the digital logbook.

Motion by Amy – to move to approve the nine recommendations as modified above and charge the QP Ad Hoc Committee with assisting in implementing these recommendations and also to determine an appropriate response to QP members with missing or incomplete logs. After some discussion, Amy withdrew the original motion and moved to accept all the recommendations except #8 that needs more discussion. Mike suggested the grace period be TBD as recommended by the QP Committee. Also, the QP Approval committee would work with the AdHoc CPD committee to define the recommendation. The amended motion was seconded by Bob Cameron. Mick conducted the vote and it passed unanimously.

11. Gold Medal (Mick)

- a. Only 1 medal remaining
- b. Cost - Do we need to look at changing the metal content (i.e., gold-plated silver)?
Discussion because the price of gold is so high – over \$1800/oz.
 - i. Amy made a motion to get 3 – 3 oz gold medals minted in 2022 and pay for the medals with the Jackling fund. Mike seconded.
 - ii. Motion was approved to have three medals made with 3 oz Au in 2022.

12. Annual Meeting – Review of Agenda and Set Date (Mick and Judy)

- a. Annual meeting – schedule for March 25th.
- b. Renewing and replacing Councilors
 - i. Discussion on terms.
 - ii. Councilors need to let Judy know if they wish to continue and for how many years.
- c. Nominating committee

13. Local Section Report – Bob Cameron

- a. Covid is still impacting the organization.
- b. Going to try to do more lunches if Covid situation allows. Projected start in March or April.
- c. Location will be somewhere other than the University Club which has increased their prices too much.

Afternoon

14. Strategic and Standing Committee Reports and Report Cards (Mick)

- a) Quality Membership (Jack McPartland)
 - i. Focused on joint Mentoring program with SME and support of the Triple 1s drive. Mentoring started in 2019, distinct from SME's student mentoring program.
 - ii. Formed joint committee with the SME Young Leader's group and SME. SME had a concern about MMSA poaching members and that was resolved. The program was kicked off in early 2021. Had 9 mentee/mentor pairs to establish relationships. Participation has not been as active as thought. Three pairs made a connection. Some of the mentees haven't responded to the mentor, possibly in part because they were not a good fit.
 - iii. Jack got feedback from the mentees. Some mentees will be looking for younger mentors. Another recommendation was to broaden the pool of both mentors and mentees so there is a better chance of coming up with a good match. The recommendations will be discussed in the committee.
- b) QP Enhancement (Curtis Clarke)

- i. The committee met monthly with pretty good attendance. A goal was to try to engage with membership and industry by hosting Webinars. Topics were ESG with a Webinar on October 1, panel of experts. Another Webinar was disclosure with presenters from BCSC about NI43-101. Attendance for the Webinars were members and people from industry. Want to continue with a legal webinar and governance, an ESG session for investors after the other Webinars. The committee has had conversations with people engaged in First Nations and Indian nations in the USA with aboriginal issues in North America. First Nations is along the lines of Social and Governance. May split with Webinars for Canada and US because there are common issues, but also some differences. Will continue with these threads.
- ii. Betty and Susan have been involved with handling the Webinars. Webinars presented included two about ESG (Environmental, Social, Governance), and 4 related to NI43-101 and SK1300 reporting requirements. Carolyn Loder will do a First Nations. Maureen Upton will also be a panelist in this Webinar.
- iii. Webinar Suggestions: Foreign corrupt practice. This would count as ethics. Amy suggested valuation Webinars.
- iv. Webinars are a good platform to reach out to members and beyond. Inexpensive and easy to attend. John Head said the Webinars have been outstanding.
- v. Videos are on YouTube with statistics about the number of views. (Attach report.)

c) Government (Betty Gibbs)

- i. Amy Jacobsen and the Government Committee set up a joint conference call with several other organizations about collaborating on common mining issues. The organizations included: AEMA, SME, NMA, Women's Mining Coalition, Colorado Mining Association.
- ii. Debbie Struhsacker prepared a letter about critical minerals and another one with comments about the mining law proposals in several bills.
- iii. Betty Gibbs and Paul Queneau developed a Recycling fact sheet that was sent to staff of Senate and House natural resources committees. The list was graciously provided by the Women's Mining Coalition. The fact sheet is available on the Web site.
- iv. Katie Sweeney of NMA testified about the mining law proposals for the Senate Natural Resources Committee. The committee came back with 26 questions. Members of the committee helped provide suggestions about how to answer some of the questions.
- v. Four Webinars were presented by the committee in 2020 and 2021. The topics were critical minerals and supply issues. (Details are on the MMSA Web site.) Need to explore ideas for other Webinars.

d) Next Big Thing (Mike Gingles)

- i. Looking at developing best practices in Due Diligence, started about 2 years ago. A framework document was put out to set the foundation from the perspective of the investor and consultants. It captured the essence of planning. One webinar was held about Due Diligence in April and was well attended. Three speakers from investment community were on the panel and had 4 breakout rooms. A wrap-up was done. The Webinar was mainly attended by consultants. It was intended to get feedback on the framework document but didn't quite get to that goal. May try to get invited to the SME finance forum in May. Amy contacted Tim Alch who organizes that conference.
 - ii. The committee will need to recharge because not much has been done in the past few months.
 - iii. The Due Diligence Webinar could be credit for ethics. The topics became broader than technical due diligence.
- e) AML (Ann Carpenter/Dayan Anderson)
- i. Dayan Anderson talked about the 4th AML conference scheduled for April 6-7 in Phoenix. Some speakers have confirmed. A list is provided to Judy. Dayan and Jack are still working on setting up tours and should have information soon. (Discussion about tour possibilities that will be discussed at the next AML meeting.)
 - ii. Ann did a presentation at the AEMA convention about the AML conferences.
 - iii. Everyone agreed that we should avoid any industry sponsorships. The cost is covered by the Jackling Foundation because this is educational outreach.
- f) QP Approval (Mike Blois)
- i. Every member of the QP committee is willing to continue for the next year. The committee is continuing to get applicants requesting multiple QP status.
 - ii. David Abbot recommended language to make clear that 10 years of experience is required in each category.
 - iii. Andrea brought up the issue of the separate category for Ore Reserves and why is it separate. The reason was based on the requirement to sign off on particular parts of the technical reports. (More discussion about experience, CPD hours, ethics, legal perception.)
 - iv. Mike will remain as the QP Approval chair for another year.

15. Member Survey – How does the membership feel we are doing? (Mick)

- i. Over 100 members responded to the 2018 survey.
- ii. Members who want to change things should step up and join the committees.
- iii. Some members said we should attract younger members and members are encouraged to recruit new members.

Amy extended thanks to all committees for doing an awesome job. Understand how much work has gone into these committees. The groups have come out with great ideas. Mick thanks Amy for leading MMSA for the past 3 years

Other Comments and Discussions

Other Membership Levels: Amy suggested having supporter members who would not need endorsers. Associate members? Some discussion about this. This may be something for the Membership committee to explore.

Corporate Donations: Susan had ideas about how to ask for donations for the Jackling Fund. John Head noted that as QPs we must be seen as being independent. It would not be good to have companies make donations just before a technical report is coming out. Individuals can make donations. There should be no appearance of conflict of interest.

The Council Retreat adjourned at 4:15 p.m.

Submitted by:

Andrea Brickey

Betty Gibbs

MEMORANDUM

TO: MMSA EXECUTIVE COUNCIL

FROM: AD HOC – QP COMMITTEE

SUBJECT: CPD HOUR RECOMMENDATIONS

DATE: DECEMBER 9, 2021 Revised on 1/8/2022 during the annual retreat.

An Ad Hoc committee was created to investigate potential changes to the continuing professional development (CPD) hours required for those members with qualified person (QP) status. The committee consisted of five members: Joe Schlitt, Xavier Ochoa, Justin Anderson, Neil Prens, and Andrea Brickey (chair). The committee met on November 1st, 18th and 29th to discuss various aspects of the program and potential changes that could help facilitate the recording and auditing of CPD logs. The motivation for this Ad Hoc committee was based on feedback from QP members and findings of the QP audit committee.

The following is a summary of the chair of the audit committee, Mr. Schlitt's, observations and feedback collected during the 2021 annual audit.

1. 35 QP members were selected for auditing of their 2018-2020 CPD logs.
2. The initial requests to submit logs were sent out on 4/14/2021.
3. Of these 35QP members, 20 submitted logs in one form or another. Note - Use of the MMSA CPD template was not required.
4. Two (2) people advised that they were now retired QPs and no longer kept a log.
5. Two (2) people advised that they had now resigned.
6. Of the remaining 11 people, 3 advised that they would attempt to submit their logs by 9/30/2021. However, these sets of logs were never received. No response was ever received from the other 8.
7. Of the 20 sets of logs that were received, 19 were accepted and submitted for audit. One person's log was considered so non-compliant that it was submitted to Amy Jacobsen for response.
8. In all, 18 QPs were found to be fully compliant with our current QP requirements. One person was given provisional approval.
9. In practice, during the last audit multiple discipline QPs were allowed to "double dip" and record hours from a single webinar or other activity on all their discipline logs. Also, only 1 hr. of ethics per year was required regardless of how many QPs a person has.
10. The process of auditing the logbooks was done using volunteer auditors with the provision that the auditor be the same QP type as the person being audited. This approach proved to be challenging in numerous ways:
 - a. Some volunteers failed to complete the audit in a timely manner, which meant that someone else had to be reassigned to complete the task.
 - b. Some auditors were good about completing the audit, but significant delays occurred with the submission of the audit report.

- c. At times all volunteers were assigned a set of logs so there was an insufficient number of auditors when new logs were submitted.
- d. There was a poor balance between the QP disciplines of the volunteers and the people needing audits.
- e. Within the volunteer pool, there was not a QP representative in every discipline for which logs were submitted.
- f. Only one auditor was assigned to do an audit for someone who was a QP in multiple disciplines and this led to confusion as to how to handle the multi-discipline logs. There was also confusion as to how multi-discipline logs should be prepared by the person being audited.

Because of these observations and feedback, the committee wished to examine several questions:

- 1) Should the QP types be reduced or consolidated into a single general QP status?
- 2) Should the CPD requirement be adjusted? Should there be any changes for pursuing additional QPs?
- 3) How can MMSA make the CPD hour tracking and logging simpler to reduce the administrative burden of maintaining qualification and potentially reducing attrition?

The committee reviewed similar QP programs such as AusIMM's Chartered Member, SME's Registered Member, SAIMM's Competent Person or Competent Valuator.

The committee determined that the multiple QP types were valuable to members and should not change. We do recommend, based on feedback collected during the audit, that the executive committee evaluate the potential redundancy of the Ore Reserves QP. Comments from audited QP's, with both Geology and Mining QPs, felt the classification of Ore Reserves was redundant. This is with the understanding that, in keeping with best practice, a two-step process is followed, i.e., resources are approved by one QP (Geology or other appropriate discipline) and reserves by another based on modifying factors. Transitioning to a single, general QP status is not recommended.

The committee determined that there would be a general benefit to reducing the hour requirements when members are pursuing multiple QPs as a result of continuing professional development activities being equally supportive of various disciplines during the period. We recommend establishing a framework for this.

For members who ignore logbook requests or do not submit hours in a timely fashion, we recommend that their membership be placed in a provisional status for a designated grace period for compliance, after which the member loses QP status and may be subject to disciplinary measures, not excluding loss of membership. Similarly, a person who submits a log that is found to be deficient will also be given provisional status and have a grace period to correct the problem.

The committee discussed simplifying the method of submitting and tracking CPD's, to include the potential of creating an online method of CPD entry and recordkeeping.

Summary of recommendations

- 1) Maintain current QP types.
- 2) Maintain current 50-hour CPD requirement for first QP designation and reduce hours for additional QPs.
- 3) Create an online CPD logging and tracking system with a dashboard for easy viewing. The online logging would also expedite the auditing process as criteria can be evaluated and feedback provided to the QP to see where there are deficiencies. This same functionality can also automate much of the auditing process.
- 4) Send reminding emails to QP's with a link to the online logbook.
- 5) Provide links on the webpage to professional development opportunities, e.g., MMSA webinars, SME webinars and short courses, along with other organization's sites, e.g., Redvector.com.
- 6) Produce a video explaining the importance of a logbook and the ethical expectations of a QP. This video would be required for all QPs, both existing and new, to review prior to entering hours for the first time into the web-based logbook. The committee also recommends that explanatory information, e.g., webinar or other documents, emphasis the differences between log classifications especially the difference between Professional Practice (PP) and Professional Development (PD) hours. Feedback from the past audit indicated a misunderstanding amongst reporting members of the differences between the types of log hours.
- 7) Ensure that MMSA provides at least two, 1-hour webinars annually focused on ethics.
- 8) Create a grace period (~~3 months~~) for audited members if they are only missing 20% of their required hours. The member would be assigned provisional QP status until the hours are documented. If not completed within the ~~3-month~~ grace period, the member would lose their QP status.
- 9) Review and revise auditing procedures to accommodate digital logbook.

Note: the current redesign of the website could make these other changes simpler and less costly to MMSA.

Attachment: Logbook AusIMM Example.pdf