Executive Committee Transition Meeting

ASSP Penn-Jersey Chapter

June 24, 2019

Mastori’s, Bordentown, NJ – 6:00pm

**AGENDA**

Present: C. Baldwin, H. Spencer, D. Guirgess, D. DiGironimo, A. Layton, S, Davis, D. Marciniak

1. Officers Reports
	1. President (C. Baldwin)
		1. COMT – all uploads have been submitted to Society. There was no feedback in the submission process on points earned to know what level we are this year. Will send a note to Geri to see about feedback.
	2. Vice president (H. Spencer) – The Burlington Bristol Bridge tour was done on May 14th with 7 chapter members attending. Great feedback on this and opportunity exists to do another technical tour at the Tacony Bridge in the fall. Howard will continue to assist with getting speakers throughout transition of D. Guirguess into the VP position.
	3. Treasurer (D. Guirguess)
		1. Financial Report ending 5/31/18 was provided.
		2. Pay Pal Account – no updates
		3. The receipt for the meal Chapter members purchased at Safety 2019 will be provided to treasurer for documentation.
		4. Dave will contact Santander to determine who needs to be present and process to add Ashleigh to the account as part of her new responsibilities.
	4. Secretary (K. States) The Apr 2019 minutes were reviewed and approved with no changes. Will advise Kelly to publish the final minutes for uploading onto our chapter website.
	5. Delegate (D. DiGironimo) - Danielle attended the Safety 2019 annual delegate meeting and presented a check to the Foundation on behalf of the Chapter. When check was written it was uncertain of the amount previously approved. Therefore instead of $200, the Chapter gave a check for $250 to the ASSP Foundation. No items were brought up requiring a vote.
	6. Government Affairs (D. Marciniak) – Discussed how he can contribute to the Chapter in this role and gave him the Society contact person Paulette Lantuh for additional guidance.
2. Committees/Support
	1. PDC – (S. Davis) – Tabled until 2019-2020. C. Baldwin agreed to reach out to Air Force personnel locally to check on interest for an ASP/CSP certification course.
	2. Newsletter – (H. Spencer) Newly appointed to this position. We discussed briefly the format for submission to the President and distribution will be done by the Secretary.
	3. Membership – (H. Spencer/ Josh Gehrens) – Will need to compare email address list (from HigherLogic) to dues received/membership roster. Still remains a focus area for member engagement and industries in our local Chapter.
	4. Technology Lead – (D. DiGironimo) – Will review website and make recommendations for updates needed. At a minimum need to change the officer photos.
	5. Social Media – (A. Layton) – Need a picture of executive committee – will get this summer. She will continue to update social media as information is received.
	6. Nominations & Elections Committee (M. McGowan)
		1. Elections were held by e-vote and completed with the following positions filled:

President – Cindy Baldwin

Vice-President – David Guirguess

Secretary – Kelly States

Treasurer – Ashleigh Layton

Delegate – Danielle DiGironimo

* + 1. Other positions appointed include: D. Marciniak – Government Affairs
1. 2018/2019 Planning
	1. Key Chapter Dates (Summer transition of new officers)
	2. Topics and Speakers – Suggestion made to get a survey out to membership to help us plan what speakers/topics we should focus on for the upcoming year. Cindy will reach out to Society for assistance.
	3. NJSISC meeting was held on June 20th. Information was sent out to all businesses for application of the Governor’s OSH Recognition/Awards. The cut off was June 15th and they received 155 applications. Of those 19 were ineligible based on the new criteria. No guidance given on how these will be distributed, but Teresa will be printing off the certificates. No one was present to address Area dinners. Dhruti Thacker is now the new Vice Chair of this Committee.
2. Old Business
	1. Speaker gifts – The power banks have 2+ full charges on one charge. Possible welcome gift for new members/speaker gifts. Will also work on new ideas for speaker gifts over the summer.
	2. ROC Meeting in Philadelphia, April 17th US Cold Storage, Camden NJ was attended by Cindy & Shaundree.
		1. The Region VIII budget was presented and later voted upon by evote on 6/19/2019 to approve.
		2. New focus on recruitment, student engagement, succession planning, officer transition overview and training.
3. New Business:
	1. The joint meeting with Philly Chapter on May 21st was very good. Question arose about payment of 2 Philly Chapter Officers. Cindy will check with their President on this. Also have received interest in having a joint meeting with the NJ Chapter. Will need follow-up.
	2. Monthly meeting times were discussed and group voted on keeping the 3rd Tuesday of the month for monthly meetings. Contact needs to be made will Villa Mannino’s if we want to continue with that venue.
	3. A suggestion was made to provide a plaque to Powell Stevenson for all his contributions to the Chapter. Cindy will follow-up on how he’s doing.
	4. New officers in Region VIII include Mike McGowan (our past president) is now the Metro AD and Shaundree Davis has taken on the role of Treasurer.
	5. Regional SPY awards are expected to be submitted from each Chapter. We need to start early to prepare the needed paperwork to meet timeline.
	6. Leadership Conference in October – we need to start looking at who we would like to send.

Meeting adjourned