Executive Committee Transition Meeting Minutes

ASSP Penn-Jersey Chapter

July 15, 2019

Mastori’s, Bordentown, NJ – 6:00pm

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

1. Officers Reports
	1. President (C. Baldwin)
		1. COMT – Received feedback from Society (Geri Golonka) and she stated all required documents were uploaded and submitted. She expects the point value to be 4800. Unsure of which level this puts the chapter.
		2. Joint Philly Chapter Meeting. I inquired about the payment of 2 officers at the joint meeting at the request of our treasurer. Their President, Cheryl Scanlon stated the officers to not pay for their meeting meals.
	2. Vice president (H. Spencer) – No Updates.
	3. Treasurer (D. Guirguess)
		1. Financial Report was not provided but Dave has the bank statements.
		2. Pay Pal Account – no updates
		3. The receipt for the meal Chapter members purchased at Safety 2019 was emailed to the treasurer.
		4. Dave contacted Santander to determine how to proceed with adding Ashleigh to the account. Information given was to update the signature card at the main branch all parties remaining on the account need to be present. Dave will check the bank hours and provide a couple of dates for us to coordinate a bank trip. i
	4. Secretary (K. States) The Apr 2019 minutes were approved at the June meeting. The draft June minutes were reviewed and discussed during this meeting and approved by vote of those attending. Will advise Kelly to publish the final minutes for April and June to upload on our chapter website.
	5. Delegate (D. DiGironimo) – No updates.
	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 a ASP/CSP certification course.
	2. Newsletter – (H. Spencer) Newly appointed to this position in June. Will follow up with Howard to get a summer newsletter out.
	3. Membership – (H. Spencer/ Josh Gehrens) – No updates.
	4. Technology Lead – (D. DiGironimo) – No Updates. Officer photos will need to be changed on the website.
	5. Social Media – (A. Layton) – Need a picture of executive committee – will get this summer. Discussed combining the Social Media and Technology responsibilities to one person.
3. 2018/2019 Planning
	1. Key Chapter Dates (Summer transition of new officers)
	2. Topics and Speakers – Suggestion made to invite an OSHA speaker to start off the chapter technical sessions. Cindy will reach out to Danielle for this.
		1. The use of a survey to our members was discussed at the last meeting. We received a sample survey provided by Society. We went over the questions on the sample and revised to serve our chapter needs. Cindy will finalize and contact Mark at Society regarding distribution. Getting this feedback should help us focus on speakers for the upcoming year.
4. Old Business
	1. Speaker gifts – Danielle is researching options for speaker gifts. The Philly Chapter provides a $75 gift card. We felt with the size of our Chapter and resources, this was too steep for us.
5. New Business:
	1. We approved at the June meeting to stay with the 3rd Tuesday schedule for our executive and technical session meetings. Ashleigh will reach out to Marco at Villa Mannino to coordinate.
	2. Cindy sent a follow up email to Powell to see how he was doing with no response. A card will also be sent on the Chapter’s behalf. We’ll hold off on pursuing a plaque until we get some feedback form him.
	3. Regional SPY awards are expected to be submitted from each Chapter. We need to start early to prepare the needed paperwork to meet timeline. No updates.
	4. Leadership Conference in October – we discussed who we should send. Cindy will consider going and still up for discussion who else we might send.

The next meeting will be held on August 20th at 6 pm. Dave will research location. Meeting adjourned.

Follow – Up

Cindy

* Finalize survey and send for distribution – Completed but forgot tour questions
* Contact Danielle for OSHA Speaker for Sept Technical Meeting- Confirmed Robert Coleman, Compliance Assistant Officer will present on Sept 17th. Will cover OSHA Update and current enforcement initiatives. He’ll also discuss SSTs (Site specific targeting) program and if time permits can discuss VPP and Cooperative programs, like consultations (who can use and benefit from it)
* Send Howard a newsletter format
* Get place holder dates on website for technical meetings

Mike

* Write up a paragraph about Safety 2019 to replace Safety 2018 on website. Maybe included photo from award presentation?
* Follow-up with NJ Chapter regarding a joint meeting (topic, time frame, location)

Kelly

* Finalize April and June Meeting Minutes (Send copy of file to Cindy for uploading to website)
* Distribute Member Survey
* Send Cindy file of April Newsletter for uploading to website.
* Can you pull the data from the survey results for next meeting review?

Howard

* Do a summer newsletter, to be sent out in August. Send draft to Cindy.

Dave

* Get bank hour info and propose dates for Ashleigh, Dave, Cindy and Mike to meet at branch to update signatory card on file

Ashleigh

* Confirm meeting dates at Villa Mannino (3rd Tues of Sept, Oct, Nov, Jan, Feb, Mar, Apr & May) and cost
* Get exec team photo for website
* Publicize Sept Topic & speaker

David M

* Photo for website for Gov’t Affairs position
* Follow-up with Society POC for guidance on role

Danielle

* Speaker gift recommendation
* Check website for update recommendations

Josh

* Do online training on role of chapter and membership chair. Become familiar with how to query roster