Executive Committee Meeting Minutes

ASSP Penn-Jersey Chapter

August 20, 2019

Marcello’s, Bordentown, NJ – 6:00pm

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

1. Officers Reports
	1. President (C. Baldwin)
		1. The chapter made gold status in 2018-2019 after the point structure had been realigned.
		2. Cindy had distributed the chapter 2019-2020 operational plan to members and it has been submitted via the COMT tool.
	2. Vice President (D. Guirgess)
		1. Bank transaction for Treasurer records – All signatories must be present to add someone to the account. Dates were proposed to meet at Santandar bank in September.
	3. Treasurer (D. Guirguess/A. Layton)
		1. Annual Financial Report ending 7/31/2019 - Dave provided.
		2. Pay Pal Account – Deferred
		3. Secure meeting location dates (Villa  Mannino) - September and October dates have been confirmed “available”, but need confirmation from catering manager upon his return. Website has been updated with chapter meeting dates.
		4. Ashleigh reported that the chapter tax filing receipt has been received.
	4. Secretary (K. States)
		1. July minutes approved as submitted. Kelly will send Cindy finalized minutes for April, June, and July and the April newsletter for website upload.
		2. Survey results - Kelly reviewed highlights. Will share full results with everyone.
	5. Delegate (D. DiGironimo) – No update
	6. Government Affairs - (D. Marciniak) Photo submitted for website.
2. Committees/Support
	1. a. PDC – (S. Davis) on hold
	2. Newsletter – (H.Spencer) Summer newsletter status - Howard will send a draft to Cindy this week.
	3. Membership – (H. Spencer/ Josh Gehrens) No update. Cindy will look at member roster to contact members up for renewal and send a welcome letter to new members
	4. Technology Lead – (D. DiGironimo) All committee members should review the chapter website regularly and send suggestions to Danielle. Mike will write up something about our award from Safety 2019.
	5. Social Media – (A. Layton) Need photo of Exec group for website. Will get in September.
3. 2019/2020 Planning
	1. Key Chapter Dates (summer transition activities) - Dave M. needs to complete online training.
	2. Topics and Speakers
		1. Sept OSHA Compliance Officer confirmed. Cindy will send name to Howard for newsletter and Kelly for meeting announcement.
		2. October – Howard is working on scheduled a Tacoma-Palmyra Bridge tour. Kelly offered to speak about Princeton’s experience with ergonomics. Howard proposed a chapter member to discuss Zero Harm. Zero Harm will likely be topic.
		3. Nov Past President/Recognition Dinner
		4. Dec Exec meeting
	3. Old Business
		1. Speaker gifts (Danielle) – Danielle had sent committee members links to proposed speaker gifts/giveaways prior to meeting. Committee voted to order more power banks. Insulated water bottles will also be explored.
		2. Joint Meeting with NJ Chapter (M. McGowan) No update.
		3. Regional SPY submissions for each chapter (M. McGowan). No update.
		4. Plaque for P. Stevenson. No update
		5. Leadership conference (October 10 - 12) Cindy will attend. Committee members would like to send 2 people. Ashleigh will check availability to attend.

5) New Business - No new business.

Meeting adjourned