Executive Committee Meeting Minutes

ASSP Penn-Jersey Chapter

September 17, 2019

Villa Mannino, Bordentown, NJ – 4:15 pm

Present: M. McGowan, D. Guirgess, K. States, A. Layton, S. Davis, D. Marciniak, D. DiGironomo, J. Gehrens

1. Officers Reports
	1. President (C. Baldwin)
		1. COMT – Operational Plan submitted
	2. Vice president (D. Guirgess)
		1. Transfer of Treasurer records and bank access – Mike, Dave, Shaundree and Ashleigh to coordinate a meeting within Santandar business hours.
	3. Treasurer (A. Layton)
		1. Annual Financial Report ending 8/31/2019 – Ashleigh provided.
		2. Pay Pal Account – Now have credit card reader for Square. Dave G. will explore if we can use same functionality as Paypal so we can disconnect from Mike’s personal account.
		3. Secured dates (Villa Mannino) 9/17, 10/15, 11/19, 1/21, 2/18, 3/17, 4/21, 5/19
			1. December will be an exec meeting, date & location TBD
	4. Secretary (K. States)
		1. Review/approval of 8/20/19 minutes – approved as amended
	5. Delegate (D. DiGironimo) - Nothing to report.
	6. Government Affairs - (D. Marciniak) – Dave reported on a variety of updates including LOTO, indoor air quality, and the EPA dust/lead hazard standard. Would be good to include a summary of interesting activity in the newsletter.
2. Committees/Support
	1. PDC – (S. Davis) on hold. There appears to be interest from NJ Chapter for an ASP/CSP prep course.
	2. Newsletter – (H.Spencer) Draft due 9/23 . Send input to Howard ASAP.
	3. Membership – (H. Spencer/ Josh Gehrens) Josh has been receiving emails about new graduates and has been sending welcome emails. We do not currently receive a roster of new members. Josh will reach out to the Society to explore options.
	4. Technology Lead – (D. DiGironimo) Website review. Need to get fresh content – government affairs, meeting topics, newsletter content.
	5. Social Media – (A. Layton) Photo to be taken of executive committee on September 17, 2019 to put on website and social media.
3. 2019/2020 Planning
	1. Key Chapter Dates – October leadership conference, November 1 deadline for SPY award.
	2. Topics and Speakers
		1. Sept OSHA Updates & Assistance programs, Compliance Officer, Robert Colman
		2. October – Ergonomics Program at Princeton - Kelly States
		3. Nov Past President/Recognition Dinner (Service Awards – Have list of names (certs being sent by Society). Would like to send an invite letter to awardees and Past Presidents.
		4. Technical Tour TBD – Tacony Palmyra Bridge. Was advertised in most recent newsletter. Need to set a date.
		5. Dec Exec Meeting – December 3, Location TBD
		6. Jan – Zero Harm Workplace, Robert Holwitt, JA Montgomery
4. Old Business
	1. Speaker gifts (Danielle) – Ordered 25 power banks. Still have plenty of pens.
	2. Joint Meeting with NJ Chapter (M. McGowan) NJ is interested in a joint meeting. Mike will reach out to find out what month might work best.
	3. Regional SPY submissions for each chapter (M. McGowan) – Will try to put forth chapter nominee.
	4. Leadership conference – Cindy is registered to attend. Josh is possible, but will need to book by 9/20
	5. Survey results (info/actions) – Ashleigh will post a note on social media to thank people for participating.
5. New Business
	1. ROC Webinar 9/20/19, 9 – 11 am, Cindy is attending. Mike will send call-in information to the executive committee.
	2. NJSISC Sept 19th, 10-12 updates submitted for their minutes. Howard will attend.

Meeting adjourned