Executive Committee Meeting

ASSP Penn-Jersey Chapter

Oct 15, 2019

Villa Mannino, Bordentown – 4:15pm

Minutes

Present: C. Baldwin, A. Layton, D. DiGironimo, H. Spencer, K. States, J. Gehrens

1. Officers Reports
	1. President (C. Baldwin)
		1. Leadership Conference info – Josh and Cindy attended. Expense reports filed. Key points: Planning and organization, if we want to become a platinum chapter again. May be point increase again next year. Benchmark from NJ Chapter – 30 minutes of every exec meeting, they go through the COMT tool as a group. Aim for December Executive Committee meeting. Op Plan has two foci – Keeping website up to date and engaging membership.
	2. Vice president (D. Guirgess)
		1. Transfer of Treasurer records and bank access - complete
	3. Treasurer (A. Layton)
		1. Annual Financial Report ending 9/30/2019 – Ashley provided.
		2. Pay Pal /Square Update – Ashley will work with Dave to transfer to Square.
		3. Secured dates (Villa Mannino) 11/19, 1/21, 2/18, 3/17, 4/21, 5/19
			1. December will be an exec meeting, December 3, Princeton EHS.
	4. Secretary (K. States)
		1. Review/approval of 9/17/19 minutes – approved as submitted
	5. Delegate (D. DiGironimo) - Nothing to report
	6. Government Affairs - (D. Marciniak) – No report
2. Committees/Support
	1. PDC – (S. Davis) on hold. Cindy spoke with NJ Chapter. We should move forward with checking availability of instructors for ASP/CSP prep courses.
	2. Newsletter – (H.Spencer) Oct sent, Newsletter info due to Howard by 10/30. November Newsletter will go out November 12.
	3. Membership – (H. Spencer/ Josh Gehrens) Josh presented a number of different membership lists (new, transfers, years of service). Will include welcome to new members and happy anniversary wishes in newsletter.
	4. Technology Lead – (D. DiGironimo) Website review – complete. Danielle will send a few updates to Mark/Cindy.
	5. Social Media – (A. Layton) – No update.
3. 2019/2020 Planning
	1. Key Chapter Dates
	2. Topics and Speakers – Put out call for speakers in newsletter.
		1. October – Ergonomics Program at Princeton - Kelly States
		2. Nov Past President/Recognition Dinner (Service Awards – Have list of names {certs being sent by Society} Would like example invite letter to send to awardees and Past Presidents)
		3. Technical Tour Tacony Palmyra Bridge – October 23 at 3 pm. Announced at meeting, social media, extra email notice.
		4. Dec Exec Meeting – December 3, Princeton EHS to host
		5. Jan – Zero Harm Workplace, Robert Holwitt, JA Montgomery
		6. Josh is working on speaker for Feb-Mar for Active Shooter, Lawrenceville PD
4. Old Business
	1. Speaker gifts (Danielle) – Delivered. Cindy will maintain custody.
	2. Joint Meeting with NJ Chapter (M. McGowan) – Proposal to do joint meeting with Philadelphia and NJ at Lockheed/Martin.
	3. Regional SPY submissions for each chapter (M. McGowan)
	4. Survey results (info/actions)
	5. NJSISC Sept 19th  Howard update – Howard attended, but no real update. Will send schedule and distribute. Will be reimbursed for parking.
5. New Business
	1. Safety and Health Historical Society – Howard donation request. Organization puts out electronic newsletter. Howard will distribute samples of the newsletter and membership information to exec committee meeting. Money is used to publish the newsletter.

Meeting adjourned.