Executive Committee Meeting

ASSP Penn-Jersey Chapter

Dec 3, 2019

Princeton University Conference Room

262 Alexander Street, Princeton, NJ

5:00 – 8:00 pm

AGENDA

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

1. Officers Reports
   1. President (C. Baldwin)
      1. COMT Review (website) – Cindy reviewed. Shaundree reported that a survey will be sent out at the end of the week to chapter leaders about the use of the COMT tool. The completion of the COMT tool can be delegated (usually to the Vice President). Need to review again in April.
   2. Vice president (D. Guirgess) – Dave volunteered to take on the responsibility of completing the COMT tool.
   3. Treasurer (A. Layton)
      1. Annual Financial Report ending 11/30/2019 – Ashleigh gave the financial report.
      2. Pay Pal /Square Update – Ashleigh has the Square in her position. Will work with Dave G. to transfer PayPal to Square.
      3. Secured dates (Villa Mannino) Technical sessions : 1/21, 2/18, 3/17, 4/21, 5/19 (may cancel if joint chapter meeting is held elsewhere)
   4. Secretary (K. States)
      1. Review/approval of 11/19/19 minutes. Correct Dave G.’s name. Approved as corrected.
   5. Delegate (D. DiGironimo) - Nothing to report.
   6. Government Affairs - (D. Marciniak) – Dave reported about a plan to create a list of excerpted regulatory updates that can be referenced in the newsletter and published on the website. Dave will collate the list and will send out to members quarterly.
2. Committees/Support
   1. PDC – (S. Davis) – Shaundree will investigate the instructor and venue availability for ASP/CSP course in 2020.
   2. Newsletter – (H.Spencer) - Draft sent to Cindy 12/3. Will send out week of 12/9
   3. Membership – ( J. Gehrens) - Josh distributed an active membership list (237) and a list of new & military members. We discussed ideas for new members – general agreement that we will send an invitation & voucher for first meeting through the mail.
   4. Technology Lead (D. DiGironimo) – Website review.
   5. Social Media – (A. Layton) – Will feature Chapter SPY awardee in January & Regional SPY nominee in February.
3. 2019/2020 Planning
   1. Key Chapter Dates
   2. Topics and Speakers
      1. Jan – Zero Harm Workplace, Robert Holwitt, JA Montgomery
      2. Feb – D.O.T Updates, Anthony Morreale
      3. March – Active Shooter (Josh – Lawrenceville PD)
      4. April – NFPA 70E, Paul Shatkyvich
      5. May TBD (joint meeting with NJ & Philly Chapters) – Cindy has reached out to the contact in Lockheed Martin, Moorestown, NJ. May be some variation with March/April/May
4. Old Business
   1. Order Chapter SPY award (Kelly States). Shaundree may need assistance for the Regional Submission – score sheet has been forwarded.
   2. Safety and Health Historical Society – Howard was asked to send a one page summary about a donation request to the Safety and Health Historical Society. Motion to donate $50 to the Society on behalf of the ASSP Penn-Jersey Chapter passed.
5. New Business – Registration will open soon for Safety 2020. Last year, we only supported the travel for the Delegate’s meeting, but sometimes have supported the travel for the whole conference. Motion to support the travel of the delegate for the length of the conference passed.