Executive Committee Meeting

ASSP Penn-Jersey Chapter

Jan 21, 2020

 Villa Mannino Restaurant, Bordentown NJ

4:15 pm

Attendees: C. Baldwin, D. Guirgess (by phone), J. Gehrens, A. Layton, H. Spencer, M. McGowan, D. DiGironimo, S. Davis

1. Officers Reports
	1. President (C. Baldwin)
		1. COMT Review done last meeting. Will start uploading meeting minutes & attendance.
	2. Vice president (D. Guirgess)
	3. Treasurer (A. Layton)
		1. Annual Financial Report – Ashleigh provided
		2. Pay Pal /Square Update – Paypal is still connected to Mike’s personal email, which is being phased out. Ashleigh has the Square, but it is not yet connected to her phone. Mike will research how to connect Paypal to the Treasurer email of the chapter, rather than changing it every few years.
		3. Cancel Villa Mannino for 5/19 because of joint meeting on 5/28, but will have an executive committee meeting that night, location TBD.
		4. Contacted the bank to request credit card (been shipped).
	4. Secretary (K. States)
		1. Review/approval of 12/5/19 minutes held at Princeton – Motion approved to adopt minutes as proposed.
		2. Kelly to send updated exec member contact info
	5. Delegate (D. DiGironimo) - Approved travel and registration costs for conference attendance at last meeting. Request cost estimate.
	6. Government Affairs (D. Marciniak) – No update.
2. Committees/Support
	1. PDC – (S. Davis) ASP/CSP course, October 12-17, 2020. Rutgers Eco-complex. Discussion about sponsoring. Discussion tabled. Shaundree will try to have cost proposal by February meeting.
	2. Newsletter – (H.Spencer). Howard to send a draft to Cindy by Sunday January 26.
	3. Membership – ( J. Gehrens) 3 new members – letters sent. Josh has been receiving positive feedback about the outreach. As of today, 240 members.
	4. Technology Lead – (D. DiGironimo) Website review. Need to add meeting topics – Cindy will follow up with Web Services. Will post something on website about Powell.
	5. Social Media – (A. Layton) – Explore whether the chapter should have a Twitter account. May provide more national exposure.
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). Need to confirm via email.
		4. April – NFPA 70E, Paul Shatkyvich
		5. May 28th Lockheed Martin Tour, Joint meeting with NJ & Philly Chapter Lockheed Martin, Moorestown, NJ (Pat Mulrooney site POC)
4. Old Business
	1. Shaundree Davis nominated for Region VIII SPY – application status. Petition form that needs to come from Chapter. 15 pages or less explain why that person has contributed to the profession in the last 5 years. Employer needs to endorse the nomination. Other chapters have a team to work on submission. Shaundree will put together a draft.
	2. Safety and Health Historical Society – Howard donation request
5. New Business
	1. Donation to Rutgers University Foundation for scholarship in memory of Powell Stevenson. Motion to donate $500 passed. Ashleigh will send check.
	2. Nominations and Elections Committee (Mike McGowan, David Marciniak and ?). Mike will put forth the slate of nominations week of January 20.
	3. Verification of Eric Voight qualifications for RVP nomination – A few members have been asked to participate in a review committee for the candidates for Regional Vice President. Vote will go out to entire Region 8 membership.
	4. Environmental Workshops coming up. Dave Guirgess will represent ASSP in February.