ASSP Penn-Jersey Chapter

Executive Committee Virtual Meeting

April 21, 2020 at 5 pm

 Conference Call: Join by phone **+1 352-503-8962‬ PIN: 833 376 653‬#**

Attendees: C. Baldwin, A. Layton, S. Davis, D. Guirguess, D. Marciniak

Notes recorded by: Ashleigh Layton

1. Officers Reports
	1. President (C. Baldwin)
		1. COMT Review (website) – Will set aside some time to populate tool starting with meeting, attendance, etc..
	2. Vice president (D. Guirguess)
		1. Enviro workshops feedback (2/19 & 2/20) – Dave represented ASSP while attending the 2/20 workshop, which was well attended. Also met the North Jersey Chapter secretary, also in attendance.
	3. Treasurer (A. Layton)
		1. Annual Financial Report ending 3/31/2020. The financial report was presented.
		2. Account access and debit card has been received and task completed.
		3. Pay Pal /Square Update – new account was created, and Mark added it to the Penn-Jersey website for meeting registrations. Progress on Square update pending.
		4. Secured dates (Villa Mannino) Technical sessions: 3/17 and 4/21 cancel location, need to discuss 5/19 meeting, location secured. April meeting canceled, May confirmed for Villa Mannino in case we can have a meeting.
	4. Secretary (K. States)
		1. Review/approval of 3/17/2020 conference call exec meeting minutes were voted on and approved as written.
	5. Delegate (D. DiGironimo) - Safety 2020 cost estimate (conference status unknown) No Update
		1. Meeting/items for vote and Foundation donation not discussed
	6. Government Affairs - (D. Marciniak) OSHA Updates regarding COVID-19. Relaxed requirement for fit testing. Mostly focused on healthcare. Need clarification on what is a respirator and what is not? Follow up with Danielle. Create a write-up and can be included in newsletter.
2. Committees/Support
	1. PDC – (S. Davis) see Feb unofficial notes. ASSP contacted about their May course. May course being hosted by society was canceled due to accommodations from venue. Mike thinks we should move forward with our PDC. If we have people register and we have to cancel, and refund, we may lose the fee collected from Paypal. We should not rush into opening registration. Planned PDC dates are in October. We could send out a “Save the Date”. Ashleigh to investigate Paypal return fee deadlines. We need to decide how much we want to charge per person. Dave said you can refund at any time through Paypal but will lose the fee no matter what. Fee is taken at time of purchase. We do not have a defined refund policy (no refund, vs. full or partial refund by certain date). We will make a group decision during May Ex Com meeting if we are moving forward or not and will form a sub-committee for PDC planning. Must consider COVID-19 conference regulation updates. A suggestion was made to consider having people pay a deposit, then pay in full closer to the course – then if a refund it given, we lose less in the Paypal fee.
	2. Newsletter – (H.Spencer) sent draft to Kelly 4/14/20 Cindy is currently writing newsletter. Looking for someone to take it over. Cindy to check on newsletters and meeting minutes posted to Chapter website. Most recent newsletter posted is October 2019.
	3. Membership – ( J. Gehrens) Update N/A
	4. Technology Lead – (D. DiGironimo) Website review N/A
	5. Social Media – (A. Layton)
	6. Nominations and Elections Committee (Mike McGowan, David Marciniak and Howard Spencer) Mike has action to send out e-ballot for elections.
3. 2019/2020 Planning
	1. Key Chapter Dates
	2. Topics and Speakers
		1. March – NFPA 70E Requirements & updates, Paul Shatkyvich CANX
		2. April - Active Shooter (Josh – Lawrenceville PD) CANX
		3. May 19th – Exec meeting, TBD/ possible virtual Chapter Meeting Consider virtual Meeting. Does the Society or Chapter Services offer guidance on virtual meetings? Dave G to test Zoom options. Unsure if there is a fee. Possible topic: Roundtable on how each company is responding to COVID-19. A presentation may be a better option than a roundtable. \*\*ExCom Call May 4th 6pm to discuss May meeting options. Cindy to set up Call-in information.
		4. May 28th (joint meeting NJ & Philly Chapters) Lockheed Martin, Moorestown, CANX
4. Old Business
	1. Donation of $500 to FourSafety in memory of Powell Stevenson Donation to Rutgers University Foundation was sent.
	2. R8 ROC – Scheduled for April 28-29 has been postponed until May and will be virtual. Cindy will share details with Exec Com to join in, if available.
5. New Business
	1. Thank you card from Stevenson family for Flower arrangement read by Cindy.
	2. Ashleigh recommended checking resources like WISE for ideas on how to prepare “Return to Work” procedures.

The meeting was adjorned at 6:05PM.