Executive Committee Meeting

ASSP Penn-Jersey Chapter

January 15, 2019

Villa Mannino, Bordentown, NJ – 4:00pm

**MEETING MINUTES**

**Present:** C. Baldwin, D. Guirguess, P. Stevenson, K. States, A. Layton, H. Spencer

1. Officers Reports
	1. President (C. Baldwin)
		1. NJSISC meeting Dec 13th update - no decisions have been made.
		2. Regional SPY award - no current nominations
	2. Vice president (H. Spencer) - Still working on logistics for BBB tour.
	3. Treasurer (D. Guirguess)
		1. Financial Report ending 12/31/18 - Dave provided.
		2. Pay Pal Account - Still need swipe attachment to accept credit cards at meetings.
	4. Secretary (K. States) review of Dec 2018 minutes - Approved as written
	5. Delegate (D. DiGironimo) - No update
	6. Government Affairs (P. Stevenson) – Should be receiving updates from the Society in January
2. Committees/Support
	1. PDC – (S. Davis) – No update
	2. Newsletter – (D. Thaker) – March is Ladder safety month, Cindy will send Dhruti info on safe patient handling conference
	3. Membership – (H. Spencer/ Josh Gehrens). Josh was added in order to access training and membership rosters. All executive members should be able to access membership rosters.
	4. Technology Lead – (D. DiGironimo) - No update
	5. Social Media – (A. Layton) - Posted meeting announcement & pictures from November meeting
	6. NJSISC info on Governor’s Awards (P. Stevenson) - Drop from standing agenda
	7. Nominations & Elections Committee (M. McGowan) - No update
3. 2018/2019 Planning
	1. Key Chapter Dates (Jan - May) - Cindy reviewed.
	2. Topics and Speakers
		1. Jan –  Selling Safety To Upper Management, Pat Karol, Keystone AD
		2. Feb – Hearing protection, 3M E-A-R rep - need speaker bio & blurb
		3. Mar – Fall Protection, Nigel Ellis
		4. Apr - Trenching & excavation hands-on, Howard Spencer
		5. May – Tour Burlington Bristol Bridge & Philly Joint Meeting
	3. NJSISC meeting Mar 21st, Trenton DoL
4. Old Business
	1. Financial Audit report submission (Danielle & Shaundree) - Need documentation.
	2. Technical Issues – Resolved
		1. Preferred email and contact numbers for exec committee –Kelly distributed
		2. Real Magnet use for distributing Newsletters & meeting announcements
	3. Membership tracking problems discussed – should be resolved
	4. Membership ideas (J. Grehens) – no update
		1. Recognize new members in Newsletter & website
		2. New member kit (pen, chapter brochure, etc)
		3. Follow up email
5. New Business
	1. ROC Meeting expected the week of April 15th (likely April 17) in Philadelphia
	2. Chapter dues - Discussion about raising chapter dues took place. The committee decided not to entertain an increase at this time.