Executive Committee Meeting

ASSP Penn-Jersey Chapter

March 19, 2019

Villa Mannino, Bordentown, NJ – 4:00pm

**MEETING MINUTES**

**Present:** C. Baldwin, K. States, A. Layton, H. Spencer, S. Davis

1. Officers Reports
	1. President (C. Baldwin)
		1. Philly Chapter joint meeting – May 21st – Awaiting speaker proposals from Philly chapter. Nothing yet to report on venue.
	2. Vice president (H. Spencer) - BBB tour is still in the works. Howard is speaking in April on trenching and the joint meeting with the Philly Chapter will be in May.
	3. Treasurer (D. Guirguess)
		1. Financial Report ending 2/28/19 – Cindy reported
		2. Pay Pal Account – No update on cube for credit card payments.
	4. Secretary (K. States) review of February 19 2019 minutes - Approved as written. Next meeting reminder will go out April 2.
	5. Delegate (D. DiGironimo) – Will need to know if Danielle will be able to attend the House of Delegates meeting in New Orleans. If not, the chapter will need to designate a proxy.
	6. Government Affairs (P. Stevenson) – Powell has submitted his resignation. Government Affairs is an appointed position, so no election is necessary for a replacement.
2. Committees/Support
	1. PDC – (S. Davis) – Tabled until 2019-2020
	2. Newsletter – (D. Thaker) – Dhruti has submitted her resignation. Newsletter is also an appointed position.
	3. Membership – (H. Spencer/ Josh Gehrens). The chapter has a new student member. Josh sent a nice email and Howard followed up with a welcome letter.
	4. Technology Lead – (D. DiGironimo) - No update
	5. Social Media – (A. Layton) - Ongoing
	6. Nominations & Elections Committee (M. McGowan) – No new nominations since the submittal of the elections email. Deadline for nominations is April 16. According to the chapter bylaws, an electronic ballet is permissible once nominations are closed and prior to the May meeting. The committee agreed to conduct an electronic ballet. We will need to contact Chapter Services (Arielle Semmel) for the electronic ballet. The deadline for national elections is March 31.
3. 2018/2019 Planning
	1. Key Chapter Dates (March - June)
	2. Topics and Speakers
		1. Mar – Portable and fixed ladder updates, Nigel Ellis
		2. Apr - Trenching & shoring duties of a competent person and soil classification, Howard Spencer
		3. May – Joint Meeting w. Philly Chapter
	3. NJSISC meeting Mar 21st, Trenton DoL – H. Spencer attending
4. Old Business
	1. Financial Audit report submission (Danielle & Shaundree) - Need official documentation.
	2. Membership tracking problems discussed – any officer should be able to get membership roster
	3. COMT updates – no update
	4. Power banks to sell – Pending Danielle’s testing results
5. New Business
	1. ROC Meeting April 17 in Philadelphia at US Cold Storage, Camden. Cindy will attend.
	2. Philly chapter PDC is April 18th at Lincoln Financial Field
6. Summer Discussion ideas: frequency/type of meetings, frequency of newsletter