Executive Committee Meeting

ASSP Penn-Jersey Chapter

July 11, 2018

Mastori’s, Bordentown, NJ– 6:00pm

**MEETING MINUTES**

**Present: M. McGowan, H. Spencer, C. Baldwin, K. States, D. DiGironimo, D. Thaker, D. Guirguess, A. Layton**

1. Officers Reports/ Transition activities

a. President (C. Baldwin) - Cindy distributed the Society key dates to new officers.

i. COMT report - Mike loaded the report at the end of June. The chapter achieved Platinum status for the 2nd year in a row. A discussion ensued about what activities earn points (Governors’ Awards, PDC, joint chapter meetings, volunteerism, technical sessions, tours, etc.).

b. Vice president (H. Spencer) – Howard is continuing to work on booking speakers for upcoming chapter meetings. In the near future, he will be burning copies of old newsletters and photos onto a CD for archive purposes.

c. Treasurer (D. Guirguess) - Cindy has all of the appropriate records for a financial audit. Shaundree and Danielle will conduct the audit.

i. Sovereign bank account report – Cindy provided the report.

ii. Pay Pal Account - Has $12.13 in account. Dave will close and figure out next steps for some mechanism for pre-registration for technical meetings.

iii. Banking change (Banks and account signatures) - It has been determined that the chapter will stay with Santander bank. Bank accounts have not yet been transferred. Cindy and Dave need to coordinate to go to bank to change signatories and name change.

d. Secretary (K. States) Kelly reviewed the June 2018 executive committee meeting minutes. Comments included: change all instances of ASSE to ASSP and add Penn-Jersey letterhead for. Approved as amended by all present.

e. Delegate (D. DiGironimo) - Nothing to report.

f. Government Affairs (P. Stevenson) - Absent

g. Transition Item: Officers will need to update forwarded email addresses assigned to Penn-Jersey officer email addresses.

2. Committees/Support

a. PDC – There is enthusiasm for one day conference with various topics (silica, confined space, process safety management, hot work, arc flash, ethics, employee engagement). Will need to be ready to market in September. Committee members are charged with coming up with additional topic/logistical ideas and send to Kelly by July 16

b. Newsletter – (D. Thaker) Next issue to be sent out last week of July/first week in August. Mike and Cindy will meet to walk through process.

c. Membership – (H. Spencer) - Haven’t gotten any communications. Cindy attempted to download list of members, but had formatting issues making the information unusable. Mike will look into this. Cindy will send welcome letters to all new members once the information is available. Cindy will contact an acquaintance in the Maguire AFB to discuss the influx of new military members.

d. Technology Lead – (D. DiGironimo) – The idea was raised to conduct a Facebook Live event during technical meetings. At the very least, a picture, the topic and information about each speaker should be posted after each technical meeting. Howard will need to notify speakers in advance and get media release to publish. Information about how to join the Facebook and LinkedIn pages should also be included in each newsletter.

e. Governor’s Awards (P. Stevenson) - Discussion is ongoing between local ASSP chapters and the NJSISC. Druti will forward information about the NJSISC to Cindy.

i. Atlantic City Safety Expo

3. Officer Training

a. ASSE Officer Central Modules - Not available yet. Can be found on ASSP website at Membership>Community Leader Resources> Chapter Leadership Roles

4) 2018/2019 Planning

a. Key Chapter Dates - Cindy distributed the list of dates to new officers.

b. Member Survey – The chapter hasn’t conducted a membership survey for some time, but they haven’t historically yielded a lot of feedback. Will table topic until Spring 2019.

c. Topics and Speakers

i. Sept - Catherine Knodel, Mindfulness

ii. Oct - Steven Connallon, Static electricity

iii. Nov - Past President Roundtable dinner

d. Calendar - Meetings will continue to be 3rd Tuesday of month

e. Venue - Meetings will continue to be at Villa Mannino

f. Speaker Gifts - Danielle presented 3 potential ideas: Power banks with Penn Jersey logo, Business card-shaped USB drive, pens with a stylus on them. Committee voted to order 10 power banks (for speaker gifts) and 150 pens (for giving out to meeting attendees).

5) New Business

a. SPY Award - Mike will put out call for nominations in July/August newsletter.

b. New ASSP Website and Penn-Jersey Website – Missing officer photos for Dhruti and Kelly. Changes can be made by sending to [chapterwebupdates@asse.org](mailto:chapterwebupdates@asse.org)

c. Leadership Conference – A motion passed to send two people to the October Leadership Conference in Chicago. Kelly and Ashleigh will attend.

Upcoming Key Dates

August 15: President must submit Annual Operational Plan to AD/RVP and Chapter Services for the 2018-2019 Chapter Year

August 15: Chapters that file their own taxes need to provide to Society Headquarters proof of filing or proof of extension to file ([chapterservices@assp.org](mailto:chapterservices@assp.org))

August 22: Next executive committee meeting at Mastori’s Diner at 6 pm

September 1: Society Office Election Committee candidate information due to Society

September 18: September Technical Meeting, Villa Mannino

Action Items:

All members

* Forward any further ideas about PDC topics to Kelly by July 16
* Keep key dates in mind and assist in meeting deadlines where possible
* Attend online leadership training once available
* Update chapter officer email forwarding addresses

Mike

* Put pictures from national conference on web site.
* Forward instructions on how to update chapter officer emails forwarding addresses to everyone.
* Put out call for SPY award nominations in July/August newsletter.
* Look into membership spreadsheet on assp.org website

Howard

* Bring camera to next meeting to take pictures of new officers.

Cindy and Dave

* Go to bank to change signatories and account name change.

Shaundree and Danielle

* Conduct financial audit.

Dave

* Close Paypal Account and figure out next steps for some mechanism for pre-registration for technical meetings.

Mike and Cindy

* Meet to walk through newsletter distribution process.

Cindy

* Contact an acquaintance in the Maguire AFB to discuss the influx of new military members.

Danielle

* Order speaker/member gifts

Dhruti

* Put information on chapter Facebook and LinkedIn pages in each newsletter

Kelly

* Amend minutes and add chapter letterhead
* Register for leadership conference

Ashleigh

Register for leadership conference