Executive Committee Meeting

ASSP Penn-Jersey Chapter

September 18, 2018

Villa Mannino, Bordentown, NJ– 4:00pm

**MEETING MINUTES**

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

1. Officers Reports/ Transition activities
	1. President (C. Baldwin)
		1. ASSP Officer emails – All officers have logged in and changed settings, if applicable.
		2. ASSP Officer Central Training Modules – Cindy requests that all officers take the Society Overview and Chapter Operations online modules.
	2. Vice president (H. Spencer) – Howard reported that he is in contact with Dr. Nigel Ellis, a fall protection speaker, for March. He has also made initial contacts about a tour of the Burlington-Bristol Bridge
	3. Treasurer (D. Guirguess)
		1. Financial Report ending 8/31/18 -  Dave provided report
		2. Pay Pal Account - Dave researched alternative ways for attendees to pay for technical meetings beyond PayPal. Santander bank recommends Clover Go, but the fees would not be cost effective until transactions were significantly larger than those for technical meetings. The committee agreed to stay with PayPal for the moment and Dave will request a new card swipe attachment.
		3. Financial audit is being finalized. Mike will send a template to Danielle for documentation purposes.
	4. Secretary (K. States) review of August 2018 minutes. Adopted as amended (chapter email addresses include hyphen)
	5. Delegate (D. DiGironimo) – Danielle reported that there are three ASSP Bylaw amendments up for a motion. The amendments will be voted on by email by October 13.
		1. Changing the title of Executive Director to Chief Executive Officer
		2. Updates to the Nominations and Elections section
		3. Remove the Bylaws Committee as a standing committee
	6. Government Affairs (P. Stevenson) - No updates

2) Committees/Support

* 1. PDC – (S. Davis)  - No updates
	2. Newsletter – (D. Thaker) – September newsletter was sent. Going forward, Kelly will send out meeting reminders and newsletters using RealMagnet.
	3. Membership – (H. Spencer) – Howard has not received an update from the society about getting useful membership lists. He’s found a box of chapter paraphanalia that he will pass along to Cindy. The chapter will be advertising to see if anyone is interested in the position of membership chair in the future. This is an appointed position. Committee members should send possible prospects to Cindy.
	4. Technology Lead – (D. DiGironimo) – No update
	5. Social Media – (A. Layton) – The LinkedIn page for the chapter is still titled ASSE and needs to be edited.
	6. Governor’s Awards/Atlantic City Safety Expo (P. Stevenson) – Cindy will attend the NJSISC meeting on September 20 to receive update. The agenda will include discussion of the August 10 memo to the NJSISC from the Commission of the NJ Dept of Labor and Workforce Development, which will likely impact the awards/expo.

3) 2017/2018 Planning

* 1. Key Chapter Dates (Sept –Dec)-  Cindy reviewed.
	2. Topics and Speakers
		1. Sept 18– Mindfulness, Catherine Knodel. Need sign-in sheet.
		2. Oct 16– Static Electricity, Steven Connallon
		3. Nov 13 (because of Thanksgiving) – Past Presidents, Recognition, Round Table. Society will send information on who is being recognized.
		4. Dec 18 – Exec Leadership planning meeting
	3. Calendar - September 20, 10 am - 12 pm is NJSISC.
	4. Fall ROC will be a web-based. September 21, 9 - 11 am. Everyone is encouraged to participate. Cindy will send registration information.

 4) Old Business

1. Chapter SPY Award-information was sent to all members on 8/22. Regional SPY information was sent to the executive committee.
2. Leadership Conference, Chicago.  Kelly and Ashleigh are registered and will attend.
3. NACOSH “Our Turn” Pledge – Region responded that the chapter may not sign; would require Society position. Will not be pursued further.
4. Name tags – Cindy found template for printing our own. Will look further for name tags that we can simply purchase.

5) New Business

1. Chapter Website – all executive committee members should be monitoring. Danielle will take the responsibility of monitoring and reminding committee members when updates are needed.
2. ROC Fall 2019 or Spring 2020 – We’ve been asked to consider hosting the ROC Fall 2019 or Spring 2020. Would not cost money, but would require significant investment of time.

Action Items:

All committee members

* Take online “Society Overview” and “Chapter Operations” modules on officer central training site
* Participate in upcoming ROC webinar, September 21, 9 – 11 am, if available
* Send names of potential membership chair to Cindy

Danielle DiGironimo

* Complete online training module for Delegate and report back to Cindy
* Finalize financial audit

Kelly States

* Put meeting minutes onto chapter letterhead and send to Cindy, post to website.
* Send out technical meeting reminder and newsletter.

Dave Guirguess

* Request new card swipe attachment for PayPal

Cindy Baldwin

* Attend NJSISC Meeting
* Order name tags for executive committee

Mike McGowan

* Send Danielle financial audit template

Howard Spencer

* Send committee speaker information for October

Ashleigh Layton

* Changed Chapter LinkedIn page to ASSP