Executive Committee Meeting

ASSP Penn-Jersey Chapter

October 16, 2018

Villa Mannino, Bordentown, NJ– 4:00pm

**MEETING MINUTES**

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

1. Officers Reports/ Transition activities
	1. President (C. Baldwin) - Name Tags for the executive committee team have been ordered from ASSP. Nine nametags at $10 each will be paid for from Society dues
	2. Vice president (H. Spencer) – A speaker from the 3M E-A-R program will lead the technical meeting in January or February, the Keystone Area Director will (hopefully) speak in January or February and Dr. Nigel Ellis will speak on Fall Protection in March.
	3. Treasurer (D. Guirguess)
		1. Financial Report ending 9/30/18 – Dave provided
		2. Pay Pal Account – There is money in the PayPal account. How often should we transfer to Santandar? Dave will request new card swipe attachment from PayPal.
	4. Secretary (K. States) Review of September 2018 minutes. Adopted as written.
	5. Delegate (D. DiGironimo)
		1. ASSP Bylaws amendments – HOD e-vote submitted on October 12. 5 in favor, 0 opposed.
	6. Government Affairs (P. Stevenson) – No report
2. Committees/Support
	1. PDC – (S. Davis) – No report
	2. Newsletter – (D. Thaker) Oct newsletter sent on October 12. May send November newsletter after meeting to highlight honorees.
	3. Membership – (H. Spencer). Still having trouble getting membership roster.
	4. Technology Lead – (D. DiGironimo) – No report.
	5. Social Media – (A. Layton) Posted some items on Facebook. Updated Linked In page to ASSP.
	6. NJSISC info on Governor’s Awards/Atlantic City Safety Expo (P. Stevenson) – Cindy reported on September NJSISC meeting. There will no longer be a safety expo in Atlantic City. There was a lot of discussion about the Governor’s Awards being limited to VPP/SHARP sites. The committee agreed to re-evaluate criteria for the Governor’s Awards to include entities beyond VPP/SHARP. It is expected that the decision will be announced at the December NJSISC meeting and the Penn-Jersey Executive Committee will decide on hosting a dinner based on those results at the January executive committee meeting.
3. 2018/2019 Planning
	1. Key Chapter Dates (Sept –Dec) Reviewed.
	2. Topics and Speakers
		1. Oct – Static Electricity, Steven Connallon
		2. Nov – Past Presidents, Recognition, Round Table – 3 members will be recognized for 25 years of service: Steven Lowe, Francis Nowicki, Heather Thompson. Howard will update and send list of past presidents to Cindy and Kelly by Friday October 19. Cindy will order plaque for past president.
		3. Dec – Exec Leadership planning meeting
		4. Jan – Tentatively 3M E-A-R representative on Hearing Conservation (could also be February)
		5. Feb – Tentatively Pat Karol, Keystone Area Director
		6. Mar – Fall Protection
	3. Calendar- Next NJSISC meeting December 13, 2018, Trenton DoL
4. Old Business
	1. Financial Audit report (Danielle & Shaundree) – No report
	2. Table drape & Banner for Chapter – Received. Ashleigh posted on Facebook
	3. SPY Award – Mike has a received a nomination, will take lead
	4. Leadership Conference Feedback (Kelly & Ashleigh) provided highlights at executive committee meeting and technical meeting. Need to engage membership (greeters at meetings, virtual spaces, phone calls, invitations, sharing of success, etc.)
	5. Fall ROC webinar feedback (9/21) – No one present attended.
5. New Business
	1. Membership Chair – will advertise
	2. Technical Issues
		1. We need to establish preferred email addresses for each executive committee members and collect contact info (for committee use only)
		2. Mike will review use of RealMagnet with Cindy and Kelly