Executive Committee Meeting

ASSP Penn-Jersey Chapter

November 15, 2018

Villa Mannino, Bordentown, NJ– 4:00pm

**MEETING MINUTES**

**Present:** C. Baldwin, H. Spencer, D. Guirguess, A. Layton, M. McGowan, P. Stevenson.

1. Officers Reports/ Transition activities
	1. President (C. Baldwin) - Name Tags were received and distributed to these present.
	2. Vice president (H. Spencer) – The speakers for Jan, Feb and March are confirmed and he’s working on a May tour.
	3. Treasurer (D. Guirguess)
		1. Financial Report ending 10/31/18 – 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 – It was reported all 3 motions were voted in for the amendments. All were considered administrative changes.
	6. Government Affairs (P. Stevenson) – No updates to report.
2. Committees/Support
	1. PDC – (S. Davis) – No updates to report.
	2. Newsletter – (D. Thaker) A draft Nov newsletter was sent out for review. It was not published but will be rolled into a Nov/Dec newsletter as discussed at last meeting. We want to include recognition of honorees from Nov meeting in this edition.
	3. Membership – (H. Spencer). Society aware of the issues with pulling a roster and utilizing the data.
	4. Technology Lead – (D. DiGironimo) – No updates to report.
	5. Social Media – (A. Layton) More Chapter related items are showing up on Facebook. Mike will see about changing our title page for Linked..
	6. NJSISC info on Governor’s Awards/Atlantic City Safety Expo (P. Stevenson) – No further updates until after next JJSISC meeting in Dec.
3. 2018/2019 Planning
	1. Key Chapter Dates (Sept –Dec) Reviewed, none at this time.
	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.
		3. Dec – Exec Leadership planning meeting will be held on Tuesday, Dec 11th, at Mastoris starting at 6 pm.
		4. Jan – Selling Safety to Upper Management, Pat Karol, Keystone Area Director Tentatively 3M E-A-R representative on Hearing Conservation (could also be February)
		5. Feb – Hearing Protection, 3M E-A-R representative
		6. Mar – Fall Protection, Nigel Ellis
	3. Calendar- Next NJSISC meeting December 13, 2018, Trenton DoL
4. Old Business
	1. Financial Audit report (Danielle & Shaundree) – The audit is completed with no findings. A formal report will be submitted for our records.
	2. SPY Award – Mike took lead on ordering the award for nomination., will take lead
	3. 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.)
	4. Fall ROC webinar feedback (9/21) – Mike discussed and forwarded information discussed. He also re-sent the Region VIII Safety Challenge information for distribution of funds for scholarships. No action items are open at this time. The Philadelphia Chapter will host the April ROC.
5. New Business
	1. Membership Chair – discussing with potential members for interest.
	2. Technical Issues (same as reported previous month)
		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

Action Items

Danielle DiGironimo

* Submit financial audit report

Kelly States

* Put meeting minutes onto chapter letterhead and send to Cindy, post to website.
* Send out technical meeting reminder and newsletter.
* Collect preferred email addresses and contact info for executive committee use from committee members

Dave Guirguess

* Work on changing PayPal to another company, per his research

Howard Spencer

* Keep in contact with speakers
* Respond and Reach out to inquiry passed from Dhruti for information

Mike McGowan

* Review use of Real Magnet with Cindy and Kelly