Executive Committee Meeting

ASSP Penn-Jersey Chapter

December 11, 2018

Mastori’s, Bordentown, NJ– 6:00pm

**MEETING MINUTES**

**Present:** K. States, J. Gehrens, A. Layton, D. Thaker, C. Baldwin, H. Spencer, M. McGowan, P. Stevenson, S. Davis

1) Officers Reports

a. President (C. Baldwin) - Nominations & elections committee – Cindy appointed Mike McGowan, Dhruti Thaker and Josh Gehrens to the Nominations and Elections Committee.

b. Vice president (H. Spencer) - Have speakers for January through March. May is usually joint meeting with Philadelphia. Cindy will reach out to Philadelphia chapter to gauge interest in a joint meeting - must decide by January executive meeting. Have confirmation of tour of Burlington-Bristol Bridge. Would be 2 - 3:30 pm on a weekday in April or May. Could also do any time on weekend. The committee agreed that a weekday is best and wishes to hold it in May. Howard will find out a max capacity in order to determine if we should/can invite other chapters.

c. Treasurer (D. Guirguess) – No update. Cindy will get financial report from Dave.

d. Secretary (K. States)  - Nov 2018 minutes were approved as submitted.

e. Delegate (D. DiGironimo) – No update.

f. Government Affairs (P. Stevenson) - Haven’t received emails from the Society. Shaundree will look into this.

2) Committees/Support

a. PDC – (S. Davis) - on hold, pending contact with Joint Base McGuire-Dix-Lakehurst

b. Newsletter – (D. Thaker) Nov/Dec recognition newsletter - Will go out this week. Must be out pre-Christmas

c. Membership – (H. Spencer/ Josh Gehrens) - Received notification about student graduate from Millersville. Howard and Josh will reach out.

d. Technology Lead – (D. DiGironimo) – No updates.

e. Social Media – (A. Layton) - No updates.

f. NJSISC info on Governor’s Awards (P. Stevenson) - NJSISC Meeting is this Thursday, December 13. At that meeting, they will announce their results about reconsidering limiting the awards to VPP and SHARP program recipients. Will evaluate next steps after that update.

3) 2018/2019 Planning

a. Key Chapter Dates (Sept –Dec)  - Nominations and elections in January.

b. Topics and Speakers

i. Dec – Exec Leadership planning meeting

ii. Jan –  Selling Safety To Upper Management, Pat Karol, Keystone AD - Cindy will confirm with Pat.

iii. Feb – Hearing protection, 3M E-A-R rep,

iiii. Mar – Fall Protection, Nigel Ellis

iv. Apr?

v. May – Tour of BBB

c. NJSISC meeting Dec 13th, Trenton DoL

4) Old Business

a. Financial Audit report submission (Danielle & Shaundree) – Need final documentation from Danielle.

b. Technical Issues

i. All members send preferred email & mobile number *for* *executive committee business* to Kelly.

ii. Real Magnet use for distributing Newsletters & meeting announcements – Kelly can send meeting announcements, but not newsletters. Mike, Cindy and Kelly will meet.

5) New Business

a. Membership ideas (J. Grehens) - We’re not currently receiving notification from the Society about new members. Shaundree will look into this. Discussion will continue once we know how to identify new members effectively.

i. Recognize new members in Newsletter & website

ii. New member kit (pen, chapter brochure, etc)

iii. Follow up emails

b. ROC Spring Meeting (S. Davis) – Tentatively scheduled for the week of April 15 in Philadelphia.