



Three Rivers Chapter Meeting Minutes

Meeting Name:	ASSE Three Rivers Board Meeting Minutes		
Date & Time:	10/21/16 1:30 PM – 2:30 PM	Meeting Location:	Sheraton
Minutes Prepared By:	Anita Worden		

1. Attendees

Executive Board			Chairpersons	
X	Jeff Winter		X	Mery Sennett
X	Pat Genovese	X		Tom Hogue
X	Anita Worden		X	Angela Aparicio
X	Carol Frye			Kevin Graves
	Joe Lasky			Ralph Barszcz
X	Robert Zima			Dawn D'Ostillo

X for Attended

2. Meeting Minutes

1. Approve July Planning Meeting Minutes Pat motioned to approve, Anita seconded.	1:30 pm
2. President Report (Jeff) <ul style="list-style-type: none"> Regional Updates: Region V call cancelled. No update. COMT status / Platinum Target Updates: Will determine how to get 150 more points to make platinum status. Jeff will not be available in November. Pat will do the intro. Anita will bring a laptop. 	1:35 pm
3. Membership Report (Robert) <ul style="list-style-type: none"> Current Count: 330 members. New Members: 2 New Members and 18 transferred in; 13 have memberships expiring this month. Robert will send emails to these members. Anita sent Robert sample wording. For interested new members there is a “wave application fee” code so the new member does not need to pay the \$25 application fee. Student recruitment – no update 	
4. Treasury Report (Carol) <ul style="list-style-type: none"> Current Funds: \$9,443.49 <u>Approximate</u> funds from the CSHEC is \$11,000 per sponsoring groups. Discussed ASSE dues and chapter portion. Checks are issued in lump sums. Previously discussed the need for a more structured budget. Discussed what this means; more details in the budget Anita will send a previous STARS report. 	1:40 pm
5. Program Chair Update (Mery) – <ul style="list-style-type: none"> CEUs – sent in for this quarter. Discussed next quarter and how CEUs can be potentially awarded with Student Presentations in March 2017. Board decided to make the Machine Safety 101 Workshop a 4 hour event instead. Mery will submit all applications for CEUs by end of November. Anita will contact John Newquist for November’s meeting on New OSHA Recordkeeping Rules. 	
6. Honors & Awards (Mery)- <ul style="list-style-type: none"> It was thought that a form for honors and awards would be helpful and can be used for nominations for potential recipients. Mery will draft a form. Intro slides will be done for Chapter Recognition such as Anniversaries. Will need to check the roster to determine anniversary years. 	



2. Meeting Minutes

- An email will be sent to all meeting attendees thanking them for attending, asking if they have any significant events to report, ie. Certifications; promotions. (Robert Zima)
 - i. The same questions to be loaded into the meeting registration site. (Jeff Winter)
- 2016 SPY nominations - Chapter SPY awarded on this date to Anita Worden.

7. Website/LinkedIn: Kevin Graves has not been able to update LinkedIn. Angela has continued to update in the meanwhile.

- FaceBook: Updated by Anita.

8. Golf Outing: More volunteers are needed to work the outing. i.e. registration and payments and clean-up after. All the chapters that participate must assure there are volunteers helping.

- This year's outing had a golf ball sponsorship, a sponsor for drinks plus a few unexpected sponsors.
- Next year's Golf Outing date in 9/22/17.

9. Chapter, Region & Society Events

- Need to put save the dates for the PDC's (CSHEC 9/18 – 21 and ASSE in Denver 6/19 – 22).
- Fall ROC: Jeff attended full ROC; Mery attended day 2.
- Pictures from the Chapter were requested; there is a free chapter ad once a year for Professional Safety Magazine. We can get ours published if we have pictures or information to share.
- The Spring 2017 ROC is in Great Plains Chapter, Omaha, Nebraska. (2nd or 3rd week of April.) Potentially, the next one will be at ASSE Headquarters.
- Leadership Conference: 6 Three Rivers Board attendees- Several good sessions: Event Espresso (tools and navigation) and Mail Chimp.
- There was discussion about potentially not having member emails at our disposal and all communications would go through mail chimp.

10. New Business

- Social Event: Evening/Happy Hour would be nice to get to know each other better.
 - Pat: suggested polling our members about attending a networking event.
 - Having a registration process.
 - Start with a survey question.
 - Pat will look at the rooster for contacts.
 - Scot Salzman has volunteered for a brewery tour and event for us.
- Website Layout Update: Board voted to update the chapter website to a "one page" look so scrolling down would not be needed. Jeff is working on this.
- Website Upkeep (Events, Photos, News). Jeff will reach out to Kevin about how to do this.
- Involvement Motivators (micro-volunteering): Can we get volunteers for specific tasks? Have a list up at the meeting and ask for volunteers. The board needs to ask people directly.
- Succession Planning: Needs assessment to determine who might be good for certain positions was discussed. A form from the ROC was shared. Jeff is following up on this.
- Announcement Slide
- Attendance Motivators (credit for attending, early bird discounts, etc.) Free for OSHA, jobless, Students, Retired. Credit towards PDC attendance or the Golf Outing are possibilities. "If you attend 3 events" to encourage attendance at more than one meeting. Or "Attend all meetings."
- Guest Name Badges: Have preprinted name badges for attendees.



2. Meeting Minutes

- Can print right off of the Event Espresso; and use the Avery Label system.
- New Member Welcoming: Board Members sit with them and talk to them.
- Provide Society Updates – Members of practice specialties could send the updates in.
 - Pat will ask ASSE for a roster of our chapter members to see what practice specialties members are involved in.
- Pat wants to see who in our geographic area received ASSE Foundation Scholarships, and invite them in to speak.
- Mery: Talked about ADA Marketing Consulting Company. They are looking at our brand. Several people were asked to attend a ½ day meeting from NEIL and Chicago Chapter and Three Rivers (Mery) for an opinion discussion. They are collecting this information for potential logo change.

11. Adjourn – Motion to adjourn made and seconded at 3:08PM.