



Three Rivers Chapter Meeting Minutes

Meeting Name:	ASSE Three Rivers Board Meeting Minutes		
Date & Time:	3/10/17 1:10 PM – 2:14 PM	Meeting Location:	Sheraton, Lisle
Prepared By:	Anita Worden, Secretary		

1. Attendees							
Executive Board				Chairpersons			
X	Jeff Winter		Brenda Allard	X	Dawn D'Ostilio	X	Diane Rigsbee
X	Pat Genovese	X	Greg Meyer		Mery Sennett		
X	Anita Worden				Tom Hogue		
X	Carol Frye				Angela Aparacio		
	Joe Lasky				Kevin Graves		
X	Robert Zima				Robert Barszcz		

X for Attended

2. Meeting Agenda	
1. Approve February 2017 Board Meeting Minutes (Provided by Jeff) motion to approve: Pat Genovese motioned to approve; Carol Frye seconded.	1:00 pm
2. Presidents Report (Jeff) <ul style="list-style-type: none"> COMPT Needs: Officer training needed for all board members https://learn.asse.org/leadership-training (Need Membership Chair, Program Chair if not already completed) Member Skills Matrix – Jeff will reach out to Brenda on organizing the skills matrix putting one person as the contact. Job Postings – All agreed there should be a section for including resumes on the TRC website. 	1:05 pm
3. Membership Report (Robert) <ul style="list-style-type: none"> Current Count: 337 New Members: 6 new - 7 transfers in. 2 transferred out. 22 memberships expire this month. Student recruitment: Chapter would like to try to for Safety Day in March of 2018. 	1:15 pm
4. Treasurers Report (Carol) <ul style="list-style-type: none"> Current Funds \$24,536.31 Budget Development – Anita sent Jim Lange a reminder for sample budgets and will forward to Carol and Jeff. 	1:20 pm
5. Program Chair Update (Mery) <ul style="list-style-type: none"> CEUs April 21st meeting will be the Student Presentations at NIU in Naperville. Jeff spoke to Amy, President of the NEIL Chapter who stated the schedule is set. Jeff will send out the schedule. A Board meeting is planned that date also. Kevin and Brenda will put out the announcement. May – Round Table – A survey will be sent to chapter members to get topics and ask for participation in their suggested topic discussions. 	1:25 pm
6. Honors & Awards (Mery) <ul style="list-style-type: none"> Anniversary Recipients SPY Nominations – Need more of an announcement to have people email Mery to let her know if there are nominations. To be included in the Newsletter and posted on 	1:30 pm



2. Meeting Agenda	
<ul style="list-style-type: none"> the TRC website. Chapter Awards – no new chapter awards. Monthly recognition success? Not yet. Way of capturing previous events outside of news? Not yet. 	
<p>7. Website/LinkedIn (Kevin Graves)</p> <ul style="list-style-type: none"> Website updates – collecting photos with subtitles for posting. Presentations from past presenters? Jacob Scott’s presentation is pending. (OSHA Update) Jeff will reach out to Steve K. at SCSE to see if we can post their topic on Workers Comp update. Meeting Minutes – Need to be uploaded – Jeff will check with Kevin Graves. 	1:35 pm
<p>8. Golf Outing (Greg)</p> <ul style="list-style-type: none"> 2017 Planning <ul style="list-style-type: none"> NEIL Chapter wants to be more involved and provided a contact. We need someone to lead the coordination from Three Rivers Chapter. Greg will be traveling at that time and will contact Joe Lasky and/or Brenda to lead. 	1:40 pm
<p>9. Chapter, Region & Society Events (Jeff)</p> <ul style="list-style-type: none"> ROC in Omaha April 6 & 7 PDC in Denver June 19-22nd Two Delegates are Greg Meyer and Brenda Allard (to be confirmed). 2017 Society elections; vote by March 31st – Two of the Candidates are: Greg Meyer, Jim Lange 	1:45 pm
<p>10. CSHEC (Anita)</p> <ul style="list-style-type: none"> Conference planning is moving ahead. Anita will check with Kevin Aikman on a TRC ASSE vendor table to present information. Pat Genovese will look for a brief description of chapter. 	1:50 pm
<ul style="list-style-type: none"> New Business (Everyone) Social Event – May 11th 4 to 6pm – 30 people max. Cash bar. Send a separate announcement for this event. Members only initially. Angela to develop another newsletter. Put the elections in there. Practice Specialty updates – Select people for each Practice Specialty. Updates needed from Specialty areas: Pat/Insurance, Jeff/Manufacturing and Engineering, Greg/Consulting & Bob /Construction. Elections Committee Update: Stewart Feinberg for Governmental Affairs Chair. Suggestion is for us to make calls based on registrations since January. Carol to send the total registrations lists since October to Jeff. Another chapter did “e-voting” for chapter. Anita emailed Jim Lange asking if we need a majority of the chapter voting if we conduct E-voting. In the Membership Survey Topic for the topics for the May meeting questions will include asking about meetings, tours and time and date along with topics ideas. Jeff requested that Board Members make the board meeting if they cannot make the technical session. 	1:55 pm
<ul style="list-style-type: none"> Adjourn at 2:13 – motioned by Bob Zima; Seconded by Greg Meyer 	2:14 pm

The Chapter Audit followed this meeting.