| **Meeting Name:** | **Board Meeting Minutes** | | |
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| **Date & Time:** | 1/14/18 7:15 AM – 7:38 AM | **Meeting Location:** | Conference Call |
| **Prepared By:** | Anita Worden | | |

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| 1. Attendees | | | | | | | | |
| **Executive Board** | | | | **Chairpersons** | | | |
| X | Brenda Allard |  | Dawn D’Ostilio |  | Angela Aparicio |  |  |
| X | Pat Genovese |  | Greg Meyer | X | Mery Sennett |  |  |
| X | Anita Worden | X | Jeff Winter | X | Diane Rigsbee |  |  |
|  | Robert Zima |  |  |  | Stuart Feinberg |  |  |

***X*** *for Attended*

| 2. Meeting Agenda | |
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| 1. Approve Previous Meeting Minutes (Provided by Anita) Pat moved and Mery seconded for approval. | 7:15 am |
| 1. Program Chair Update (Diane)  * February Meeting Plan/Prep: Ready for OSHA Update in February. Diane emailed Jake Scott and checked in with Candra and it appears all will move forward in spite of the government shutdown | 7:17 am |
| 1. Presidents Report (Brenda)    * COMT report – Greg submitted what was submitted in the past. Brenda will prepare something for the next meeting.    * Succession Planning - Mery will step in and take on the Audit Chair. By next meeting Brenda will have the listing; working with Jeff to get a meeting together. Jim McGovern and Cara B. have expressed interest in possibly getting involved. Brenda will get them a copy of the Roles and Responsibilities. | 7:25 am |
| 1. Membership Report (Brenda & Robert)    * Current Count: Not Available    * New Members:    * Student recruitment: | 7:28 am |
| 1. Treasurey Report (Pat) Pat will continue on as Treasurer as all forms, documents and funds have been transferred to Pat. He is sorting through.  * Current Funds: > $46,000 If we go over $50,000 we will need to file a tax form. * Budget Update: | 7:29 am |
| 1. Honors & Awards (Mery)  * Certificates for year anniversaries were sent. Mery will invite them to the April TRC meeting. This year we have a 50th Anniversary, Thomas S. Bresnashan. Maybe have a special 50th Anniversary Cake and/or another gift. * SPY Nominations: None received. Mery provided Angela the info for the Newsletter and the nomination form. | 7:30 am |
| 1. Chicagoland Safety Conference (Mery )  * Planning meeting starts this Friday, 1/16/19 for the 2019 CSHEC | 7:32 am |
| 1. New Business    * Donate to Foundation in June. Probably $1,500    * Social Event – Jeff will start planning ideas.    * Brenda will notify Chapter Services that Pat Genovese is the new Treasurer.    * We need a replacement bulb for the projector. We need to make sure the hotel dims the lights over the screen when we arrive at the meeting. Suggestion made to purchase a new projector vs. a new bulb, which costs $219. | 7:33 am |
| 1. Adjourn | 7:38 am |