



American Society of Safety Engineers CT Valley Chapter

Executive Committee Meeting Minutes

Date: 10/17/2016

Time meeting called to order: 12:30 Adjourned: 1:30

Location: Phone Conference

Attendees:

- Allison Bresloff – President*
- Maryanne Steele – President Elect*
- Dan Pivin – Vice President*
- Rosemary Coggeshall – Treasurer*
- Michael Stanczyk – Secretary*
- Nathan Fague – Past President*
- Joe Bongiovanni – Construction Practice Specialty
- Nathan Fague – Communications Chair, Jobs Chair
- John Able, CSP – Nominations, Newsletter Editor
- Dave Butterfield – Awards & Honors Chair
- Walt Tucker – Government Affairs Chair
- Tim Healy – Chapter Student Affairs Chair
- Ralph Willing – Scholarship Chair
- Maryanne Steele – Western Massachusetts Chair
- Jack Braddock – Foundation Liaison
- Sylvia Malinsky – Chapter Membership Chair
- Marc Nettleton - Delegate*
- Nathan Fague - Delegate*
- Tom Benedict
- Michael Kaufman

Quorum present: Yes / No (a majority of the * need to be in attendance to make it a quorum) **YES**



Approval of the previous minutes: Approved

Treasurer's Report: Executive Committee meeting minutes must reflect submittal and approval of the monthly financial report. Approved / Not Approved **Not Submitted**

Old/New Business Items

- Allison attended the Fall Regional Operating Committee (ROC), with the Regional Vice President (RVP) Aaron Cameron and ARVP, Mike McGee. One of the key items that came from the meeting was the request that the chapter perform a SWOT analysis (S)trength, (W)eakness, (O)ppportunity and (T)hreat and respond by the DEC ROC meeting. We are looking for volunteers from the board to do a SWOT analysis and come up with one item for each of these categories. There will be a follow-up call in November, before the December meeting.
- On a budgetary note, the Chapter has not received the \$750 reimbursement for Maryanne Steele to attend the Leadership conference last year.
- December 1st is the deadline for Society Professional Development Grants. If you or anyone you know may be interested, an application can be found on the Society website. The region got back \$40K for Professional Development grants which equals a lot of opportunity on the Society and Regional level.
- Nate mentioned the application for the Safety Professional of the Year is available at Officer Central and that we should apply.
- The tour of the Colt factory was scheduled for the day following the board meeting. This was a very popular event and the 20 available slots filled up very fast and there was a long waiting list. There is a possibility of another tour after the New Year.
- Upcoming meetings – November 9th, Maryanne has an event scheduled regarding fires at colleges that will be presented at UMASS Amherst. A presentation given by a couple of survivors of the Seton Hall fire. December 5th, Nate will be hosting a social event/technical meeting at the Mystic Aquarium.
- Some best practices that came out of the Leadership Conference – The Bakersfield chapter provided their list of meeting and materials that we can use for



inspiration for our Chapter meetings, Tools available include Event Espresso, Poll Daddy (for surveys) and YouTube channel hosting.

- A question came up about the potential to have a social media manager (Facebook, Twitter, LinkedIn, etc).
- Several chapters have a Professional Development Chair, who would be responsible for setting up CEU's for meetings.
- There are several opportunities for chapter involvement if anyone is interested (newsletter, meeting greeter, etc).
- The New England Area Operating Committee and the PDC are coming up. Allison is looking for someone in the chapter to attend. Nate suggesting authorizing up to \$500 for attending with future adjustments possible. The motion was seconded and passed. It was noted that if an attendee volunteers at the PDC, the cost to attend is less.
- A Chapter financial report is needed. The Treasurer was not in attendance, but when the report is received, it will be distributed to the board.
- A Regional Audit will be performed on the Chapter
- The Chapter Bylaws were distributed for comment. Maryanne commented that the Western Mass Chapter should have a say or vote on the Executive Board. Board members are encouraged to review the bylaws and send any comments or suggestions for improvements to Mike Stanczyk by November 15th. Maryanne Steele added that the OSHA Summer Summit for 2017 is scheduled for June 13th. Nate will send out a save the date notice, Mike S to post on the website Calendar.
- Allison noted that we should be pursuing CEU's for our meeting and that we will have another telephonic board meeting next month
- If you have any pictures from meetings, outings or other photo's that may serve as a banner photo on the Chapter Homepage, please forward them to Mike Stanczyk (mikes@mcpheusa.com)



Exact wording of all motions including names:

- 1) Motion by Nate Fague to approve \$500 for attendance of the upcoming PDC

Results and number of votes

- 1) Motion was passed – all in favor

Motions tabled or postponed

None

Date/Time and Location of the next meeting: TBD

Michael Stanczyc
Secretary
CT Valley Chapter
ASSE