



American Society of Safety Engineers CT Valley Chapter

Executive Committee Meeting Minutes

Date: 3/21/2018

Time meeting called to order: 12:00 Adjourned:

Location: Phone Conference

Attendees:

- Maryanne Steele – President*
- Ed Zimmer – President Elect*
- Chip Darius – Vice President*
- Walt Tucker – Treasurer*
- Michael Stanczyc – Secretary*
- Allison Bresloff – Past President*
- Joe Bongiovanni – Construction Practice Specialty
- Nathan Fague – Communications Chair, Jobs Chair
- John Able, CSP – Nominations, Newsletter Editor
- David Butterfield – Awards & Honors Chair
- Walt Tucker – Government Affairs Chair
- Theresa D’Amelio – Chapter Student Affairs Chair
- Ralph Willing – Scholarship Chair
- Michael Kaufman – Western Massachusetts Chair
- Jack Braddock – Foundation Liaison
- Sylvia Malinsky – Chapter Membership Chair
- Delegate*
- Delegate*
-

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 -
APPROVED

Old/New Business Items

ROC Meeting – A vote was taken concerning supporting Maryanne attending the ROC at an amount \$800. All voted to support the attendance. Walt also noted that it may help to get our funds back from the former Nutmeg Chapter.

OSHA Summer Summit – There is a \$100 fee to have the conference attendance set up to be eligible for CEU's. A vote was taken to appropriate the funds to support this effort. All voted in favor. There was a discussion about appropriating the funds to support speaker gifts for the presenters at the conference. This is something the Chapter has done in past years. There is another organization that has made it known that they could also provide the speaker gifts. There was a discussion about other upcoming expenses with Safety 2018 in the near future and it was brought up that we could take the funds that went to the CT Science Fair or cover expenses for Safety 2018 out of the Money Market account. A vote was taken and Mike and Walt voted not to fund the speaker gifts. Maryanne was not comfortable without a unanimous vote, so the discussion was tabled for another meeting.

Scholarship Fund – A discussion was had concerning the continued support of the Scholarship fund. A suggestion was made to send funds to the Society to support professional development grants. Nate volunteered to gather information on the program from Society. Further discussion was tabled for a vote once the information is received.

Website – a poll was taken to determine what color scheme to use for the new website. The green color scheme was most popular and was forwarded to Society as our decision.

By-Laws Update – the Chapter By-Laws were updated to reflect the name change to the ASSP. The document was signed and sent on for final signature.



CT Science Fair – Nate, Sylvia and Maryanne attended to judge. Thanks for representing the Chapter.

Chapter Dues – there was some discussion concerning dues and how much the Chapter/Society charges. Walt volunteered to follow up with the Society on the dues structure.

Upcoming Elections – It was noted that we still need a President, Vice-President, Western Mass Secretary and Communications Chair. Maryanne also suggested needing a Social Media & Jobs Chair.

Newsletter – the newsletter is being put together. It was agreed that the newsletter did not need to be circulated to the board members prior to sending it out.

New Member Letter – Maryanne sent a new member welcome letter to Sylvia to be distributed by the end of the month.

Website Updates – There were several suggestions for edits/updates needed to the Chapter website. Mike S. was to address the issues.

ASSP – The new logo is available, however we are not supposed to use it until June. We still need to update our bank account and PayPal information to reflect ASSP, once we get the new charter from the Society.

CBIA Conference – we will have a booth at the upcoming CBIA conference on May 23rd. The conference is at the Radisson Hotel in Cromwell. Walt and Sylvia volunteered to man the booth.

Reports – It was noted that the Leadership Report and the Financial Report are due by May 31st.

Nutmeg Chapter Funds – Breaking news, Maryanne received notice from Aaron Cameron that the vote to return the funds to the Chapter had passed!

Upcoming Events – 4/20 (WM) Site Specific Safety Plans, 4/26 FM Global Research Campus Tour, 5/18 (WM) Case Studies, 5/23 CBIA Conference, 6/14 OSHA Summer Summit, TBD July Board Transition Meeting.

Accounting – Walt noted that the Fiscal Year ends on March 31st and thought it would be appropriate to have the financials audited. Nate volunteered. Walt also added that the Secretary should be part of the audit.



Exact wording of all motions including names:

- Vote to support the President's attendance at the ROC - \$800, unanimously passed.
- Vote to support \$100 for setting up the OSHA Summer Summit for CEU eligibility - \$100, unanimously passed
- Vote to support \$460 for speaker gifts for the OSHA Summer Summit, mixed result – motion tabled

Results and number of votes

See above

Motions tabled or postponed

Discussion/motion to appropriate \$460 for speaker gifts for the OSHA Summer Summit.

Date/Time and Location of the next meeting: TBD

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "MS".

Michael Stanczyc
Secretary
CT Valley Chapter
ASSE