ASSP Hudson River Valley Chapter Meeting Minutes

January 22, 2020 – Board Meeting 2020 PDC Planning

4 West Red Oak Lane, West Harrison, NY – 3rd FL.

Meeting called to order at 5:30 P.M.

Old Business-PDC:

1. Date and location of the 2020 PDC has been confirmed for the Rockland County Fire Training Center, Pomona, NY to be held on October 23, 2020 it will be a one day event. Josephine McCaffery is the PDC Committee Co-Chairperson with Tammy Rossomando.
2. The Education program discussion was held to for topics of obtaining instructors for the class sessions and what the topics will be, and establish the session schedule, can we have volunteers step up to handle the room assignments for sessions, the number of rooms actually needed for them, how do we display which rooms the sessions are in; Do we provide the Center with a list of the topics and times that they will use on their video displays, or do we need to have printed materials outside each of the assigned rooms so attendees can find the rooms easily (noted issue from the 2019 PDC @ Vassar). The estimated completion date for this task should be no later than 6-23-20 as summer will be upon us at that time, and everyone thinking of vacations.
3. Establishment of an advertising committee with volunteers. Tasks will include: this group will need to have a save the date notice to be put on our website starting in April 2020; design and distribute invitations, provide updates as required; email blasts; vendor solicitation; agenda handouts; setup of Pay-Pal site for registrations; establish a printed Program Agenda for distribution. The completion date for these items should be no later than 7-23-20.
4. Acknowledgement of sponsors can it be done on the Center’s A/V screens throughout the facility, and also included on printed program agendas? Completion date for this is also 7-23-20.
5. Food committee has a due date of for selection of vendor and menu of 9-23-20. Quantity can be finalized the week of the event depending on the numbers of attendees, and should consist of breakfast, lunch, snacks, with beverages and water.
6. Registration – Josephine to handle includes registration paperwork setup due by 9-23-20. Badge format can be finalized by our 2/20/202 meeting. But unofficial at this meeting Board members decide that example #4 was the style liked best. Phone in embers were emailed copes pf these examples and agreed. Badges at registration desk in entry way to facility will include the registration list as provided by the treasurer from payment site, CEU’s, vendor sign in, swag and raffle handouts. A template of badge designs will be sent to membership when available as an F.Y.I. only.
7. Swag committee – Need volunteers for this task. Swag budget and selection are due by 8-23-20. Quantity will need to be a good guesstimate. This team will need to select and order swag, thank you for the speakers that are within our budget. Provide the swag already assembled and ready to distribute at the registration desk. Provide the speakers thank you at the registration desk as well.
8. As observed from the 2019 PDC, sign in/sign out sheets will be needed for each class in the training and education programs.

New Business:

1. Review of next six months of Chapter Meetings by Matthew McDonald, Chapter President. Those meetings are;

**February 20** – At the Hilton Newburgh Airport is a Technical Meeting with a topic of Heart Health Awareness presented by Todd Lowe. Starting at 5:30 PM, speaker at 6:00 PM. *A Board Meeting will be held at 5:00 PM on this same day and location before chapter meeting.*

**March 11** – Joint Meeting with Mid-Hudson Safety Council Time is 1:00 PM to 4:00 PM at Arconic in Kingston, NY on Safety Leadership – Mark Drozdov – Cooper Union University.

**March 29** – Outreach – Tri-State Engineering Expo at White Plains High School, 11:00 AM to 3:30 PM. More information will be sent to membership.

**April 15** – Joint meeting with NYSPE at Rockland Training Center. Speaker is Glen Kramer of KB Sales – Fall Protection. Start time is 8:00 AM to 11:00 AM. For HRV Executive Board we will tour Rockland Training Center to lay out our plans of holding PDC 2020 and uses of the space.

**May TBD** – Technical Meeting with Federal Health Council. Topic – Mental Health Awareness in the construction Industry.

**June TBD** – End of year meeting and TOUR of CIA – Dutchess.

Meeting was adjourned by Motion and accepted at 6:30 PM.