ASSP Hudson River Valley Chapter Meeting Minutes

Board Meeting & Planning Meeting July 12, 2018.

Announcement:

This is the first Hudson River Valley Chapter meeting under the New American Society of Safety

Professionals, (ASSP). The Society name change took effect Worldwide on June 15, 2018.

The meeting was called to order at 5:45 PM. Board members and Committee Chairs and Co-Chairs present in the room were: Charles Von Dietsch, Secretary; David Zaremsky, Treasurer; Matthew McDonald, Founding Past-President; Kenneth C. Eck, PDC Chairperson; James Bohren, PDC Co-Chairperson; Crystal Turner Moffatt, President was on speaker phone at the beginning of meeting due to traffic, but arrived on-site at 6:10 PM.

Old Business:

Discussion was initiated on the Chapter Professional Development Conference (PDC) that was postponed from the planned date in the spring of 2018. As of this meeting negotiations are ongoing with Vassar College in Poughkeepsie, NY to use their facility. They had offered some rooms and areas of the facility we could use in October as the college is closed that week and we will not be a problem or students or faculty on the grounds. A second phone call with the college is expected very soon that will indicate the costs and if the PDC will be held at Vassar, as the first planning session discussed. Cost could become an issue if the college fee is higher than anticipated it will be. Reality is a finite amount of funds, and low admission fees to participants could force it to be postponed once again, or even cancelled altogether. Food costs are still to be determined with catering vendors. Potential dates discussed for the PDC are October 18, + 19, 2018. If the costs are acceptable, membership notification begins right away.

Discussion concerning the planned offering of the OSHA 10 Hour Construction Safety Course to participants as a training track option at this PDC to attempt to draw in more attendees. The college has discussed our use of rooms that would actually accommodate running two of the classes concurrently if we get enough people to sign up to attend both of them. We would still have rooms to conduct other smaller training tracks in the remaining smaller classrooms, while holding the Keynote kickoff and lunch in the large meeting in the Rockefeller Building. We could also have the Vendors in the Atrium and hallways since there will be no students or faculty trying to get to classes with the college being closed that week. Most likely we could pair down the PDC to have a full first day, and then a half of the second day, or with only the attendees in the 10 Hour course finishing up on that half day. As usual, the cost of food service, and what will be served can dramatically affect the cost of putting on the PDC. The use of the Harwood Grant could be used for the 10 Hour Construction Safety training sessions. These items will be further investigated and a decision will be made very soon as timing is very critical to use at this point. More on PDC to come very soon. Meetings to be held as needed to accomplish this task. Another conversation with Vassar College is scheduled for 7/13/18, or 7/16/18.

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New Business:

Increasing membership participation at meetings was discussed. Suggestions ranged from physically splitting the Chapter into East and West sections of the Hudson River Valley. This would allow a more localized meeting location centralized to each of the sections. It would also require ways to deliver the same technical meetings twice, for each section. This problem would also be present for every meeting.

A way around this was lightly discussed and suggestions were made such as; Video Meetings using the existing technologies for mobile devices, video telephone conference call, or just a dial in type of service for listening in on a meeting in progress and commenting on items as necessary. Membership should be canvassed for these exploratory technology committee positions. No existing Board Member should be on any of the exploratory technology committees, except as advisors, or liaison’s to the Board. Chapter Membership should be recruited, and or encouraged, to step up to take on some of these tasks.

A telephone campaign was suggested as a way to try increase membership participation at Chapter meetings and taking on and completing tasks that need to be done. The first step is to obtain a list of the membership of The Hudson River Valley Chapter from the National Society web page. The list would then be broken up into smaller sections so that each member of the Board can start cold calling the people on the list to get them to try coming to a meeting. This same list will also allow for future Chapter Planning, by allowing the Board to calculate Chapter Density, and plan future meetings based on where the majority of the membership resides.

The use of questionnaires was also discussed for this purpose. They can be sent out electronically to membership and ask them to fill it out, and return it to us for compilation of the data. Another suggestion was to use it at the PDC if that venue is hele. We could have four questions on one page of the form about the PDC, and on the back side of the form we can put four questions about the chapter meetings, and what would it take to make you attend the meetings, i.e.; time of day, day of the week, location and meeting start time.

Meeting Schedule of the Chapter for the coming year was determined by the Board present at this meeting to be as follows;

September – Board Meeting;

October – PDC;

November – Board Meeting for PDC critique and start Planning for next PDC;

December – Holiday Event;

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January 2019 – Board Meeting;

February 2019 – Technical or Tour;

March 2019 – Technical Meeting;

April 2019 – Board Meeting;

May 2019 – Technical Meeting;

June 2019 – Event/Tour/Technical Meeting;

Ideas discussed for improving our membership relations were to design and use a survey form to send the membership after a Technical meeting to determine if we are covering topics of interest to them. This is a long range project that will be instituted once we get attendance up at our meetings.

Another method discussed was to offer free webinars. Some could be from the ASSP, and some could be from other Safety Organizations or training groups if they are of interest, and a relevant topic. They could be on the web page if we get notice ahead of time, or in a special email message. The Chapter needs to move forward and use technology to get the membership more active.

The Meeting minutes from the June 2018 meeting were read, motioned and seconded to be approved and posted on out web page.

The meeting was ended, motioned, and seconded to adjourn at 8:00 PM.