



Delmarva Chapter of American Society of Safety Engineers Executive Meeting-Annual Chapter Operations Planning

July 19th 2016

ZCR

Minutes

In Attendance: Brian Hughes, Jerre Clauss, Matt Corn, John Griscavage, Joe Bedard, Frank Cruice, Ron Dukes

I. Call to Order.

- a. Jerry call to order at 12:07 pm

II. Annual Chapter Review of Operations Plan

a. Leadership and Training

- i. Determine who will represent the Chapter at the Annual House of Delegates Meeting and Region Caucus.(President and Delegate)
- ii. Determine who represent the Chapter at the ROC and/or AOC Meetings. (Chapter President or Designated Proxy Sept 2016, Dec 2016, Feb 2017) Discussion of adoption of Millersville University as a Student Chapter. Validate methodology on how we adopt Millersville University as a student chapter.
- iii. Leadership Conference Oak Brook, IL (Ron Dukes and Committee Member TBD for October 13-15th. Need to have Agenda of Event to secure funding.
- iv. Officer Training: Validation of training for online piece, completed by September 15th.

b. Chapter Member Engagement & Communications

- i. Update of Chapter Website: Frank Cruice
 1. Aeolus 1 selected
- ii. Discussion of Chapter's new members
 1. Zachery Brier
 2. Planning of Guest Speakers
 - a. Fall Protection
 - b. Active Shooter

- iii. Strengthen relation with Student Chapter: See Millersville
- iv. Decide on Membership recruitment activities
 - 1. Golf Outing: Is it feasible
 - 2. Paint Night: Brian Hughes
 - 3. Bowling Night
- v. Sponsorship Discussion
 - a. Vendors: SU,ISN,Grainger,3m, Perdue, Stauffer PPE, Ansel, Work Safe, Safety Recourses, Sussex Environmental, Shoes for Crews, Onguard, MSA, US Security, Industrial Scientific , Ect.
 - b. How to recruit sponsors and how does the process work.
 - c. Links for the website per sponsor research through NOVA
- c. Professional Development
 - i. Tentative Schedule of topics for the Year: Matthew Corn
 - 1. Cultural Diversity
 - 2. Safety Professional of the Year Award
 - 3. More to be determined research through NOVA
- d. Chapter Operation Management Tool Review.
 - i. Nominations and Election Committees.
 - ii. Webinar of review of COMT via Vimeo
 - 1. Excel Spreadsheet to Track Points
 - a. ROC Meeting
 - b. Members recognition
 - c. Recruitment
 - d. Community Outreach
 - e. Professional Development
 - f. Plan
 - 2. 5205 Points Available
 - 3. Other Point 1000+ Points available
- iii. Dan Collins how to achieve Platinum Chapter
 - 1. Utilize COMT
 - 2. Set Goals
 - 3. Review Quarterly COMT
 - 4. Team effort
- iv. Changes to COMT
 - 1. Eliminate passwords
 - 2. First Page Highlights required SOG 8.10 Fist page
 - 3. New Questions

- a. List N& E
 - b. Verify Websites
 - c. Attend ROC
 - d. Long Service Awards
 - e. Website Contact Page
 - f. Only Place to submit Reports
- v. Print out sections of the COMT to update and review different sections for scoring.
- 1. Reviewed by section
 - 2. Take a look at each section for Points

Meeting adjourned at 2:30 Please save a PDF file