



6 August 2020

Start: 5:45 PM, End: 7:00 PM

### **Executive Board Meeting Notes**

#### **In Attendance:**

Thomas Weisbeck, President  
Thomas Marino, Secretary/Treasurer  
Karen Pessinger, Past President

Ryan Knoph, Past Secretary/Treasurer – Sent notice of opinion on agenda via e-mail  
Michael Scime, Membership Chair – Notice of inability to attend  
Bo Burghardt, Honors & Awards Chair – Household Emergency  
J. Brett Carruthers, Professional Development – Offered opinion on meeting format via e-mail

#### **Topics:**

#### **Meetings for 2020 – 2021 Chapter Year**

- The Board has decided to present the required 4 technical meetings per Chapter Year virtually. This will avoid pandemic control issues imposed by local or State Government regarding in person gatherings.
- The option to hold in person meetings exists at this time regarding location, however this will be reserved for meetings other than the 4 virtual technical meetings and by a poll of Chapter members.
- With the change in format, virtual vs. in-person, there will be a poll sent to Members regarding start times; a range from 4:00 PM to 5:30 PM will be offered. Meetings will have a short introductory “social” time, a presentation of Chapter business to include a financial report and a technical presentation with Q&A format.
- Virtual meetings will be at no cost to our Members and invited guests. We will set up a mechanism to register invited guests via invitation.
- Meeting dates will be the Third Monday of the Month as we have done in the past; allowances will be made for State and Federal Holidays. The proposed dates are:
  - September 21, 2020 (9/21/2020)
  - November 16, 2020 (11/16/2020)
  - January 25, 2021 (1/21/2021)
  - March 15, 2021 (3/15/2021)
- Meeting topics proposed are:
  - OSHA Update with Q&A
  - Insurance; Worker’s Compensation and General Liability in time of COVID
  - OSHA Violation Defense
  - HVAC System Maintenance for Employee Comfort and Health
- Members may propose topics, along with presenters, if they have suggestions.



**Financial issues:**

- There is currently \$4,907 in our Chapter Treasury.
- The past Secretary/Treasurer of the now dissolved Construction Section indicated that there was \$759.68 in the Section Account and an additional \$227 in funds that resulted from a 50/50 drawing held to acquire donations for a local Charity, Kids Escaping Drugs (KED). The disposition of these funds was discussed by the Board.
  - It was decided that a portion of the Section Account would be used to augment a donation to KED; the amount to be allocated as a donation will be \$493 in total to KED. This will be the \$227 from the 50/50 drawing augmented with \$266 from the closed Section Account.
  - \$493 will be donated to the ASSP Foundation on behalf of the Niagara Frontier Chapter.
  - This information will be passed to the past Secretary/Treasurer of the now closed Construction Section, Jack Lowerer; he will be requested to coordinate with Tom Marino, current Secretary/Treasurer to facilitate this disposition.

**Requests for Assistance/Collaboration:**

- The request for assistance in distribution of a survey from Mr. James Rowlett regarding respiratory protection was discussed. Mr. Rowlett is a CSP pursuing a Doctoral degree in Safety from IUP. The survey will be used in support of this Doctoral thesis. The Board has approved. The President will respond to Mr. Rowlett.

**Communications:**

- The progress of the new Niagara Frontier Chapter website to be hosted by ASSP is moving forward. Karen Pessinger will be attending courses on website construction and maintenance; she will be working on development and maintenance.
- The website will be migrated from the current Star Chapter host to ASSP; the move will save the Chapter money as will (\$35/mo.). It is anticipated that this will be completed by the first September meeting date.
- The expansion of the Niagara Frontier Chapter presence on Social Media was discussed. The Board will consider proposals from Members if they wish to be Administrators of a Facebook, Twitter or Instagram account; however the current Board Members involved with communications do not have the capacity to take on additional assignments.
- The Board decided to stay with our LinkedIn account.
- We still have the mass e-mail capability and will look to migrate this feature.