

## **Agenda Notes**

**In Attendance:** Paul A. “Bo” Burghardt, Ryan Knoph, Carol Schmeidler, Thomas Weisbeck.

### **1) Chapter Meetings will return to a virtual format until COVID conditions in WNY change.**

The decision to move to a virtual format was discussed. A decision was made to hold off on scheduling any further meetings until about the 3<sup>rd</sup> week of January 2022 to determine what further restrictions would be placed on meetings or if restrictions will be lifted. This will depend on Government policy.

It was agreed that a virtual format for the rest of the Chapter Year would not be a bad idea as it does allow for Members to attend without concerns for COVID and allows those who live a distance from meeting locations to attend.

### **2) Meeting Agenda**

Our successful meetings had timely topics of interest to the Members. The Board Members in attendance noted that most safety practitioners in WNY are “COVID’ed out”; suffering from COVID fatigue from dealing with it every day and a constant bombardment from the media. We discussed what topics would potentially be of value to our Members.

2 really good suggestions came up:

1. Safety Leadership – we have not addressed this topic in a while, it would work well with a virtual format; single presenter, done as a roundtable and can be done live.
  - a. We will reach out to see if there are any persons interested in doing a presentation on this topic.
  - b. If we cannot find any person or it is inconvenient for them, we could use local resources and do a roundtable.
  - c. We discussed the composition of a roundtable discussion that it would be beneficial to reach out across both male and female genders and age groups to compose the roundtable. Offering different perspectives would benefit our Members on career path development.

This meeting could be timed for February 2022.

2. Disaster Preparedness – with recent hazardous inclement weather events occupying the news (until COVID took over again), this is a timely topic that Safety Professionals should be aware of and participate in developing Disaster Preparedness, Mitigation and Business Continuity planning.

- a. We could reach out to Members who are close to the Local Emergency Planning Committee (LEPC) group for Erie Co. for speakers on this topic.
- b. If we do one that focuses on Emergency Planning from a personal perspective, we could use internal Member resources.

This meeting could be timed for April 2022.

We may reverse topics, depending on speaker availability or other planning factors.

WNY Safety Conference is still on track for March 23 – 24, 2022. That is when we set up informational display and do the SPY award.

### **3) Succession Planning**

1. Tom Marino and I will be ending our terms of office at the end of June 2022. Tom will succeed me as President and President-elect.
2. If one of our members is still interested in a Chapter Office, I will reach out to them regarding this opportunity. We need to assemble a Nomination Committee and hold elections (if contested) in April; we need to publish a list of candidates, even if it is one, by February.
  - a. Christa Grisanti has indicated she is interested in serving as a Chapter Leader and has attended the ASSP Leadership Conference. I will reach out to her via email to confirm.
  - b. We will also put out a call for Members who want to fill roles in the Chapter hierarchy; especially for appointed positions.
    - i. Membership Chair – we need someone who can keep an eye on the Membership Roster, help with Member questions, welcome new Members, etc.
    - ii. Program Chair – we need someone to coordinate setting up venue and food (if offered) arrangements. They can also assist in determining what topics would be good for meetings.
3. Any movement on replacing a Chapter Delegate to the HOD will need to be on hold regarding further action by National. National seems to be moving toward each Chapter having a representative to any new National committee to advise the elected Board. This position will be stayed, pending a decision by ASSP national on proceeding with the dissolution of the HOD and replacing it with a representation body.
4. Karen and Ryan are key personnel and are doing an excellent job of maintaining our Digital Profile; we are moving forward and producing a quality experience.

#### **4) Administration issues**

- a) **Chapter Tax Exempt Certificate:** We need a new Tax Exempt certificate as the one we have is old. The NYS website is: [Sales tax exempt organizations \(ny.gov\)](https://www.tax.ny.gov/sales/sales-tax-exempt-organizations.htm). Tom has been on top of this issue.
- b) **Bylaw Change:** The Chapter Construction Section has been dissolved; ASSP National now acknowledges it is no longer in existence.
  - i) The Bylaws, Article IV, Section 5, needs to be changed to reflect that change.
  - ii) One additional question is what change will need to be made regarding the HOD Delegate. ASSP National still has not made any changes official.
  - iii) We will need to have the Chapter Members vote on the Bylaw change.
  - iv) We will leave the Section Formation in the Bylaws to address any future interest in a Section; either Student or otherwise.

Because ASSP National has essentially taken no movement on the HOD issue; we will take the following action:

- The proposed changes to the Bylaws will be sent out for a vote by the Membership; possibly along with any election notice for Officers.
- c) **Digital Coordination:** We are making use of Real Magnet now; Karen and Ryan have completed the necessary training and qualification to support the Website and Real Magnet. In January 2022 Ryan will be disengaging our Chapter from the old Star Chapter website hosting service.
- d) **SPY Nominee:** We need to press on with getting nominations for the 2021 SPY. One issue is the weighting that ASSP involvement places on selection of the Safety Professional of the Year award; even at the Chapter level. We will continue to search for and accept qualified nominees for this Award.

Tom Marino, our Secretary/Treasurer provided Treasurer's Reports for October through December 15, 2021. They were read to the assembled Board Members.