



AMERICAN SOCIETY OF  
**SAFETY PROFESSIONALS**  
Greater Boston Chapter



## Executive Committee Meeting Agenda

**Date/Time:** August 12<sup>th</sup>, 2024, 5:00 - 6:00 pm

**Location:** Virtual - Teams

**Attendees:**

X	Miki Alroy		Don Delikat		Matthew Carberry
X	Brian Hanlon	X	Dave Crowley		Ryan McNally
X	Mike Sample		Hayley Taylor		Jeff Myung
X	Cesar Morocho	X	Allison Sullivan		Tom Rich
X	Chandni Shahdev	X	Shawna Fraser	X	Samantha Mulkern
X	Steve Marcassoli		Jim Ciaramitaro		

Time (min)	Topic/Facilitator	Outcomes/Notes	Motions/Action items
1	Welcome <b>Miki</b>	-Samantha M. welcomed to EC meetings -Goal: Monthly EC meeting frequency	-Quorum established
2	Minutes from last meeting <b>Cesar</b>		<b>-Motion Approved: meeting minutes from June 25<sup>th</sup> 2024</b>
5	Treasurer report <b>Mike</b>	-Mike met with Eugenia at Bank of America to finalize account transfer process -Electronic reimbursement (Zelle) is faster. Receipts must always accompany any reimbursement request. Society has no concerns with electronic reimbursements. -Zelle may have restriction limits (e.g., \$500) -New excel form to submit expense reimbursements. Mike will share with team. -TBD: Prepare 2024-25 budget	-Mike to meet with Remi F. who is primary signature in account -Accounts were transferred to Mike Sample as primary <b>-Motion Approved: Reimbursement through Zelle</b>
5	BOSGO <b>Miki</b>	-Website is live as of today. Reshare Miki's post on BOSGO. Sponsorship is welcome.	-Miki will reach out to point of contact for golf cannon

5	Technical meetings  <b>Steve</b>	<ul style="list-style-type: none"> <li>-Upcoming technical meetings (speaker, topic, CEUs)</li> <li>-Miki spoke with Moderna about Sept in person technical meeting. A Social Media post on this event will be coming soon. Attendance fee: \$20.</li> <li>-Virtual technical meeting for October will be on workers compensation</li> </ul>	-Samantha M. volunteered to help with coordination for technical meetings.
5	Student Section  <b>Cesar</b>	<ul style="list-style-type: none"> <li>-New UML faculty member: Maria Velazquez from the Mechanical and Industrial Eng program</li> <li>-All new UML students in Occupational Ergonomics course/program to join ASSP (about 40 students). This will be a year-to-year vote.</li> </ul>	<p><b>-Motion Approved: Fund 1<sup>st</sup> year membership of 20 UML students (\$300) in occupational ergonomics course/program concentration</b></p> <p><b>-Motion Approved: Fund 2 student research projects or outreach community events (\$500 each) supervised by faculty advisor with research or outreach event findings to be documented in Chapter channels (social, website, newsletter, events etc.) and Outstanding Student Section Award application due April 1<sup>st</sup> 2025. First come first serve approach.</b></p> <p>-Cesar to follow up with Maria Velazquez on the heat monitor equipment. Add sticker or documentation that ASSP funded it.</p>
5	Emerging Professionals Committee  <b>Hayley/Alison</b>	<ul style="list-style-type: none"> <li>-Miki shared with the team pictures on the pickleball event</li> <li>-Nick S. recognized as national EPC. Mike can connect Nick with EPC.</li> </ul>	
5	Social Media and Website  <b>Matt/Ryan</b>	<ul style="list-style-type: none"> <li>-Current GBC LinkedIn group has limited visibility. If possible, reach out to group members to connect to the new Chapter page.</li> </ul>	<b>-Motion Approved: Setup Chapter LinkedIn page</b>
5	Newsletter  <b>Miki</b>	<ul style="list-style-type: none"> <li>-Miki shared with the team a newsletter draft. Ryan M. interview will be featured.</li> <li>-Target release: September 2024</li> <li>-Mike wrote an article on transition meeting</li> </ul>	

5	ASSP Foundation <b>Dave</b>	-Dave reminded team on the Professional Education Grants available throughout the year. This will also be disseminated in the newsletter. Funds can be used for conference/training/professional development of any kind.	
5	100th year Gala update <b>Dave</b>	-Current status: Falling short on sponsorship donors. Committee is meeting weekly. Next meeting is Thursday. -Financial need: \$80K (\$150 per plate, about 150 attendees) -Options: Delay until Spring or Downsize scope of event for Fall (about \$30K financial need)	<b>Motion Passed: Postpone 100<sup>th</sup> year Gala until 2025</b>
5	WISE update <b>Shawna</b>	-Shawna is looking for an EPC women safety professional volunteer. Alison and Samantha are willing to help. Shawna will follow up with them. -Miki can feature WISE in an upcoming newsletter. -Dave nominated Shawna as Women of the Year in Safety at KSC.	<b>-Motion Passed: Sponsor 3 tickets for active GBC members to attend the October 4<sup>th</sup> WISE conference (\$95 each – early bird, \$120 each regular pricing)</b> <a href="https://oshaedne.com/wisc/">https://oshaedne.com/wisc/</a>
5	Membership update <b>Chandni/ Co-chair TBD</b>	-Roster carry private personal information. Cesar will deidentify data before sharing. -Steve: can we look for members that can support technical meetings or sponsorship? Miki: current focus would be on analyzing membership industry, membership tenure, location. -Monthly reporting: review membership #'s (total members, new members, members lost, due-to-expire members) -Draft email templates to welcome new members, members lost, or due-to-expire members -Alison interested in being involved	-Nominate Alison Sullivan as Membership Co-chair -Roster analysis to be reviewed in September
2	New business <b>All</b>	-Officers need to complete required training	-Setup google drive to store relevant Chapter documents. Society setup an account.

			-COMT points for survey. Cesar to follow up with Chandni on Qualtrics survey. -All Chapter Officers to complete required training by September 11th
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<b>Upcoming Events/Meetings</b>	
<b>Target Date</b>	<b>Meeting</b>
9/11/24	<b>Virtual Chapter Meeting and Emerging Professional Meeting</b>
9/12/24	<b>In-person Technical Meeting:</b> Occupational Hygiene and Safety Issues in Biopharmaceutical Manufacturing. Speaker: Jack Geissert Location: Moderna Technology Campus – Norwood MA
10/10/24	<b>Virtual Chapter Meeting and Emerging Professional Meeting</b>
10/18/24	<b>BOSGO Annual Golf Tournament:</b> Juniper Hills Golf Club Northborough MA
10/24/24	<b>Virtual Technical Meeting:</b> Workers Comp & EMR 101 Speaker: Bonnie Brook