



ASSP Northern Ohio Chapter: Executive Committee Meeting Minutes

Date | time November 7, 2024@ 6:00 PM
Cleveland Metroparks Zoo

In Attendance

Weldon Maples, Valerie Baker, Randall Hines, David Costantino, Jim Chambers

Online: Holly Bolin, Andrew Johnson

Quorum of Executive Committee members is present.

Call To Order/Approval of Minutes

Meeting called to order at 6:27PM

Minutes from 7.25.24 approved.

Safety Moment/Open Discussion

Building Security, Confined Space plans for contractors, commitment from senior leadership for safety programming, backflow preventors

BWC/ASSP Safety Expo Update

Held October 3rd

Netted over \$5000 for our chapter

Great attendance – attendees and vendors

Holly gave an update on Social Event: small group(25+), came to learn about the Mentoring Program. Able to pair up 5 sets. Group felt this was beneficial and will hold again next year.

- **ACTION ITEM: Pat M. – book conference center for 2025. October 23 or October 16 (backup)**
- **ACTION ITEM: create a steering committee. Pat and Dave C. will co-chair the committee.**

BWC will no longer be involved in the set up/planning. Will still present and send out notices to members for this training. Group felt this was something we could continue to offer without the BWC.

Can this count as an external training? Yes. As long as the training is all day.

Finance Report

Andy reported the following information:

PNC CHECKING: \$45,619.44 (all of the Safety Expo has been deposited and paid)
PNC MONEY MARKET: \$8,535.62
PAYPAL: \$1,690.52
TOTAL FUNDS: \$55,845.58

Safety Expo Costs Summary

Venue Rental	\$ 2,000.00	1	\$ 2,000.00
Lunches	\$ 16.00	300	\$ 4,800.00
Coffee Bar	\$ 5.00	300	\$ 1,500.00
Projectors (4 Total)	\$ 1,200.00	1	\$ 1,200.00
AV Setup Costs	\$ 75.00	4	\$ 300.00
Service Charges			\$ 2,156.00
TOTAL VENUE COSTS			\$ 11,956.00
Social Tomato Basil	\$ 2.50	40	\$ 100.00
Social Sausage Stuffed Shroom	\$ 3.00	30	\$ 90.00
Social Humus	\$ 7.00	20	\$ 140.00
Social Veg Egg Roll	\$ 2.00	40	\$ 80.00
Bartender	\$ 75.00	1	\$ 75.00
Service Charges			\$ 90.20
TOTAL SOCIAL COSTS			\$ 575.20
Amazon Gift Cards	\$ 150.00	3	\$ 450.00
		TOTAL COSTS	\$ 12,981.20
		Profit	\$ 5,348.80

- o Netted over \$5000 from Safety Expo
- o Discussion on PayPal fees

Follow up at the next EC meeting (from prior meeting):

- o **ACTION ITEM:** Continue to move forward with reviewing options for a card. Discuss with ASSP guidance/recommendations
- o **ACTION ITEM:** Add to next EC agenda/vote adding a second scholarship
- o **ACTION ITEM:** Add to next EC agenda/vote on establishing procedures for an external independent audit.

Committee Reports

Events:

- **See the schedule on the website for a complete list of meeting dates, times, and locations.**
- November 22nd – JBT FoodTech Tour and Meeting
- December 12th – Holiday Social at Cleveland Fire Museum. Stancato's will cater. The group voted to allow the \$500 for deposit (Chambers made motion, Hines seconded the motion,

motion passed). Will have a cash bar. Valerie is meeting with them on 11.7.24 to discuss layout.

- Tentative 2025 events schedule presented - send presentation ideas or locations to Valerie or Pat
- Discussion about live streaming or having online technical meetings. ASSP Chapter Services can help with this.
- Discussion on hosting a 2-day Professional Development Program. Day one – technical presentations, day two – leadership conference. CEUs.
 - **ACTION ITEM:** Further discussion at next EC meeting/add to agenda.
- Next social for mentoring program is being developed. Invite to Holiday Social.

Membership:

- Randall to begin reviewing membership roster
 - **ACTION ITEM:** Get number of members and names. Email was sent to chapter presidents on how to access the Chapter Portal. **As of 11.11.24, Randall had access to membership roster. Check with Matt for log-in information.**

Send welcome email and ASSP resources to new members

Send email to lapsed members

Membership incentives discussion

Website:

Update website with new officers and positions.

Send headshots to Andy.

Mentorship:

Mentors and Mentees have been assigned.

Sending emails about one-month check in and encouraging to attend Holiday Social.

- **ACTION ITEM:** send pairings to EC members
- **ACTION ITEM:** add information to website

Agenda Topics

Recognitions: Dave Constantino and All Members involved in setting up & who attended and assisted with the BWC Safety Expo and Social event.

Feedback on meeting location and date/time.

- **ACTION ITEM:** Add to agenda for next EC meeting

Announcements and Discussion

- Jim to attend Advisory Group on 12.5.24
- The meeting adjourned at 7:50 PM.

Next Meeting

January - TBD