



Pennsylvania Capital Area Chapter of the Certified Hazardous Materials Managers

MEETING MINUTES

May 22, 2019

Location: PA Turnpike Commission – Traffic Operations Center, Host – Tom Whitman

Attendees: Tom Whitman (President), Erika Frank (Vice President), Mark Schaffer (Secretary), Robert Smee (Treasurer via conf call), Mark Bruce (outgoing President), Robert Beard (Leidos), Daniel Santoemma (York Co HazMat), Scott Durnin (Amphenol), Tony Finding (BSTI), Michael Cox (TE Connectivity)

Social Event: Tattered Flag Brewery & Still Works, Middletown PA

Tom Whitman organized a review and tour of the PA Turnpike Commission’s Traffic Operations Center. The following is the agenda for this meeting:

Discussion Item	Presenter	Estimated Time
1. Welcome, Introductions & Opening Remarks	(T. Whitman)	1:00 – 1:15 pm
2. PennSTART Project Overview	(D. Wolfe)	1:15 - 1:30 pm
3. TIP Building Overview & Tour	(K. Jack)	1:30 – 2:15 pm
4. Traffic Operations Center Overview	(T. Smith)	2:15 – 2:45 pm
5. Hazardous Materials Operations @ PTC	(K. North)	2:45 – 3:00 pm
6. BREAK	(All)	3:00 – 3:15 pm
7. CHMM Chapter Business Meeting	(Officers)	3:15 – 4:00 pm

Chapter Business Meeting

1. Motion was made to accept meeting minutes from prior meeting. Motion was seconded – minutes accepted.
2. Membership Update – several national membership contacts were sent to Mark S. to add to the contact list. These national members were also invited to this meeting. Current Chapter Account balance stands at ~ \$2,200.00
3. The IRS filing drama continues. We cannot file a tax exemption status until our EIN is reactivated. Form 990N cannot be filed until our EIN is active. This form costs \$275 to process. Mark B. suggested reaching out to Chip Deale to get some advice and help on the tax exemption filing.
4. PA Camber Conference – Mark B. will work with Bob S. to obtain the \$400 booth fee reimbursement from AHMP. Also, the two winner of a free 1 year membership in the Chapter (John Horner with Waste Management and Peter Homnick from Vistra Energy) were notified via email. Mark S. has received no communication from either one. Mark S. will reach out personally to both to check on their intentions.
5. DBA Information – On hold until officer signatories can be sorted out.
6. Bank Account Signatories – Bob S. contacted Fulton Bank and there is no need for all officers to meet at the bank at the same time. Each officer needs to call Tracy Walter at Fulton Bank and provide their email. Tracy will send a secured link so that each officer can send a copy of their driver's license and SSN.
7. Affiliation Agreement – Tom W. has signed and dated this document and sent to Chip Deale for review. As of the date of this writing, Chip has returned a fully executed version of the Agreement signature page.
8. Chapter Bylaws – Erika suggested that officer elections should be staggered to prevent a complete turnover of positions annually. Also, the normal progression should be vice president should become president-elect and so forth. Further discussion tabled until next meeting.
9. Regional Chapter Conference Update – Mark B. will reach out to Paul Hausman in NJ Chapter one more time to see if there's any interest in them leading this project. Currently, there are no leaders in the PA Capital Area Chapter that have the bandwidth to take on this project. Wilmington location is still on the table but alternate locations like State College were suggested.
10. AHMP Annual Conference in Atlanta – Mark S. has been selected as the PA Capital Area Chapter delegate for 2019. Expense restrictions may make travel impossible. Mark is trying to get approval and should have an answer soon.
11. Chapter Website – Our website needs updates and a web designer. Erika contacted Scott Ressler's brother who was the original designed but has received no response. Bob S. no longer has a potential source. Mark B. said he would check with his web designer to see about pricing. Mark S. will check with his church's web designer about capability and cost.
12. New Member Orientation – our website needs to be updated with the most current information. Mark S. is managing but only on a remedial basis. The suggestion was made to develop a one page glossy "line card" or ad that describes our Chapter and what we provide – something we can hand out to new members or potential members.

Action Items:

- **Bob S. to check with Chip Deale to see what other Chapters are doing to get some help on filing for tax exempt status.**
- **Mark S. to personally check with winners of free memberships to see what their intentions are.**
- **Mark B. and Bob S. to check with AHMP to see about getting reimbursed for the \$400 booth fee from PA Chamber conference.**
- **Mark B. to check with Paul Hausman on PDC Planning volunteers in NJ one last time.**
- **Mark S. to check on travel approval to attend national conference in Atlanta as delegate.**
- **All officers to contact Tracy Walter at Fulton Bank and provide her with email so she can send secure communication to receive driver's license and SSN for signatories.**
- **Mark B. to check with his website provider and Mark S. to check with his church's website provider about the cost of a new or updated Chapter website.**
- **Mark S. to investigate DropBox or SharePoint options for web storage of archived Chapter files.**

*Mark Schaffer, CHMM
Secretary
PA Capital Area Chapter*