



Pennsylvania Capital Area Chapter of the Certified Hazardous Materials Managers

MEETING MINUTES

December 19, 2019

Location: Talen Energy (Brunner Island) – York Haven, PA

Attendees: Tom Whitman (President), Erika Frank (Vice President), Mark Schaffer (Secretary), Bob Smee (Treasurer via phone), Ashley Nelson, Alexandria Zwanziger, Allison Kiefer, Curtis Snyder, Marcia Thiess, Mark Bruce

Social Event: Boomerangs in New Cumberland, PA

This meeting was hosted by Marcia Thiess at the Brunner Island training center where we conducted a Chapter business meeting and received a presentation on the Brunner Island Power Generating Station. We were lucky to have had several new faces attend our meeting and perhaps an opportunity to get a few new members. A special thank you to Marcia and her enlightening presentation on Brunner Island!

Tom Whitman managed the agenda for the following items:

1. **Welcome & Introductions**
2. **Review & Acceptance of Q3 Meeting Minutes – postponed**
3. **Treasurer's Report:**
 - a. Current account balance – \$2,682.08
 - b. Income – \$820.47
 - c. Expenses – \$1,270.81
 - d. Tax/IRS filing project update –
 - i. Bob can only access 18 months of on-line bank data
 - ii. Erika will create a “to do” action list
 - iii. TW/officers to schedule a meeting with our accountant
4. **Secretary's Report:**
 - a. Dropbox Briefing – all officers have been granted access to add or delete files
 - b. Contact List – posted to Dropbox; all have made edits and file is up-to-date

- c. Survey Monkey Results – survey results were reviewed in meeting. Separate file will be attached to these minutes. This information will be used to improve our Chapter meetings for 2020.
- 5. VP's Report:**
- a. Erika is working on a Sustainability Tour at Messiah College for Q1 2020.
 - b. Suggested we use York County LEPC as a possible exhibit opportunity in 2020.
- 6. President's Report:**
- a. Need volunteers!
- 7. Old Business:**
- a. **2020 Regional PDC Planning (team)** – Mark B. update; conference call on 12/19.
 - b. **Web page/social media updates (Erika/Mark S)** – now that Mark S is back from medical leave, he will be updating the website. Thank you to Erika and Tom for keeping up on these duties while he was out.
 - c. Officer election cycle discussion – *postponed, discuss at Q1 2020 officer's meeting*
 - d. Recruiting efforts (Mark S/all) – these activities are going well, new members are joining – good job! Still, we need to do more engagement with students: Millersville, PSU York, West Chester, and Audubon Society. Perhaps offer a free first year membership?
 - e. ASSP Joint Meeting (Tom) – We should work this into our 2020 meeting plan.
 - f. SARA Summit on 10/10 (Erika/Mark S) – Erika reported that this event was well attended. She also checked on if we could get a booth there but it was too late for this year's. This could be a great place to recruit new members by having a booth at the next event.
 - g. 2020 Meeting Schedule – This will be set at the January 2020 officer's meeting
- 8. New Business for the good of the Chapter:**
- a. Use 2020 York County LEPC as a possible exhibit opportunity
 - b. Sustainability Tour @ Messiah for Q1 2020 meeting
 - c. Mark B is planning on providing a CHMM overview presentation to students at Elizabethtown College on 1/27/2020 @ 3:15 PM. This is a concentration of Biology and Civil Engineering students.

*Mark Schaffer, CHMM
Secretary
PA Capital Area Chapter*