



Pennsylvania Capital Area Chapter of the Certified Hazardous Materials Managers

MEETING MINUTES

January 3, 2020

Location: WebEx Online

Attendees: Tom Whitman (President), Erika Frank (Vice President), Mark Schaffer (Secretary), Bob Smee (Treasurer via phone)

Social Event: None – Chapter Officers Meeting Only

This meeting was held to discuss results from the Chapter survey that was sent out last fall. The results were designed to help the Chapter grow its membership and increase the attendance by scheduling meetings and site visits/events a year in advance.

In addition to the 2020 meeting schedule, the following topics were discussed:

1. Tom did some research on the PACHMM official listing as a non-profit organization. Our Chapter was listed as Entity No. 2768645 as of 8/1/1997. The Chapter needs a physical address for the entity and for tax purposes.
2. Erika suggested that the Chapter obtain a PO box so that we have a physical address. This motion was seconded and the decision was to locate the PO box centrally between the officers so that we could all have easy access. The New Cumberland PO was selected.
3. Chapter officer's meetings should be held monthly via conference call (members invited for discussion and voting; use parliamentary procedures/Robert's Rules of Order).
4. Propose that general meetings attempt to accommodate survey results from last Fall:
 - a. Must have speaker or tour or event (members & guests to host/speak as first option)
 - b. Occur bi-monthly (every 2 months)
 - c. Meeting days vary (Tuesday, Wednesday, or Thursday)
 - d. Meeting times predominantly afternoon business hours; evenings ok.
 - e. Attendees willing to pay \$20 or \$25 for lunch/guest speaker
 - f. Payment method (PayPal, check, pay at the door)
 - g. Social hour is important

