



# MEETING MINUTES

## July 14, 2017

### Pennsylvania Capital Area Chapter of the Certified Hazardous Materials Managers

#### **Business Meeting:** @ Zoom web meeting

**Attendees:** Mark Bruce, Scott Durnin, Tom Whitman, Rodney Myers, Steve Rowley, Bob Smee, Erika Frank

- Members discussed what can be done to make the PA Capital Area Chapter more accessible and grow its membership.
  - Consider consolidation with the Philly chapter
  - Reach out to former members
  - Find people who don't know we have a chapter
  - In the past, did mass mailings to companies (based on Tier II reports)
  - **Mark will obtain recent list of CHMMs in central PA from IHMM.**
  - Meetings are too far away, hold more virtual meetings
- Members discussed connecting with local universities and forming a student chapter.
  - Millersville – there was a missed opportunity to get students info about our chapter and CHMM after the meeting in October. We need marketing materials.
  - There is only one environmental class in the Millersville Safety program, so students are not seeing the relationship between safety and CHMM.
  - **Mark will contact Joe from the national chapter who has information about student recruiting.**
  - **Tom will contact Millersville Occupational Safety program coordinator Dr. Jack Ogutu. Erika will contact ASSE student chapter head.**
  - The Chapter could develop and promote training events at a local university, such as the EHMM review course, with assistance from the Philly chapter.
- Based on his experience reviewing chapter awards, Tom commented that the best chapters have strong social media presence (see Gateway, East Tennessee, and Chicago chapters).
  - **Erika will create a LinkedIn group for our chapter. (This is complete. Please join and invite others.)**
  - **Erika will investigate other social media platforms (Facebook, Twitter, Instagram).**
- Members discussed having presence at conferences such as the 2017 Governor's Occupational Safety & Health (GOSH) conference and the 2018 PA Chamber of Business and Industry Annual Environmental Conference.
  - A motion was made to attend the GOSH conference October 30-31 in Hershey for a cost of \$675 to the Chapter with the fee covering the costs of two attendee, based on the assumption that the booth backdrop from AHMP is available to the Chapter. **Mark will confirm with Chip Deale booth availability and delivery and marketing comps.**
  - All chapter members would look to pay for their own attendance to assist with marketing efforts.
  - Bob reported that \$1800 is available in the Chapter bank account.

- **Mark will find a vendor and determine costs to obtain shirts embroidered with the Chapter logo prior to the GOSH conference.**
- Marketing materials are needed. **Mark will update the Chapter trifold brochure.**
- Members listed other potential avenues of revenue.
  - Increasing membership and collecting outstanding membership fees
  - Selling texts
  - Pursuing company sponsors to promote their company on the Chapter website with logo and hyperlink to the sponsor's web site and then discuss a sponsor fee to generate revenue for Chapter programs. The chapter would need to develop a framework for cost of sponsorship.
- Members discussed connecting with other local organizations for Chapter growth and to improve access to certification maintenance points.
  - There has been no response from Central PA ASSE to join meetings.
  - **Tom will reach out Lancaster County Industrial Safety Council and the Capital Area Safety Council.**
- Tom noted that awards are given only for work in the prior calendar year.
- Members briefly discussed rebranding of the Chapter but due to tax and by-law concerns, this was tabled until 2018.
- Discussion of volunteer opportunities. **Scott to forward to Mark as they arise.**
- **All chapter members should work on mentoring 1-2 people within the industry to become CHMMs.**
- Future meetings:
  - **Erika to arrange a chapter meeting tour of ACV Enviro (formerly Cycle Chem) in early September.**
  - **Mark will check with Sharon about the Harley tour.**
  - **Mark will schedule an off-site meeting with a software demo of AuditPro in the 4<sup>th</sup> quarter.**
- Members agreed that use of Zoom for the virtual meeting was very successful.

*Erika Frank, CHMM  
Secretary  
PA Capital Area Chapter*