



Pennsylvania Capital Area Chapter of the Certified Hazardous Materials Managers

OFFICERS MEETING MINUTES

July 30, 2020

Location: Virtual Online

Attendees: Tom Whitman, Erika Frank, Mark Schaffer, Bob Smee

Social Event: None

This meeting was held virtually via Microsoft Teams. The following minutes were captured from our discussion topics:

Officer's Updates

1. An update from Bob showed a balance of \$2,655.39 in our account as of the date of this meeting.
2. There are currently 9 active paying members of our chapter. This may affect selection of candidates for new officers and voting.
3. Erika and Tom both attended the recent AHMP meeting: PA Capital Area Chapter was recognized as a chapter in good standing; only 14 chapters across the US are in good standing; they also took a poll on who would be attending the national conference as a delegate.
4. Mark is working on updating the website to cancel the Messiah visit once again and include the national conference which will be held virtually this year.
5. Erika will assist Mark in a more efficient way to manage the website since she has experience from before. All minutes will be uploaded to the site.

IRS Update

6. Erika still needs to research and download a copy of a Conflict of Interest policy for the Chapter so we can include it in the paperwork for the IRS filing.
7. Tom has reached out to Kerry, our CPA who is helping us with our tax filing status as a non-profit. We haven't heard from him in some time and he's not returning our calls.

Kerry has cashed the check we sent him for the work he did so we just need to know where we stand. Tom will follow up again.

Virtual Meetings/Social

8. Erika and Mark volunteered to team up to find creative ways to hold virtual meetings and socials. Ideas like a Zoom scavenger hunt were kicked around. The idea was to hold one of these events after normal business hours so people could partake of adult beverages if they chose to so we could have a virtual social hour. We agreed that sometime in September would be better so that it's after the start of the school year.

2021 Chapter Officer Elections

9. The positions that will be up for nomination this fall for the 2021 election cycle will be for Chapter Treasurer and Chapter Vice President only.
10. Mark will create and send a notification email to all chapter members to let them know nominations can be made at any time. Those nominated must accept the nomination before voting can begin.
11. Only active paying Chapter members can vote in the elections. If you'd like to vote and have not paid your annual dues, please contact one of the officers and we can send you an invoice or you may mail a check to our PO Box.
12. Voting will be cast through email sent out with voting buttons so be sure to read your emails from the Chapter. This should take place sometime in November.

*Mark Schaffer, CHMM
Secretary
PA Capital Area Chapter*