



Pennsylvania Capital Area Chapter of the Certified Hazardous Materials Managers

MEETING MINUTES

September 26, 2019

Location: RETTEW - 3020 Columbia Avenue, Lancaster PA & The Crossings at Conestoga Creek

Attendees: Tom Whitman (President), Mark Schaffer (Secretary), Scott Durnin, Steve Rowley, Ken North, Janel Simmers (Rettew), David Miller (Rettew)

Social Event: Miller's Ale House

This meeting was hosted by Steve Rowley and our friends at Rettew. Special guest was David Miller, the Project Manager for the project called The Crossings at Conestoga Creek. Mr. Miller provided a PowerPoint presentation that described the many challenges that were overcome during the planning and construction phase of this massive project. The special part of this project is that Rettew was able to meet all of the permitting requirements for storm water, sanitation, wetlands and conservation without sacrificing one acre of developable land. Suffice it to say that Mr. Miller and Rettew overcame many challenges while providing a useful and environmentally responsible improvement to Lancaster area residents. Afterward, the group met at Miller's Ale House which is one of the retail establishments on the site of The Crossings at Conestoga Creek.

Tom Whitman scheduled 15 minutes with the few members of the Chapter that attended this meeting to discuss a few items on the agenda:

1. **Review/acceptance of Q2 Meeting Minutes (Officers)** – *postponed*
2. **Budget update (Bob)** – *postponed*
3. **Membership update (Bob)** - *postponed*
4. **IRS/Tax Info/Form 990N/DBA (Bob/General)** - *postponed*
5. **August National Conference Review/Feedback (General)** – Those that attended the national conference gave their personal feedback on the outcome. All agree that AHMP could do a better job getting guest speakers on pertinent topics. It was also indicated that AHMP is not happy with our local chapter for not getting our IRS filing straightened out. The suggestion was made to hire an accountant to help us get into compliance once and for all.

6. **2020 Regional PDC Planning (Mark B to lead)** – Tom and Erika volunteered to assist in this endeavor.
7. **Web page/social media updates (Erika/Mark S)** – Mark S. indicated that even a small budget web page design and hosting would cost in the range of \$3,000. Mark S. can and will continue to maintain our current site under the GoDaddy account.
8. **Officer election cycle (Officers)** – All present agreed that rotating elections for officers so that they don't all fall in the same cycle year would be a good idea. If we don't get more new members however, it may be difficult to rotate officers in and out.
9. **Recruiting efforts (Mark S/all)** – Mark S. has a current contact list of 52 people. The suggestion was made to make another push to contact local universities and colleges with environmental programs to see if their graduates or soon-to-be graduates would have an interest in the CHMM certification and local chapter membership.
10. **ASSP Joint Meeting (Tom)** – Scheduled a call with Paul Allen, President, Central PA ASSP on 9/27/2019 to discuss challenges with membership/recruiting/meeting attendance. Mark S. and Erika also attended this call. ASSP has similar challenges in getting people to attend meetings. Some of the shared challenges are geographic diversity and diversity of industry. The suggestion was also made to make Chapter meetings bimonthly to keep people engaged. One more officer's meeting is needed yet in 2019 in order to plan out next year's Capital Area Chapter meeting dates ahead of time.
11. **Membership Meeting Time Survey (Erika/Tom)** – A Survey Monkey intended to see how we can boost our meeting attendance was suggested to send to the full Chapter contact list. This is expected to go out in October.
12. **Drobox Access/Files/Update (Mark S)** – A new Drobox folder has been set up and all officers have been given read/write permissions to add, edit and delete files.
13. **SARA Summit on 10/10 (Erika/Mark S)** – Erika and Mark S. have registered to attend this event. It might be a good opportunity to expand our membership with local emergency and environmental professionals.
14. **Other Business** – Thank you to our friends at Rettew for hosting this meeting and for the wonderful presentation on The Crossings at Conestoga Creek.
15. **New Business/For the Good of the Chapter Budget Update** – nothing discussed.

Action Items:

- **Bob to investigate the cost/use of an accountant to get the Chapter tax status corrected once and for all.**
- **Tom – schedule one final 2019 meeting to set future meeting dates for 2020.**
- **Mark S. to create Survey Monkey for October to send to all Chapter contacts regarding how to improve attendance at meetings.**
- **Tom – review local colleges and universities to see if they would be willing to work with our Chapter on recruitment opportunities.**

*Mark Schaffer, CHMM
Secretary
PA Capital Area Chapter*