



Date: July 17, 2020

Time: 3:00 PM – 4:20 PM

Location: Virtual

EC Member Attendance:

Name	Attended	Notes
Timothy L McCarty, CSP, ARM, ALCM	X	
Michael R Fandell, CSP	X	
John L Lowrie		Vacation
Nathan D Boutwell, CSP, SMS, CIT	X	
Kurt Addison Kirkland, ASP		Regrets
Sean Patrick Ryan, CSP, ASP, CHSP	X	

Other Members Present:

- Past President: Alexis Weston

Agenda:

- Introduce the leadership team.
 - Team shared brief background
 - Photos of leadership needed for the website. Please work with Sean to coordinate.
- Set a calendar for chapter meetings & leadership meetings.
 - Team discussed options for meeting topics.
 - Key to short term sustainability of the chapter is to hold at least 4 meetings.
 - General meeting rhythm: Generally, 3rd Friday of the month 3:00 – 4:00
 - Chapter Meeting Potential Dates
 - Post Maine State Safety Conference Virtual 9/25 @ 4:30
 - Potential Topic: The Power of Networking
 - November 20, 2020
 - January 18, 2021
 - March 19, 2021
 - May 21, 2021
 - July 16, 2021
 - Leadership Team Meetings
 - August 21, 2020
 - October 16, 2020
 - December 18, 2020
 - February 19, 2021
 - April 16, 2021
 - June 18, 2021



AMERICAN SOCIETY OF
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Maine Chapter

- Determine transitions (Financial, Communication) of responsibilities
 - Transfer of responsibility is underway.
- Website update
 - Sean had proposed updates to the Website
 - Group discussed use and expansion of social media.
- Budget
 - Review sponsorship of the Maine Safety & Health Conference (\$500.00)
 - Group agreed to continue sponsorship of the conference
 - Reviewed request to update website for nominal fee (\$75.00)
- Other topics covered
 - Chapter update via Presidents Message

Actions:

- Leadership – Send photos to Sean for website
- Nathan – Draft calendar and include proposed dates in minutes
- Sean – Evaluate development of LinkedIn Chapter Group
- Tim – Prepare president update letter