Date: August 21, 2020

Time: 3:00 PM – 4:10 PM

Location: Virtual

EC Member Attendance:

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

Other Members Present:

Agenda:

1. Stand and Deliver
	1. Mike Fandell shared information on vehicles and the importance of pre-use inspection.
2. Review of Last Meetings Minutes
	1. Group reviewed and approve the minutes.
3. Treasurers Update
	1. Kurt has been added to the checking account. Special thanks to Alexis, who drove to Bucksport to transfer the account.
4. Membership Review
	1. Discussed need to download membership list and verify or update contact information.
	2. Group reviewed previous efforts to engage members and discussed outreach to the membership to discuss 2020 – 2021 efforts.
5. Chapter Plan Submission
	1. The 2020 – 2021 Planning report has been created and loaded to the national website.
6. Maine Safety and Health Conference
	1. Last month group discussed social event related to the conference (9/23 & 9/24). Group had proposed late afternoon on 9/25 virtually.
	2. Need to publish invitation and develop agenda.
	3. Group to extend invitation to NSC Conference Attendees.
7. Upcoming Events
	1. Group discussed potential future topics (suggestions to be confirmed)
		1. November: The Complete Learning Experience – Andrew Jefferson
	2. Other potential Topics
		1. Adaptive Management Systems
		2. Learning from Events
		3. Practical application of safety management ideas.
	3. Group discussed, and agreed to order ASSP merchandise to raffle off during the meeting.
8. Other Business
	1. Website has been updated
	2. LinkedIn Group has been created – Please promote the use to your personal network.
	3. Last year the chapter achieved Silver Status.
	4. Discussion on multiple ways to engage the membership for the next year.

Actions:

* Group – Review ASSP Chapter Leadership training applicable for positions.
* John – Download membership list from the National Website.
* September Meeting
	+ Nathan to send meeting invitation.
	+ Mike to draft agenda.
* November Meeting – Nathan to contact the 6D’s company to see if they are available to present.
* Tim and Kurt to order merchandise for November meeting.