

**ASSP Greater San Jose Chapter
Executive Committee/Chapter Meeting Minutes
July 12, 2022 10:30 am – 11:30 am**

Call to Order: Meeting was called to order at 10:36 am by President Bill Stettiner. Meeting Hosted via Zoom.

Executive Members Present:

- ✓ Bill Stettiner, President Elect*
- ✓ Ashli Sturgill, Past President*
- ✓ Julie Kreger King, Secretary*
- ✓ Mary Stine, Delegate 1* & WISE Chair
- ✓ Pat Hinds, Delegate 2*
- ✓ Nirap Sainju, Communications Chair
- Ramon Khu, Treasurer*
- Melinda Anderson, VP Membership Director
- Maria Sandoval, Past President*
- Nirap Sainju, Communications Chair
- John Steele, VP Government Affairs*
- Naci Ozgur, Jobs Coordinator Chair
- Jocelyn Jackson, Social Chair

Quorum Achieved: **Yes** (5 required to achieve a quorum, only roles with * can be counted)

Agenda: Shared during the meeting.

Meeting Minutes: Minutes from June were sent electronically for review. The minutes for the June meeting were moved to be approved by Pat and seconded by Ashli. The minutes for June were unanimously approved by the board.

Treasurer Report: May budget report was sent electronically on June 19th for review. May budget balance was \$44,902.72. Estimated \$69 in admin fees, \$35 in web hosting fees. Collected \$545 in dues and .02 in interest. Pat moved to approve the May treasurer's report, Ashli seconded the approval. The June treasurer's report was unanimously approved by the board.

ACTION: **Bill** to talk to Ramon about possibly moving more of the money to the Savings account from Checking account in hopes of earning more interest.

ACTION: **Ramon** to send the June Treasurer Report – executive committee will still need to review and approve the June budget and treasurer report.

Membership Report: No membership report provided for June.

Presidents Report: Bill

- We have an open hole in interacting with several other organizations.
- Greater San Jose Chapter has been preliminarily awarded the Platinum status. Awaiting final verification from the ASSP.

President Elect Report: Nirap

- Working to confirm Upcoming Technical Meetings.
- Nirap to confirm additional topics/speakers for future Technical Meetings, tentative plan includes:

| Meeting Date Time: 11:45 am to 1 pm PT | Topic | Speaker |
|---|------------------------------|-------------------------------------|
| July 12, 2022 | Heat Illness Prevention | Ashli Sturgil |
| August 9, 2022 | Ergonomic Process Leadership | Alison Heller-Ono |
| September 13, 2022 | TBD | Abby Ferri, CSP and Jason Maldonado |
| October 11, 2022 | TBD | Ron Gantt |
| November 8, 2022 | TBD | Camille Oakes, CSP |

- Building back up of topics/speakers for future if needed.

Delegates Report: Pat

Currently only one delegate at this point (Pat Hinds) if we are over 300 members, we can add another delegate in the future.

Government Affairs Report: Mary

| California - JULY | | | |
|---|---|--|-----------------------|
| Law | Main Topic | Summary | Effective Date |
| <u>California AB 1221</u> | Hospitality | Requires an alcohol server to successfully complete a Responsible Beverage Service Training course offered or authorized by the Department of Alcoholic Beverage Control by August 31, 2022. | 7/1/2022 |
| <u>California: San Francisco Proposition G (Ballot Measure)</u> | COVID-19 | Creates a <u>permanent public health emergency leave</u> (PHEL) ordinance. | 10/1/2022 |
| <u>California: West Hollywood Ordinance No. 22-1180</u> | Wage Payment: Minimum Wage & Living Wage Ordinances; Paid Leave | Clarifies calculation of employer size; enhances provisions related to obtaining a waiver from coverage; removes provision on cash-out of accrued paid time off. | 6/15/2022 |

If our members work in industries that are affected, they can find more details at:

<https://www.littler.com/publication-press/publication/july-new-january-new-state-laws-do-not-take-summer>

WISE Report:

- Mary will still be the primary contact for WISE, but actively recruiting a replacement.
- Congratulations! In recognition of all the work done this year the GSJC WISE received the Chapter WISE Gold Distinction Award!!
- WISE Swag is now available:
<https://vickissafetycreations.com/collections/wise-2022?fbclid=IwAR3oC8ljV9EAIIXeR6ADuiHY7aXIEm9dLevEMkGyY7UVZjGRqgRTTQ3pOBY>
- Welcoming our new board member Melinda Anderson as the social chair effective July 2022.
- Sacramento WISE section initial meeting to create Sac WISE chapter later in July.
- July 21st will be the next WISE public meeting.

PDC Chair Report

- Ashli is the current PDC rep
- They scheduled the meetings for in the evening and Ashli has requested that they change them to another time that is more appropriate.
- Incentivize Volunteerism within the GSJC
 - Ashli made a motion that the chapter sponsors the volunteer registration fee for the BASS in March of 2023 – expectations and parameters will be determined at a future date for people to qualify. Expected cost to chapter is \$85/volunteer with a cap of 5 volunteers – TOTAL \$425 expense. Pat seconded the motion. The motion was unanimously approved.

Old Business / Open Discussion:

- Planning Session Discussion
 - The following Goals were agreed to:
 - **Increase in-person Technical Meetings by 100%**
 - **Increase membership outreach** - Hold 3 new member welcome and orientation sessions following virtual technical meeting
 - **Collaborate with external organizations and neighboring chapters for combined events.**

New Business / Open Discussion:

- Ashli confirmed the Grower/Shipper Organization at 512 Pajaro Street in Salinas is willing to host one of the ASSP Meetings.

ACTION: Ashli to work with Nirap to firm up a date to host an in person meeting that includes a “broadcast” of the Technical Meeting to the Salinas location

Next Meeting: August 9, 2022, 10am via Zoom

Meeting adjourned by Bill Stettiner, at 11:25 am.

**ASSP Greater San Jose Chapter
Executive Committee/Chapter Meeting Minutes
August 9, 2022 10:30 am – 11:30 am**

Call to Order: Meeting was called to order at 10:58 am by President Bill Stettiner. Meeting Hosted via Zoom.

Executive Members Present (indicated with checkmark):

- ✓ Bill Stettiner, President*
- ✓ Ashli Sturgill, Past President*
- ✓ Nirap Sainju, President Elect* & Communications Chair
- ✓ Julie Kreger King, Secretary*
- ✓ Pat Hinds, Delegate 1*
- Mary Stine, VP Government Affairs & WISE Chair
- Ramon Khu, Treasurer*
- Melinda Anderson, VP Membership Director
- Naci Ozgur, Jobs Coordinator Chair
- Jocelyn Jackson, Social Chair

Quorum Achieved: **Yes** (5 required to achieve a quorum, only roles with * can be counted)

Agenda: Shared during the meeting.

Meeting Minutes: Minutes from July were sent electronically for review. The minutes for the July meeting were moved to be approved by Ashli and seconded by Pat. The minutes for July were unanimously approved by the board.

Treasurer Report: June budget report was sent electronically on June 19th for review. May budget balance was \$47,614.59. Estimated \$54 in admin fees, \$35 in web hosting fees. Income from SF Chapter for 2022 PDC of \$7,380.85. \$5,000 check submitted to the Marriott Hotel for the deposit for the 2023 PDC. Collected \$420 in dues and .02 in interest. Julie moved to approve the June treasurer's report, Pat seconded the approval. The June treasurer's report was unanimously approved by the board.

ACTION: **Bill** to talk to Ramon about possibly moving more of the money to the Savings account from Checking account in hopes of earning more interest.

ACTION: **Ramon** to send the July Treasurer Report – executive committee will still need to review and approve the July budget and treasurer report.

Membership Report: No membership report provided for June or July.

ACTION: **Bill** to follow up with Melinda and request that she send the membership report via email, prior to meeting for discussion/review.

Presidents Report: Bill

- Sent that July meeting minutes from Area meeting sent to all.
- Nirap unable to attend the ROC. Need to determine if someone else will attend. Pat and Julie considering.

- Greater San Jose Chapter has been awarded the Platinum status. CONGRATS!
- Today is an in-person technical meeting as there is a group gathered in Salinas, CA at the Grower/Shipper Organization. Will make sure we get points for this being in-person meeting.

President Elect Report: Nirap

- Working to confirm Upcoming Technical Meetings.
- Thank you to Ashli for hosting the in-person meeting.
- Nirap to confirm additional topics/speakers for future Technical Meetings, tentative plan includes:

| Meeting Date Time: 11:45 am to 1 pm PT | Topic | Speaker |
|---|--|--|
| July 12, 2022 | Heat Illness Prevention | Ashli Sturgil |
| August 9, 2022 | Ergonomic Process Leadership | Alison Heller-Ono |
| September 13, 2022 | Virtual Lunch with the Safety Justice League | Abby Ferri, CSP and Jason Maldonado from Safety Justice League |
| October 11, 2022 | TBD | Ron Gantt |
| November 8, 2022 | TBD | Camille Oakes, CSP |

- Building back up of topics/speakers for future if needed.

Delegates Report: Pat

Currently only one delegate at this point (Pat Hinds) if we are over 300 members, we can add another delegate in the future.

Pat attended meeting last week. Conversation going on within Society regarding the change from “Delegate” to “Representative”. Society provided a presentation on the topic. Reinforcing the objective and goal that the purpose of this change is so that everyone gets to have a voice in Society – beyond the traditional chapter only perspective. Still unclear on next steps as they determine their plan for engagement and use of the “Representatives”.

Government Affairs Report: Mary

Following info/report submitted by Mary via email.

- Access to free fortnightly information via e-journal “Safety Info” published by D.L. Shah Trust. Current issue (Vol. No. 13, Issue No. 15, 1st August 2022) is related to Fatigue Risk Management. Summary of journal is “whether we like it or not, fatigue is part of our lives each and every day” what are some methods for addressing it?
- To receive this information directly to your inbox you can request access it via: www.dlshahtrust.org – select “Our Publications” from the top banner to find the links to both the Safety Info and Quality Info journals.

WISE Report: Mary

Following info/report submitted by Mary via email:

- Mary attended the ChapterWise meeting on May 17, 2022, highlights included an overview of the ASSP 2022/WISE events for June and planning for the ASSP WISE engagement opportunities at Safety 2022 held June 26 - 28.
- The local WISE chapter met July 21, 2022
- Gained three new EHS members to the Might Network app

PDC Chair Report:

- Ashli is the current PDC rep
- They scheduled the meetings for in the evening and Ashli has requested that they change them to another time that is more appropriate.
- No report at this point

Old Business / Open Discussion:

- Planning Session Discussion
 - The following Goals were agreed to:
 - **Increase in-person Technical Meetings by 100%**
✓ **DONE** – Ashli hosted a technical meeting in Salinas in August 2022
 - **Increase membership outreach** - Hold 3 new member welcome and orientation sessions following virtual technical meeting
ACTION: Ashli to guide Bill on how to get access to the new member list for additional follow up
 - **Collaborate with external organizations and neighboring chapters for combined events.**

New Business / Open Discussion:

- No new business

Next Meeting: September 13, 2022, 10:30am via Zoom
Meeting adjourned by Bill Stettiner, at 11:24 am.

**ASSP Greater San Jose Chapter
Executive Committee/Chapter Meeting Minutes
September 13, 2022 10:30 am – 11:30 am**

Call to Order: Meeting was called to order at 10:35 am by President Bill Stettiner. Meeting Hosted via Zoom.

Executive Members Present (indicated with checkmark):

- ✓ Bill Stettiner, President*
- ✓ Nirap Sainju, President Elect* & Communications Chair
- ✓ Julie Kreger King, Secretary*
- ✓ Mary Stine, VP Government Affairs, Delegate 2* & WISE Chair
- ✓ Melinda Anderson, VP Membership Director
- Ashli Sturgill, Past President*
- Pat Hinds, Delegate 1*
- Ramon Khu, Treasurer*
- Naci Ozgur, Jobs Coordinator Chair
- Jocelyn Jackson, Social Chair

Quorum Achieved: **Yes** (5 required to achieve a quorum, only roles with * can be counted)

ACTION: Julie need to confirm precisely which roles are voting roles and which roles are not, then update the above * to ensure they are correct.

Agenda: Shared during the meeting.

Meeting Minutes: Minutes from August were sent electronically for review. The minutes for the August meeting were moved to be approved by Mary Stine and seconded by Julie Kreger King. The minutes for August were unanimously approved by the board.

Treasurer Report: No treasurer report provided for August.

ACTION: Bill to talk to Ramon about possibly moving more of the money to the Savings account from Checking account in hopes of earning more interest.

ACTION: Ramon to send the July and August Treasurer Report – executive committee will still need to review and approve the July and August budget and treasurer report.

Membership Report: No membership report provided for August.

ACTION: Bill to follow up with Melinda and request that she send the membership report via email, prior to meeting for discussion/review.

Presidents Report: Bill

- By-law change for the region was completed. Now we have to vote for the by-law change at the chapter level. Bill is still working on sorting out what is needed to complete this.
- We are doing more cross collaboration with SF and Sac chapters. We are promoting the Sacramento PDC – our own Mary Stine will be speaking at the event.

President Elect Report: Nirap

- Area 2 Meeting – the main takeaway
 - Registration for Hotel for ROC in Hawaii; deadline 9/2 with discounted rate
 - Inform Area 2 Director of who is attending- Bill going, Pat is not
 - Had asked on day of meeting that they did not get GSJC COMT submittal - Bill resolved
 - Area 2 Director ask for COMT goals - Nirap shared; only chapter to have COMT goals on meeting minutes - kudos to our chapter
- PDC Planning Committee – the main takeaway
 - Get more speakers (only have 9 to date) including last ditch efforts to advertise – deadline is the end of September
 - Plan the tracks – tabled for next meeting
 - Reach out to our respective Ex Com to see if someone wants to lead the track (i.e. Construction Track); but I do not know the details and can find out the next meeting.
- Working to confirm Upcoming Technical Meetings.
- Nirap to confirm additional topics/speakers for future Technical Meetings, tentative plan includes:

| Meeting Date Time: 11:45 am to 1 pm PT | Topic | Speaker |
|---|---------------------------|--------------------|
| September | Communicating with Action | Camille Oakes, CSP |
| October 11, 2022 | TBD | Ron Gantt |
| November 8, 2022 | TBD | TBD |
| December 2022 | Holiday Meeting? | TBD |

- Building back up of topics/speakers for future if needed.

Delegates Report: Mary

All Delegates were converted to “Advisors”. Still looking for new “Advisors” that are outside of chapter leadership.

Government Affairs Report: Mary

Following info/report submitted by Mary via email.

- As of Sep, 2, 2022 -- EPA is proposing to classify two PFAS as “hazardous substances” – perfluorooctanoic acid (PFOA) and perfluorooctanesulfonic acid (PFOS). The proposed rule will be published soon and will then be open for comment on the Federal Register.

WISE Report: Mary

Following info/report submitted by Mary via email:

- Mary organizing many ongoing local charity events for WISE members in South County Coastal area.
- Meeting every Thursday 10am-11am to take a walk – for more details please contact Mary.

PDC Chair Report: No PDC rep report. See President-Elect report for details on PDC.

- Ashli is interim PDC rep

Old Business / Open Discussion:

- Planning Session Discussion
 - The following Goals were agreed to:
 - **Increase in-person Technical Meetings by 100%**
✓ **DONE** – Ashli hosted a technical meeting in Salinas in August 2022
 - **Increase membership outreach** - Hold 3 new member welcome and orientation sessions following virtual technical meeting
ACTION: Ashli to guide Bill and Melinda on how to get access to the new member list for additional follow up
 - **Collaborate with external organizations and neighboring chapters for combined events.**
✓ **DONE** – Promoting the Sacramento PDC

New Business / Open Discussion:

- No new business

Next Meeting: October 11, 2022, 10:30am via Zoom

Meeting adjourned by Bill Stettiner, at 11:00 am.

**ASSP Greater San Jose Chapter
Executive Committee/Chapter Meeting Minutes
October 11, 2022 10:30 am – 11:30 am**

Call to Order: Meeting was called to order at 10:33 am by President Bill Stettiner. Meeting Hosted via Zoom.

Executive Members Present (indicated with checkmark):

- ✓ Bill Stettiner, President*
- ✓ Nirap Sainju, President Elect* & Communications Chair
- ✓ Julie Kreger King, Secretary*
- ✓ Mary Stine, VP Government Affairs*, Delegate 2* & WISE Chair
- ✓ Ashli Sturgill, Past President*
- ✓ Pat Hinds, Delegate 1*
- Melinda Anderson, VP Membership* Director
- Ramon Khu, Treasurer*
- Naci Ozgur, Jobs Coordinator Chair
- Jocelyn Jackson, Social Chair

Quorum Achieved: **Yes** (5 required to achieve a quorum, only roles with * can be counted)

ACTION: Julie confirmed that the voting members are President, President Elect, Secretary, Treasurer, VP Government Affairs, VP Membership, Past President and Delegates.

Agenda: Shared during the meeting.

Meeting Minutes: Minutes from September were sent electronically for review. The minutes for the September meeting were moved to be approved by Ashli Sturgill and seconded by Nirap Sainju. The minutes for September were unanimously approved by the board.

Treasurer Report: No treasurer report provided for July, August or September

ACTION: Bill to talk to Ramon about possibly moving more of the money to the Savings account from Checking account in hopes of earning more interest. And to follow up with Ramon to see if all is okay with him.

ACTION: Ramon to send the July, August and September Treasurer Report – executive committee will still need to review and approve the July, August, and September budgets and treasurer reports.

Membership Report: No membership report provided.

ACTION: Bill to follow up with Melinda and request that she send the membership report via email, prior to meeting for discussion/review.

Presidents Report: Bill

- ROC UPDATE
 - San Jose Chapter was one of only 4 chapters that completed the on-line voting.
 - Next ROC will be in Portland in April more details to follow.

- Talked about a lot of stuff.
 - i. Membership Engagement – continues to be a recurring problem for many chapters
 1. We have over 300 members and we don't know what most of the members want from ASSP. We reach out to them to get feed-back but we don't hear back. Less than 15 people are attending.
 2. Bakersfield has 100 people showing up at meeting but that is an anomaly.
 3. We are the most challenging chapter geographically speaking. As virtual options have improved our reach.
 4. Average engagement from regions chapters is about 10% - for our chapter we are closer to 5%.
 5. As chapter we need to figure out how to improve this!
 6. We have doubled the number of participants in our monthly meetings.
 - ii. How can we use our budget to better promote the chapter?
 1. **ACTION:** ALL – everyone should submit ideas to the President to come up with suggestion and ideas on how to improve engagement. Consider what entices people?
 2. Include links on web-page to the various current and past promotions? Use QR codes.

President Elect Report: Nirap

- No meeting scheduled for October, this has been moved to November and is now posted on the web page
- We will take a break for the remainder of the year after this
- 10-15% of membership has been attending the virtual meetings we have been hosting
- December -- Considering a Holiday gathering?
 - Jack's Bar and Grill at the Newpark Mall
 - Holiday Happy Hour?
 - **ACTION:** Nirap will reach out to get some pricing and then contact the team via email.
- January topic will be provided by someone from CAL OSHA
- February considering targeting a tour
- March will be the PDC
- Nirap to confirm additional topics/speakers for future Technical Meetings, tentative plan includes:

| Meeting Date Time: 11:45 am to 1 pm PT | Topic | Speaker |
|---|--------------|----------------|
| October 11, 2022 | Skip | N/A |

| | | |
|------------------|---|---------------|
| November 8, 2022 | Why don't they follow the rules? | Ron Gantt |
| December 2022 | TBD - Holiday Party? *Nirap to follow up with restaurant for quotes for happy hour | N/A |
| January 10, 2023 | TBD | Juan Calerdon |

- Building back up of topics/speakers for future if needed.

Delegates Report: Mary & Pat

ASSP has issued updated bylaws related to the role of the Delegates. Details are below:

Delegates: Sec. 3: (ADVISORY GROUP MEMBERS)

Chapter advisory group members, who are elected by the members of their chapters, shall be professional members or members in good standing.

Each chapter shall be entitled to Advisory Group members as determined by their membership count as of December 31 of the previous calendar year as follows:

249 members or less = 1 member.

One member for each additional 250 members or portion thereof, in excess of its initial 249 members.

Members serve for a one (1) year term beginning on July 1. Members may serve more than one (1) term.

Society elected leaders in the positions of council vice presidents, regional vice presidents, area directors, administrators and assistant administrators will serve as members of the Advisory Group.

Members in good standing will comprise up to ¼ of the Advisory Group and will serve as at-large members.

Members serve for a one (1) year term beginning on July 1. Members may serve more than one (1) term.

The procedure for selection of members will be set forth in the society operating guidelines.

Sec 4: (DUTIES OF THE ADVISORY GROUP) The Advisory Group shall perform the following functions:

Duties: Actively discuss and provide input on the issues/topics presented.

Bring forward annual activities under ASSP's business planning process.

Government Affairs Report: Mary

Classes and courses that have to do with the upcoming laws and changes.

OSHA schedules stakeholder meeting to provide overview of its Process Safety Management rulemaking project

United States Department of Labor sent this bulletin at 09/20/2022 12:21 PM EDT |

<https://content.govdelivery.com/accounts/USDOL/bulletins/32dfa4e>

OSHA is exploring updates to its process safety management standard and wants to hear from you. Register for a virtual stakeholder meeting on Oct. 12 to add your voice to the conversation. <https://assp.us/3f12cr7>

WISE Report: Mary

Following info/report submitted by Mary via email:

- Received certificate of Gold – YAY!
- All members from last year received their certificates from last year as a Thank you to the members
- Mary posted on linked in and sent to her network the pictures of the key four WISE members that are driving the direction of the WISE program
- ASSP Society acknowledged the “Foundations of Teamwork” program that Mary provided at the Sacramento PDC recently. Based on “Game Theory” approach.
- Meetings will be quarterly moving forward. 21st of every two to three months. Next one will be in December or January.
- For more info on WISE ASSP Greater San Jose Chapter: <https://wise-assp-greater-san-jose-ca.mn.co/share/eod22Ztm4jxxSwhc>

PDC Chair Report: No PDC rep report. See President-Elect report for details on PDC.

- Ashli attended the meeting
- Vetted some speakers. Put a call out for additional speakers.
- Will be asking for some track leaders and people that will be facilitating each section.
- Registration is now officially open. Group discounts available for companies sending 3 or more attendees.
- Expect the PDC to move forward as an in-person event.
- **ACTION:** Ashli to ask if we will be able to have a chapter booth.

Old Business / Open Discussion:

- 2022-2023 Planning Session Discussion
 - The following Goals were agreed to:
 - **Increase in-person Technical Meetings by 100%**
✓ **DONE** – Ashli hosted a technical meeting in Salinas in August 2022
 - **Increase membership outreach** - Hold 3 new member welcome and orientation sessions following virtual technical meeting
ACTION: Ashli Need to offer this at upcoming meetings.
✓ **DONE** – Ashli provided Bill info on how to access the new member information from within the ASSP tools.
 - **Collaborate with external organizations and neighboring chapters for combined events.**
✓ **DONE** – Promoting the Sacramento PDC

New Business / Open Discussion:

- Next year nomination and elections committee -- Ashli plans to get the elections committee going. It will be Nirap, Ashli and Pat to participate. Then she will get the call out for nominations going in January.

Next Meeting: November 8, 2022, 10:30am via Zoom

Meeting adjourned by Bill Stettiner, at 11:17 am.

**ASSP Greater San Jose Chapter
Executive Committee/Chapter Meeting Minutes
November 8, 2022 10:30 am – 10:40 am**

Call to Order: Meeting was called to order at 10:33 am by President Bill Stettiner. Meeting Hosted via Zoom.

Executive Members Present (indicated with checkmark):

- ✓ Julie Kreger King, Secretary*
- ✓ Mary Stine, VP Government Affairs*, Delegate 2* & WISE Chair
- ✓ Ashli Sturgill, Past President*
- Bill Stettiner, President*
- Nirap Sainju, President Elect* & Communications Chair
- Pat Hinds, Delegate 1*
- Melinda Anderson, VP Membership* Director
- Ramon Khu, Treasurer*
- Naci Ozgur, Jobs Coordinator Chair
- Jocelyn Jackson, Social Chair

Quorum Achieved: **No** (5 required to achieve a quorum, only roles with * can be counted)

ACTION: Julie confirmed that the voting members are President, President Elect, Secretary, Treasurer, VP Government Affairs, VP Membership, Past President and Delegates.

Agenda: No agenda provided.

Meeting Minutes:

Only 3 members of the exec committee attended the meeting. – therefore a quorum was not achieved. We waited 10 minutes to see if other would join.

DECEMBER EVENT: As a reminder there will not be a December Meeting. In place of the December meeting the chapter will be co-hosting a social event with the San Francisco chapter. For details go to event page: <https://sj.assp.org/events/lets-be-festive-for-the-holidays-irl-in-real-life/>

Treasurer Report: No treasurer report provided for July, August, September or October

ACTION: Julie to email Ramon regarding need to send the July, August, September and October Treasurer Report that still need to be reviewed and approved by the executive committee.

Membership Report: No membership report provided.

Presidents Report: No Presidents report.

President Elect Report: No President Elect report.

From last month:

January topic will be provided by someone from CAL OSHA

- February considering targeting a tour
- March will be the PDC
- Nirap to confirm additional topics/speakers for future Technical Meetings, tentative plan includes:

| Meeting Date Time: 11:45 am to 1 pm PT | Topic | Speaker |
|---|---|----------------|
| November 8, 2022 | Why don't they follow the rules? | Ron Gantt |
| December 7, 2022 | Let's Be Festive for the Holidays – IRL (in real life!) | N/A |
| January 10, 2023 | TBD | Juan Calerdon |
| | | |

- Building back up of topics/speakers for future if needed.

Delegates Report: No delegates report.

Government Affairs Report: Mary

California Changes “Close Contact” definition under Cal/OSHA COVID Emergency Standard and Issues Revised Proposal for Non-Emergency Standard.

Bulletin from Littler: 10/18/2022

<https://www.littler.com/publication-press/publication/california-changes-close-contact-definition-under-calosha-covid>

WISE Report: No report.

PDC Chair Report: No PDC report.

Old Business / Open Discussion:

- 2022-2023 Planning Session Discussion
 - The following Goals were agreed to:
 - **Increase in-person Technical Meetings by 100%**
✓ **DONE** – Ashli hosted a technical meeting in Salinas in August 2022
 - **Increase membership outreach** - Hold 3 new member welcome and orientation sessions following virtual technical meeting
ACTION: Ashli Need to offer this at upcoming meetings.
✓ **DONE** – Ashli provided Bill info on how to access the new member information from within the ASSP tools.
 - **Collaborate with external organizations and neighboring chapters for combined events.**
✓ **DONE** – Promoting the Sacramento PDC

New Business / Open Discussion:

- Next year nomination and elections committee – Ashli plans to get the elections committee going. It will be Nirap, Ashli and Pat to participate. Then she will get the call out for nominations going in January.

Next Meeting: January 10, 2022, 10:30am via Zoom

Meeting adjourned at 10:40 am.

**ASSP Greater San Jose Chapter
Executive Committee/Chapter Meeting Minutes
January 10, 2023 10:30 am – 11:30 am**

Call to Order: Meeting was called to order at 10:35 am by President Bill Stettiner. Meeting Hosted via Zoom.

Executive Members Present (indicated with checkmark):

- ✓ Bill Stettiner, President*
- ✓ Julie Kreger King, Secretary*
- ✓ Mary Stine, VP Government Affairs*, Delegate 2* & WISE Chair
- ✓ Ashli Sturgill, Past President*
- ✓ Tim Chang, Chapter Member
- ✓ Nirap Sainju, President Elect* & Communications Chair
- ✓ Ramon Khu, Treasurer*
- Pat Hinds, Delegate 1*
- Melinda Anderson, VP Membership* Director
- Naci Ozgur, Jobs Coordinator Chair
- Jocelyn Jackson, Social Chair

Quorum Achieved: **Yes** (5 required to achieve a quorum, only roles with * can be counted)

Reminder: Voting members are President, President Elect, Secretary, Treasurer, VP Government Affairs, VP Membership, Past President and Delegates.

Agenda: No agenda provided.

Meeting Minutes: Minutes from October and November meeting were sent electronically for review. Julie made a motion to approve the October meeting minutes, Nirap seconded the motion. The October meeting minutes were approved, by the board. Mary made a motion to approve the November minutes, Ramon seconded the motion. The November meeting minutes were approved, by the board.

Treasurer Report: Ramon will distribute the treasurer reports for July, August, September, October, November and December for approval via email.

July budget balance was \$48,025.61. \$69 in admin fees, \$35 in web hosting fees. Collected \$515 in dues and .02 in interest.

August budget balance was \$48,256.63. \$39 in admin fees, \$35 in web hosting fees. Collected \$305 in dues and .02 in interest.

September budget balance was \$44,491.65. \$45 in admin fees, \$35 in web hosting fees. Collected \$315 in dues and .02 in interest.

October budget balance is \$48,869.67. \$87 in admin fees, \$35 in web hosting fees, \$135 for National Chapter accountant IRS submission of the taxes for the chapter – form 199B. Collected \$635 in dues and .02 in interest.

November budget balance is \$48,923.40. \$69 in admin fees, \$35 in web hosting fees, \$387.29. for check reimbursement for August event. Collected \$545 in dues and .02 in interest.

December budget balance is \$49,474.42. \$84 in admin fees, \$35 in web hosting fees. Collected \$670 in dues and .02 in interest.

ACTION: Ramon to send the July – December reports and bank statements out to be reviewed and approved by the executive committee. Executive committee will provide comments via email and if satisfied with reports will indicate approval of reports and budgets via email.

OUTCOME: July – December reports and back-up info were sent by Ramon on 1/10/2023. No comments were made. Ramon sent a follow-up email clarifying and editing the numbers on the December report. The following email approvals were received:

- Ramon Khu – 1/10/2023, 11:57pm
- Ashli Sturgill – 1/16/2023, 11:57am
- Julie Kreger King – 1/16/2023, 1:48pm
- Bill Stettiner – 1/16/2023, 7:40pm
- Nirap Sainju – 1/17/2023, 10:34am

Budgets July – December were approved by the executive committee.

ACTION: Ramon will inquire with our Credit Union to see if there are any options to move some of the money into an CD, alternative Savings or other account that would allow us to get more interest on our money.

Membership Report: No membership report provided.

Presidents Report: No Presidents report.

President Elect Report:

Approximately 20 ASSP members attended the December Holiday ASSP party. The bill for the event was only about \$400. Nirap Met Tim there and encouraged him to attend the executive meeting. Also, connected with Emily, a colleague of Nirap who indicated interest in participating in the ASSP board.

From last month:

- January speaker canceled and was moved to February
- Considering targeting a tour for future meeting
- March will be the PDC
- Nirap to confirm additional topics/speakers for future Technical Meetings, tentative plan includes:

| Meeting Date Time: 11:45 am to 1 pm PT | Topic | Speaker |
|---|--------------|----------------|
| January 10, 2023 | N/A | N/A |

| | | |
|-------------------|--|---------------|
| February 14, 2023 | OSHA Regulatory Updates | Juan Calerdon |
| March 2023 | PDC | N/A |
| April 11, 2023 | Conflict Management for Safety Professionals | Mary Stine |
| May 9, 2023 | TBD | N/A |

- Building back up of topics/speakers for future if needed.

Delegates Report: No delegates report.

Government Affairs Report: Mary

- 1) **Cal/OSHA will still require COVID reporting on your recordkeeping reporting**
- 2) **Assembly Bill No. 1279 Chapter 337, An Act to add section 38562.2 to the Health and Safety Code, relating to Greenhouse Gases. Approved by the governor Sept. 16, 2022.**

WISE Report: Mary is requesting to combine the WISE San Jose chapter with the WISE San Francisco chapter. There is a plan to start a WISE chapter in Sacramento as well. Would like to suggest that the San Jose/SF WISE be open to the Sacramento chapter members as well. Discussion: Overall sentiment is that the executive team is in favor of combining resources to make WISE more efficient for all.


Ashli made a motion for Mary to investigate combining the WISE San Jose and WISE San Francisco chapter, to possibly include the Sacramento chapter, specifically to evaluate how the combined WISE would be resourced. Julie seconded the motion. The motion was approved by the executive committee.

ACTION: Mary will investigate the options for combining and sharing resources.

PDC Chair Report – Ashli Sturgill: Registration is open, please register. The event will be in person. All speakers are set for the event. There are leaders for all of the various tracks. Will need help on site that day – greeting, moderating, and directing. Event is on track.

Nominations & Elections Report – Ashli Sturgill: Nominations & Elections Committee includes Ashli and Nirap Sainju, and Bill Stettiner. Ashli will put out the call for the open positions - both elected and non-elected roles. Voting will be in May and elections results will be announced at June meeting. The committee will reach out to find new people to participate on the board.

Old Business / Open Discussion:

- 2022-2023 Planning Session Discussion
 - The following Goals were agreed to:
 - **Increase in-person Technical Meetings by 100%**
 **DONE** – Ashli hosted a technical meeting in Salinas in August 2022

- **Increase membership outreach** - Hold 3 new member welcome and orientation sessions following virtual technical meeting
ACTION: Ashli Need to offer this at upcoming meetings.
 - ✓ **DONE** – Ashli provided Bill info on how to access the new member information from within the ASSP tools.
- **Collaborate with external organizations and neighboring chapters for combined events.**
 - ✓ **DONE** – Promoting the Sacramento PDC

New Business / Open Discussion:

Next Meeting: February 14, 2023, 10:30am via Zoom

Meeting adjourned at 11:28 am.

ASSP Greater San Jose Chapter
Executive Committee/Chapter Meeting Minutes
February 14, 2023 10:30 am – 11:30 am

Call to Order: Meeting was called to order at 10:34 am by President Bill Stettiner. Meeting Hosted via Zoom.

Members Present (indicated with checkmark):

- ✓ Bill Stettiner, President*
- ✓ Julie Kreger King, Secretary*
- ✓ Mary Stine, VP Government Affairs*, Delegate 2* & WISE Chair
- ✓ Nirap Sainju, President Elect* & Communications Chair
- ✓ Naci Ozgur, Jobs Coordinator Chair
- ✓ Pat Hinds, Delegate 1*
- ✓ Emily Liu, Chapter Member (interested in Awards Chair and Scholarship Chair)
- Ashli Sturgill, Past President*
- Ramon Khu, Treasurer*
- Melinda Anderson, VP Membership* Director
- Jocelyn Jackson, Social Chair

Quorum Achieved: **Yes** (5 required to achieve a quorum, only roles with * can be counted)

Reminder: Voting members are President, President Elect, Secretary, Treasurer, VP Government Affairs, VP Membership, Past President and Delegates.

Agenda: No agenda provided.

Meeting Minutes: Minutes from January meeting were sent electronically for review. Pat made a motion to approve the January meeting minutes, Nirap seconded the motion. The January meeting minutes were approved, by the executive committee.

Treasurer Report: No treasurer report for January available, at this time. This will be revisited at the March meeting.

ACTION: Ramon will inquire with our Credit Union to see if there are any options to move some of the money into an CD, alternative Savings or other account that would allow us to get more interest on our money.

Past President: No Past President report provided.

Membership Report: No membership report provided.

Presidents Report:

- **The Bay Area Safety Symposium - PDC** [registration is open](#). Past President is not able to attend today but asked that Bill (President) let everyone know prior to the PDC event, there will be an envelope stuffing party on March 8th at the Marriott in San Ramon venue starting at 3:30pm. All are encouraged to attend and assist.

- **Nominations and Elections** for next year's advisory board has been sent out. Call went out for both elected and non-elected roles. Interest in any of the existing Greater San Jose Chapter roles that are available. If any existing board members want to continue in their roles they need to notify Bill. Voting will be in May and elections results will be announced at June meeting. The committee will reach out to find new people to participate on the board.

President Elect Report:

Cal OSHA reorganization has occurred therefore, our speaker canceled their technical talk scheduled to take place today. Nirap sent a cancellation notice to all that had registered.

Still looking for a future local tour opportunity. If anyone has any suggestions please let Nirap know.

Upcoming Technical Meeting Schedule:

- Considering targeting a tour for future meeting
- March will be the PDC
- Nirap to confirm additional topics/speakers for future Technical Meetings, tentative plan includes:

| Meeting Date Time: 11:45 am to 1 pm PT | Topic | Speaker |
|---|--|----------------|
| January 10, 2023 | N/A | N/A |
| February 14, 2023 | OSHA Regulatory Updates | Juan Calderon |
| March 2023 | PDC | N/A |
| April 11, 2023 | Conflict Management for Safety Professionals | Mary Stine |
| May 9, 2023 | TBD | N/A |

- Building back up of topics/speakers for future if needed.

Government Affairs Report: Mary

- 1) Cal/OSHA requiring that you continue to include Covid reporting on your log. The emergency regulation is no longer in effect and has been replaced with the Non-emergency Regulations. Details of which can be found: <https://www.dir.ca.gov/DOSH/Coronavirus/Covid-19-NE-Reg-FAQs.html>
- 2) If you have a repeat egregious offense, they can add those together. There is a crackdown on employers that are not making improvements.

Delegates/Advisory Report: Pat

No delegates report from Pat at this time. No longer calling it delegates. Still debating how

they will be running the advisory council.

WISE Report:

March 1st at 11am Pacific time. Society will hold a WISE Open Call will be an invitation to all members to attend and participate in reviewing the year and awards for each group. This event will highlight some of the awards of which Mary was nominated. Will likely be a zoom event through society. WISE turned 20 this year.

San Francisco has agreed to move forward with combining the WISE chapter for SF and SJ. It will be managed similar to how we are managing the PDC.

ACTION: Bill has requested that Mary provide a paragraph that outlines the budget requirements and resources needed to make this combined WISE chapter successful.

Sacramento WISE is still trying to get off the ground.

Mary would like to get her WISE membership list cleaned up so she can inquire with WISE members about additional opportunities with the newly combined WISE.

ACTION: Mary will send her existing WISE list to Bill to determine who should be removed as no longer a current member of GSJC.

Old Business / Open Discussion:

- 2022-2023 Planning Session Discussion
 - The following Goals were agreed to:
 - **Increase in-person Technical Meetings by 100%**
✓ **DONE** – Ashli hosted a technical meeting in Salinas in August 2022
 - **Increase membership outreach** - Hold 3 new member welcome and orientation sessions following virtual technical meeting
ACTION: Ashli Need to offer this at upcoming meetings.
✓ **DONE** – Ashli provided Bill info on how to access the new member information from within the ASSP tools.
 - **Collaborate with external organizations and neighboring chapters for combined events.**
✓ **DONE** – Promoting the Sacramento PDC

New Business / Open Discussion:

ROC UPDATE - The ROC (Regional Operating Committee) meeting will be held April 20 and 21 in Portland, OR. Currently Bill and Nirap will be attending. If anyone else is interested in attending, they should notify Bill.

Next Meeting: March 14, 2023, 10:30am via Zoom
Meeting adjourned at 11:12 am.