

ASSP Low Country Chapter  
Meeting Minutes  
January 21, 2020

1. Regular Meeting called to order by Justin Reese, Past President at 12:00 noon.
  - a. Minutes taken by Ken Warren - Secretary
  - b. Meeting held at CECA Training Center and catered by Sticky Fingers
  - c. Attendance – ~ 25 persons
  - d. Membership was asked for any safety minutes
    - i. Slips trips and falls
    - ii. Cyber Breeches
2. All attendees introduced themselves and provided insight as to where they traveled for holiday.
3. No Old Business
4. New Business
  - a. 2020 Meeting Schedule:
    - i. January 21 Meeting – Indoor Air Quality Case Study by Ken Warren of S&ME
    - ii. February 18 Meeting – Lifting and Rigging Safety by Kevin Drum of Charleston Rigging
  - b. The PDC was announced for April 23, 2020 and the location will be the College of Charleston North campus. Details will be announced.
  - c. Treasurer's report – Butch Clift reported \$10,219.85 in the checking account and \$3,557.09 in the savings account
5. No awards
6. Education program was introduced by Justin Reese

**"Indoor Air Quality Case Study" presented by Ken Warren, CIH of S&ME, Inc.**
7. The meeting adjourned at 12:50pm
8. An Executive Board Meeting was scheduled following the regular meeting to discuss the 2020 PDC Preparations.

ASSP Low Country Chapter  
Executive Board Meeting Minutes  
January 21, 2020

1. Executive Board Meeting called to order by Molly McCall, 2<sup>nd</sup> VP / Programs Chair at 12:55pm
2. Minutes taken by Ken Warren - Secretary
3. Business
  - a. PDC
    - i. The PDC is scheduled for April 23, 2020 (Thursday) at the College of Charleston North Campus
    - ii. Bob Heck and Molly McCall will develop agenda
      1. Numerous suggested speakers provided by group
    - iii. **PDC needs to be announced to membership and email list before February 1 and website needs to be up and running to accept attendee registration and vendor registration. Jane will announce PDC and George will set-up website registration. Ken will send announcement to prospective vendors.**
    - iv. Assignments are as follows:
      1. **Agenda & Speakers Coordinator** – Molly McCall and Bob Heck
      2. **Website Registration** – George Bower
      3. **Conference Announcements** – Jane Lyons
      4. **Registration and Name Tags**– Jane Lyons
      5. **Vendor Coordinator** - Ken Warren
      6. **Food, Snacks, Drinks Coordinator** - Jeff Graham
      7. **Giveaway/Prize Coordinator** - Jane Lyons (needs a budget)
        - a. Everyone agreed on need for better speaker gifts
        - b. Vendors can also bring prizes and give-aways
      8. **Shirts (Navy Blue)** – Justin Reese
    - v. Fee is \$125 for Members and Non-members
    - vi. Vendor Fee is \$250
    - vii. George Bower will handle CEU's for the PDC
    - viii. Location can handle additional spots from 19 last year with two vendor rooms
    - ix. Food must be handled by AirMark as before
    - x. Next meeting will be January 31 (telcon or email) to discuss prospective speaker contacts
4. Meeting adjourned at 1:30 pm