



Meeting Minutes

Date: January 22, 2013

Time: 4:00 pm – 5:00 pm

Location: Conference Call

Attendees: President, Christine Roy
Vice President, Bob Ryan
Treasurer, Mike Heenehan
Assistant Treasurer, Richard Scott
Secretary, Patrick McClusky
Assistant Secretary, Leigh Rutter
Director, Melanie Brown
Bruce Blair
Bob Ravell

Summary

- This conference call was not a standard Executive Board meeting. It was called to discuss issues with the speaker for the upcoming holiday dinner event.
- Because the speaker we hoped to have for the dinner was non-responsive Mike Heenehan reached out to Scott Brubaker from NJDEP to see if he would be available on short notice to speak at the dinner. Mr. Brubaker will get back to Mike to let him know if he is available.
- As of now, there are 30 RSVPs to the dinner. Our goal for the event is 50 people and we have a 35 person minimum with the venue. Several Executive Board members have been, and will continue to, call members and personally invite them to the event.
- There was discussion relating to possibly putting out a press release after the dinner to try to attract more attention and membership to the Chapter.
- After discussing several options, it was decided that the entertainment for the event would be a free raffle. Approximately ten items will be raffled off. These items will be donated by those in attendance on this call.
- We will have name tags for the holiday dinner.
- Christine Roy suggested that we have a laptop available at the holiday dinner showing our new website so that people who have not taken the opportunity to look at it yet could see the new site. Leigh Rutter suggested having an e-mail with the link to the new site sent out to the membership to make it easy for everyone to find.

- Bob Ravell stated that the NJDOT training course for our Chapter to hold has been scheduled for March 27th and 28th. Information on this course will be available to the membership and others shortly. Bob also took the course and became recertified to put on courses for the Chapter.
- The date of the next luncheon meeting was set for March 13th and will take place at Dublin Square Pub in Bordentown. Melanie Brown will contact the restaurant to schedule the lunch. Suggestions for a speaker were Scott Brubaker from NJDEP (if he is not available to speak at the holiday dinner) or Bob Ryan.
- A committee was formed at the last Executive Board meeting to work on the Spring 2014 Forum for which our Chapter will be responsible for hosting. Melanie Brown suggested having the Forum in Morristown since a previous suggestion of Lambertville is too close in proximity to the location for the Spring 2013 Forum (Lahaska). Many on the call agreed that it was a good place to hold the Forum. The committee members (Mike Heenehan, Bob Ravell, Dave Kook, Melanie Brown) and Christine Roy will begin working on the Forum. A conference call will be held on January 25th at 10:00 am to discuss the committee further.

Motions

None

Action Items

- Mike Heenehan – Follow up with Scott Brubaker regarding speaking at the holiday dinner.
- All – Call members and personally invite them to the holiday dinner.
- All – Bring a gift for the free raffle to the holiday dinner.
- Christine Roy – Bring name tags and raffle tickets to the holiday dinner.
- Christine Roy/Rich Scott - Bring laptop to holiday dinner to showcase website or send e-mail to membership with link to the website.
- Melanie Brown – Contact Dublin Square to set up 3/13 luncheon meeting.
- Christine Roy – Send out conference call notice regarding Spring Forum Committee (1/25 @ 10:00 am).