



NYPenn Chapter of ACHMM

www.nypennachmm.org

**Minutes from the February 25, 2009
Meeting**

**Recorded by Julie Harrington, Secretary
Aiello's Ristorante, Whitney Point, NY**

Attendees: Julie Harrington, Rick Kumpon, Jerry Gordon, Amy Twiss, Caroline Masia, Brian Donnelly, Becky Corbin, John Ruspantini

Minutes:

Read and Adopted minutes from January 23, 2009 Tele-meeting

Action Items – Yellow Highlighting

1. Recap of Treasurer Activities:

- a. Completion of Term.** Stacey Whallon completed her term – Thank You to Stacey.
- b. Treasurer Change.** Caroline Masia has chosen to resign as treasurer and Jerry Gordon will fill in for the remainder of the term. Review of the By-laws indicated that if any officer is unable to maintain his/her position during his/her term of office, then the Board of Directors shall appoint an individual to maintain the position for the duration of the term.
- c. Auditing of the Treasurer's books.** Kim Stamberger, Vice President, and Bill Perkins, Director-at-Large, performed the audit of the Treasurer's books on 2/23/09. A vote to change the By-laws to annually audit the chapter financial records was postponed pending the Chapter name change proposal. The Treasury Audit Report findings are the following:
 1. Checking Account. The current balance of \$7140.84 shown on the January 2009 checking account statement is accurate. Account statements, receipts, income and expenses were audited and accounted for.
 2. Savings Account. The current balance of \$3353.55 shown on the December 2008 savings account statement is accurate. There is one missing statement; August 2007 but there is no indication that this affects the outcome of the audit. All monies are accounted for.
 3. Visa Debit card issued in Stacey Whallon's name destroyed.
 4. We recommend requesting a new Visa Debit card to be issued to the current Treasurer for small, on-going Chapter expenses.

5. We recommend the purchase of Quicken software to assist Treasurer in day-to-day activities and to streamline the audit process.
6. Regular Treasurer updates would be a good addition to Chapter meetings and would help in decision making on Chapter expenses.
7. We recommend the Board of Directors draft a letter thanking Stacey Whallon for her extended length of service and careful attention to detail as the Treasury Officer.

The Treasury files are complete and ready to pass to the new Treasurer.

- d. The purchase of Quicken software was voted unanimously.
- e. **Discussion of Treasurer's Duties.** We will retain the bank account with NBT and Tracy Blazicek will be the account guardian. He will also be put on the account as a back-up for signing checks – both to be signed by the Chapter and for deposit. Stacey will provide the necessary form for Tracy. Tracy will continue to receive mailings and account information and will forward that information to the current treasurer. Jerry will provide a Treasury [Balance] Report at each meeting.

2. Webpage Updates:

- a. **Reflect name change from ACHMM to AHMP.** It was decided to hold off voting for adopting the name change to be consistent with National until more information is provided detailing our options. There are supposedly fees associated with changing our name affiliation to AHMP. To keep the ACHMM logo, we may have to negotiate a contract with the IHMM and there may be fees associated with leaving ACHMM in our chapter name to IHMM, specifically the CHMM portion.
- b. **Logo change? Should it also reflect the AHMP acronym?** It was decided to hold off on the logo change until the name change issues have been resolved.
- c. **Announcements on the web of upcoming conferences, training events, activities.** The group decided that this would be a good idea, and Jerry Gordon stated that he can do this via the listserv.
- d. Note Jerry's addition of meeting agendas, etc.

e. Webpage and Conference Call Ability Pricing. Jerry provided the information after the meeting and is included herein:

- **Renewal of the website package.** The website will be up for renewal this year, while we have money in the bank, we should give consideration to renewing for more than one year. Here are the price options:

1. 1 year (includes free domain name) = \$119.50
2. 3 year (includes free domain name) = \$334.60
3. 5 year (includes free domain name) = \$499.95

- **New Domain Name?** Right now, our domain name is nypennachmm.org. If we want to change it to nypennahmp.org, we can do that, we could also keep the nypennachmm.org and Jerry can easily have it point to the same website. If we want to purchase this new domain name, then here are the prices:

1. 1 year = \$19.99
2. 3 year = \$59.97
3. 5 year = \$114.95

3. **Lists – What lists do we have and who is on them? We currently have two lists.**
4. **Engagement of non-members and inactive members in meetings and other Chapter activities.** Discussed putting the minutes out on the webpage, and then that way all would have to go to the webpage to extract the minutes and would hopefully pull them into activities.
5. **Update on Corporate Sponsorships. The group decided to hold off until a decision about a name change has been made.**
6. **Directors-at-Large. The group requested that Brian Donnelly and Becky Corbin take over the two open slots for Director-at-Large. No decision was made.**
7. **Review Course for 2009.** Becky Corbin offered to talk to Onondaga Community College to get students involved. The group is considering Albany as a location to draw the NYSDEC folks who have shown interest in obtaining certification. Bill Perkins (in absentia) was named the Chairman of the 2009 Review Course Committee. Amy will talk to Bill about this venue for this year's course.
8. **CHMMunity Scholarship for 2009.** The group discussed offering the scholarship to college level students again. Broome Community College and SUNY Cortland were mentioned. Rick Kumpon and Amy Twiss offered to talk to each college respectively. Becky Corbin will provide a list to Amy of the colleges that the Air & Waste Management organization offers their scholarship program to.

9. Calendar for 2009 (two meetings completed already).

- a. Conference Call Service.** The group liked the idea of a conference call style meeting similar to the one in January 2009. Jerry provided pricing as follows after the meeting. The conference call service that SEHSA uses and it works great is: Budget Conferencing <http://www.budgetconferencing.com/>
1. The cost is \$0.12/min per participant and includes an 800 number. It is very easy to use, just call the 800 number and enter in the pass code.
<http://www.budgetconferencing.com/conference-call-rate.php>
 2. They also have webconferencing:
<http://www.budgetconferencing.com/web-conferencing.php> at \$0.15/min per participant. Jerry has not used this with them so he is not sure how well it works.
- b. Scholarship.** The group agreed to offer a scholarship again this year.
- c. Course.** The group agreed to offer the review course again this year. No date was discussed.
- d. Gatherings/social.** The group was asked to consider.
- e. Tours/Training.** The group agreed that a tour and a training session would be beneficial to the group this year. Brian Donnelly offered the group a tour of the Broome/Tioga County Household Hazardous Waste Facility in the spring. Jerry Gordon offered the group a tour of the Cornell Lake Source Heating project. Rick Kumpon offered to do a presentation on Vapor Intrusion.
- f. Chapter goals for the year** – position descriptions...treasurer completed.
- g. Digitizing the Secretary's books.** Julie Harrington and Jerry Gordon discussed digitizing the Secretary's books. Jerry offered to utilize his student staff unit to scan and catalog the meeting minutes and chapter historical documentation on the webpage for future use by members for recertification and annual reporting. This will protect the history of the chapter as the position of Secretary moves through the membership. Julie will bring the books and CD to the next meeting for digitizing to the webpage.

Sign-in sheet attached for points maintenance: