

✓ **CHESAPEAKE REGION SAFETY COUNCIL**
BOARD MEETING
July 11, 2006

Tuesday, July 11, 2006

Presiding: Dave Minford

1). Welcome and Introduction: - Dave Minford

2). Self-Introduction of other Directors/Staff:

Fred A. Baumgardner	Robert Lawson	John A. Schaefer
Chris Cote	David Madaras	Bill Tower
Joe Gillian	Christopher Massafieri	Lizzette Vargas-Malpica
Donna Goins	Fred Miller	Eddie Bell
Linda Harding	David Minford	Adele Crehan
Maryellen Harper	Larry Olsen	Karen Olsen
Debora Jones	Dante Pulignani	Connie Schultheis
Erik W. Ketelsen	Jay Rupp	

3). Approval of Minutes: April 11, 2006. Preliminarily approved.

4). Election of Officers: Preliminarily approved.

- a). CEO – Joe Gillian
- b). Senior Vice President of Programs – John Schaefer

5). CEO Report: Dave Minford

- a). Staff changes – Has been an overwhelming effort but I am pleased with the results.
- b). Board of Directors – When I started I had changes I wanted to make:
 - 1). Define functions of the board
 - 2). Make corrections and changes to bylaws
 - 3). Increase activity of board members with the council
- c). Financial – We had to dip into the reserves but it was necessary for investment in the business. The “bleeding” has stopped.
- d). I appreciate the board members’ confidence in me and patience with me during my tenure.
- e). The last 2 years have been a learning experience and I’ve learned I have no future in human resources.

6). Financial Report/Budget: Dave Minford & Dave Madaras

- a). Budget Summary, Budget Summary Narrative and Portfolio Report attached.
 - 1). We have been streamlining the budget
 - 2). All line items have been critically evaluated
- b). Question: How do dual memberships with National Safety Council affect Chesapeake Region Safety Council’s budget?

- 1). CRSC getting a cut of dual membership dues
- 2). There is a graduated adjustment to the dues
- 3). Revenue Model as of July 1st shows a 50/50 revenue agreement
- 4). CRSC will receive more of the membership income
- 5). Adele Crehan: Overall membership revenue this year is down a little from where we projected we would be.
 - (1) CRSC is planning future membership campaigns
 - (2) CRSC's focus last fall was on internal business

7). Recognition of Departing CEO Dave Minford – Joe Gillian

- a). The Board and CRSC appreciate Dave Minford's efforts for the council during his tenure
- b). Plaque presented to Dave Minford

8). New CEO's report – Joe Gillian

- a). Two years ago I was asked to serve on the executive committee
- b). Looked at other models to help figure out how to make the Board of Directors more effective
- c). Three-year Plan
 - 1). Increase CRSC presence in Delaware
 - 2). Concentrate on making more money with CRSC programs
 - (1) Needed to add to CRSC's financial security
 - (2) Must meet members' needs
 - 3). Review By-Laws
 - (1) Develop new board rules
 - (2) Will enhance functionality of the board

9). Programs Discussion – John Shaefer

- a). Has been the Acting Vice President of Programs
- b). Has been involved for the last two years
 - 1). Few new classes are being offered
 - 2). Challenge other Vice Presidents to develop ideas for courses and curriculums
 - (1) Example: the Pandemic Flu Roundtable has become a hot topic
 - (2) Using it to make money

10). Town Hall Style Discussion / Question & Answer – Dave Madaras

- a). Staff changes: Happy with new staff
 - 1). Rod Markley is now a full-time staff member
 - 2). New receptionist – Belinda Richardson
 - 3). CRSC office is now “settling down” after major changes
- b). Want CRSC to engage in consultation services
 - 1). This meets the mission of CRSC
 - 2). It will generate business
 - 3). Example: Utilities Division Conference in Georgia
 - (1) National had conference call with Dave, Rod and Connie
 - (2) National wants consultation services

- (3) National will be limited in providing Construction product – losing their construction person
- (4) CRSC has Construction Safety experienced staff
- 4). Example: Federal Department of Transportation wants states to develop Strategic Highway Safety Plans
 - (1) They will provide federal funds to states participate
 - (2) CRSC has been active with the State of Maryland
- 5). Getting CRSC out there
- 6). Need to grow and build relationships
- c). Open Questions & Answers session:
 - 1). Lizzette Vargas-Malpica – Does National refer people to CRSC?
 - (1) They are supposed to for companies in Delaware, Maryland and DC
 - (2) However, National has “certain” relationships with large companies
 - (a) Example: DuPont in Delaware
 - (b) Out of their large membership dues, CRSC receives a \$3,000 share
 - (c) We need to dig into this in the future
 - 2). Linda Harding – Where do our Delaware endeavors stand?
 - (1) Mastercraft Safety Consultants is a private agency approved by NSC to teach DDC in Delaware
 - (2) But CRSC is actively seeking instructors and facilities for DDC instruction in Delaware
 - (3) CRSC needs an office in Delaware to facilitate its endeavors
 - (a) It is not feasible right now
 - (b) Politics require baby steps to be taken in setting up an office
 - (4) Building relationships in other areas in Delaware
 - (a) DE Chamber of Commerce
 - (b) CRSC labeled bicycle helmets given to Ocean View city police to distribute
 - (c) Need more such initiatives
 - (5) Current CRSC schedule for Delaware
 - (a) DDC Train-the-Trainer course to be held in Oct/Nov
 - (b) Looking to schedule Emergency Care Instructor Development Course
 - (c) Developing a mailing list
 - (i) Will office course discounts with council membership
 - 3). Chris Massaferi – Is National Safety Council still direct marketing itself?
 - (1) They have lightened up a bit
 - 4). Lizzette – How about CRSC partnerships?
 - (1) We are hoping to grow partnerships through our divisions
 - (2) There is no written partnership plan at this point
 - (3) Example of Partnerships
 - (a) Mid-Atlantic Construction Safety Conference
 - (b) Organizations involved agreed not to schedule competing safety programs
 - (c) As a result – CRSC’s conference has been moved to September in 2007
 - (d) Then CRSC will not be competition for MACS conference in May 2007
 - 5). Donna Goins – Is there an updated Board Members list to distribute to board?
 - (1) It is being updated right now
 - (2) Will be emailed and posted on the Board’s website portal

- (a) Please use the portal and participate
- (b) Division portals being developed
- 6). Donna Goins – Received her Priority One letter, will their “merger” with CRSC endanger CRSC’s non-profit status?
 - (1) CRSC did not purchase Priority One, Ed and Rod were hired as individuals
 - (2) CRSC is assuming Priority One’s Book of Business
 - (3) The resulting revenue will go to support the council
 - (4) Priority One is being closed as a business
 - (a) Upon advice of Priority One’s lawyer, they will keep their liability insurance and ENO active for two years
 - (b) Contracts with Eddie Bell and Rod Markley are individual contracts
 - (5) CRSC will not operate outside its scope and there will not be a profit/nonprofit conflict

11). New Business: No new business

12). Next Board Meeting to be held Tuesday, October 10, 2006.

13). Meeting adjourned at 1:40 pm.