

AAPSE Executive Committee Meeting Minutes

10.23.2013

3:00-3:50 p.m. ET

Teleconference

Meeting called by Mike Weaver

Members present Betsy Buffington, Drew Martin, Andrew Thostenson

1. AAPSE AWARD WINNERS FOLLOW-UP

Discussion

- Andrew Thostenson reported that he had spoken with all AAPSE award winners. Four of the five award winners would like award information to be given to their administration. Andrew will work on narrative.

Action Item	Person	Deadline
Write narrative and send to Mike Weaver	Andrew Thostenson	November 1, 2013
Send photos of award winners to Andrew Thostenson	Mike Weaver	
Post pictures of award winners on AAPSE website	Mike Weaver	

2. COMMITTEE ASSIGNMENTS

Discussion

- Betsy Buffington reported that she had removed the non-AAPSE members from the Committee listings on the AAPSE website. She also found by reading past AAPSE Board and EC minutes that a motion passed at the AAPSE 2010 BOD meeting held on September 29 dismissing the Non English Language materials sub-committee.
- The AAPSE website links do not work for the AAPSE Board and EC meetings held from 1999-2009.
- Mike Weaver stated that EC will work more on committee assignments at November meeting.

Action Item	Person	Deadline
Remove Non English Language materials committee from AAPSE website.	Mike Weaver	November 26, 2013
Attempt to recover AAPSE Board and EC meeting minutes.	Mike Weaver	November 26, 2013

3. AAPSE NATIONAL MEETING

Discussion

- Mike Weaver stated that the AAPSE National Meeting will be held September 15-19, 2014 in Harrisburg, PA. The meeting will be held at the Sheraton Harrisburg Hershey Hotel. Tentatively, the NE region will meet September 15 and 16; a tour will be held September 17, and AAPSE meetings will be held September 18 and 19. More information is available on the AAPSE website.
- EC discussed who should be involved with the planning committee. It was suggested that the annual meeting exploratory work group stay on and invite a regional rep from each region. Penn State people would also be asked to participate.
- Mike Weaver stated that he needs a co-chair to help plan the national meeting.
- EC discussed evening awards during national meeting. Andrew stated that Thursday evening would be best.

Action Item	Person	Deadline
Contact Kerry Hoffman-Richards to discuss Thursday evening AAPSE event.	Mike Weaver	
Contact Kerry Hoffman-Richards to become current-year AAPSE member or work directly with Sharon Gripp.	Mike Weaver	
Send Save-the-Date announcement to AAPSE listserv. Include list of planning committee members and ask if anyone else wants to be a part of the planning committee.	Mike Weaver	November 1, 2013

Develop national AAPSE meeting skeleton framework		AAPSE National Meeting planning committee	December 1, 2013
4. PPE WORKING GROUP			
Discussion	<ul style="list-style-type: none"> • Mike Weaver reported that he had emailed Candace Bartholomew and Pat Hastings about interest to co-chair and form committee on NIOSH PPE issue. He stated that he spoke with Pat Hastings in more detail. • EC suggested that AAPSE work with Pat Hastings and Candace Bartholomew to spear-head development of online Professional Development webinar series to educate AAPSE members on PPE from PSEP perspective. Andrew Thostenson suggested six 90-minute webinars be given over the next year (every 2 months) by PSEP speakers. 		
Action Item		Person	Deadline
Contact Pat Hastings and Candace Bartholomew about educational approach to PPE.		Mike Weaver	
5. COMMUNICATIONS			
Discussion	<ul style="list-style-type: none"> • SFIREG-POM representative – Andrew Thostenson stated need to fill vacant position. • 25b products paper – Andrew Thostenson stated need to act on paper. He will send Mike Weaver follow-up email. 		
Action Item		Person	Deadline
Fill vacant SFIREG-POM representative.		Mike Weaver	ASAP
Contact Jeff Comstock to determine AAPCO's response to the 25b product paper.		Mike Weaver	

NEXT EC MEETING: Tuesday, November 26, 2013 – 3:00-4:00 p.m. ET