

**PDC Committee Meeting Minutes**

**Date:** June 1, 2018

**Time:** 9:30 am – 10:15 am

**Attendees:**

Jim Flint, Chairman ([jflint@eastcomassoc.com](mailto:jflint@eastcomassoc.com))

Judy Smith ([dsmith3872@twcny.rr.com](mailto:dsmith3872@twcny.rr.com))

Eric Fickbohm ([fickbohmej@cdmsmith.com](mailto:fickbohmej@cdmsmith.com))

Patty Cerio (PCerio@CiTiboces.org)

Jeanette Kinsella ([jkinsella@strategiccomp.com](mailto:jkinsella@strategiccomp.com))

**Other Committee Members Not in Attendance:**

John Raflowski ([jraflowski@ocmboces.org](mailto:jraflowski@ocmboces.org))

Amy Frye ([Amy.Frye@itt.com](mailto:Amy.Frye@itt.com))

Glenn Murdock ([gmurdock@grangercompanies.com](mailto:gmurdock@grangercompanies.com))

Ed Palmer ([edpalmer4991@aol.com](mailto:edpalmer4991@aol.com))

Ken Waldby (ken8\_000@hotmail.com)

**Old Business:**

* Presentation/Speaker Status:

All speakers on board. Judy needs CEU information (short bio, presentation overview, and learning objectives) by the end of June so that the CEU application gets to national at least 2 months prior to the event.

* Agenda remains as follows:

7:30-8:00 Registration, networking & visit the vendors

8:00-9:00 Keynote Speaker / Preparing for Natural Disaster

9:00-9:10 Bio Break

9:10-10:00 Dealing with the Media

10:00-10:15 Vendor Break

10:15-11:30 Cyber Security

11:30-12:15 Workplace Violence

12:15-1:15 Lunch /Visit the Vendors

1:15-2:00 Situational Awareness

2:00-2:10 Bio Break

2:10-4:00 Emergency Management Plan Workshop

4:00-4:15 Raffles

* Marketing
  + Jim will be contacting Amy Frye get her involved with marketing, particularly in dealing with the internet and social media
  + Jim is going to produce a video spot to use for advertising. If anyone has 10-20 second video clips pertaining to any of our topics, contact Jim Flint.
  + The public service announcement Glenn got last year was great. Jim will contact Glenn to discuss getting it out earlier
  + Judy will contact Professional Safety Magazine to get the PDC on the Events Page in the July, August & September editions.
* Exhibitor and Sponsorships:
  + We have one sponsor/exhibitor – Dig Safely NY
  + Jeanette contacted every vendor from last year and will start sending out e-mails weekly.
  + Eric indicated that use of LinkedIn by other chapters provided lots of sponsors. Jim will contact Amy Frye to see if she can assist in getting us a LinkedIn page.

**Next Meeting:** Friday, July 13, 2018 at a yet undetermined location.