

**PDC Committee Meeting Minutes**

**Date:** June 1, 2018

**Time:** 9:30 am – 10:15 am

**Attendees:**

Jim Flint, Chairman (jflint@eastcomassoc.com)

Judy Smith (dsmith3872@twcny.rr.com)

 Eric Fickbohm (fickbohmej@cdmsmith.com)

Patty Cerio (PCerio@CiTiboces.org)

Jeanette Kinsella (jkinsella@strategiccomp.com)

**Other Committee Members Not in Attendance:**

John Raflowski (jraflowski@ocmboces.org)

Amy Frye (Amy.Frye@itt.com)

Glenn Murdock (gmurdock@grangercompanies.com)

Ed Palmer (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.