



ACSDA MONTHLY MEETING

February 17, 2017

Present: Miles Williams Geri Fraser Joe Bergan (by telecom)
Lee Thomas Marjorie Bither Jessica O'Leary
Ben Lothrop Tina Ireland Mike Patenaude

Treasurer's Report – Current balance = \$7,083.09. Will be ordering hats w/ ACSDA logo (150 count), @ \$8.50/per hat = approx. - \$1,200.00

Secretary's report - Reviewed and accepted as written.

President's report - Miles passed around the hat w/ACSDA logo for the members to look at and OK for Cushman's to work up at \$8.50/hat. These hats will be given out to attendees/participants of this year's Safety Symposium.

Miles met with Leah Buck, NMCC regarding the CEU's credit. There are no problems anticipated for offering CEU's for courses offered @ a cost of \$5.00/student. The importance of making sure that each presenter having an attendance sheet that provides accountability for each person attending was reiterated. Next year the ACSDA will look at using student/faculty to work on Safety Symposium brochure and also possible help with maintenance of the ACSDA Website.

Vendors – there are currently six (6) thus far. Miles has talked with several others – i.e. Gilman Electric and others, and is waiting to hear back from them.

Miles brought up the idea of giving each presenter/instructor a \$10.00 Dunkin Dounut gift cards placed in one of our ACSDA coffee mugs as a way to say 'thanks!' All members were in favor of this – OK to get the gift cards.

Discussion of the current draft schedule for the 2017 Aroostook County Safety Symposium

- Geri handed out the current draft of the brochure for the 7th Annual Aroostook County Symposium that she will be targeting to get out to prospective attendees next week.
- Ben would like to see about having hand-outs of the training sessions available to attendees that can't attend a particular session due to a conflict with another session or other conflict. Miles is working on getting a copy of PowerPoint handouts from each instructor.
- Miles discussed having an Instructor packet for presenters. This packet would include a Student Evaluation form, an attendance sheet for their class session (Critical document for CEU's). Miles mentioned the importance of having an accurate class attendance roster taken for this CEU accountability. Discussion on what questions should be on the student comment/evaluation card.

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- Members decided to keep comment card to three questions to improve chances of getting feedback from attendees/students;
- **Comment/evaluation card** –
 - How did you hear about this class/session/symposium? _____

 - What class/session is the most important for you to see? _____

 - How can we improve this Safety Symposium in the future? _____

 - E-mail (Optional) _____
- There will be a class on Fall Prevention instructed by Joe Deitzel
- Miles emphasized that the NMCC campus is smoke free. We will make sure that attendees aware of this. It will be in our program materials.
- **Sponsors**- members were encouraged to approach prospective business to be sponsors

Current Sponsors;

Huber - \$1,000
Maibec Lumber - \$200
Big Rock Skiing - \$200
Tri-Comm. Landfill - \$200
Falcon Transport -\$400
Smiths Farm- \$400
Emera Maine- \$600
MEMIC - \$?

Additional Sponsorship and Door prizes were discussed;

Miles will reach out to Hampton Inn – free room gift certificate

Dead River Co. - \$200 worth of home heating oil

Lee will approach MMG, FA Peabody, Soderberg Construction, and Lowes about – sponsorship and/or door prizes

- Miles will be meeting with NMCC on March 1st to discuss final logistical details of the upcoming Symposium. Members brainstormed items to discuss;
IT support person, custodial support for rooms, 2-way radios to contact IT support, signage out front of campus, and signage for rooms, maps of room locations in student handout packets, trash cans and recycling containers, table for registration desk

Tickets for lunch will be tucked into name tag badge/lanyard.

Get sponsor info to Geri by next week to include into the program

Next meeting date: March 17th 2017 (St. Patrick's Day)