Meeting Minutes

Executive Committee, Chapter Meeting, and Technical Presentation

DATE: 1/12/17
Location: Cree Inc. Durham, NC
5:00 pm – 5:45 pm

In Attendance:
OPEN, President
Chris Hinson, President Elect
Jon Wallace, Government Affairs
Jay Sprankle, Treasurer
Amanda Davis, Newsletter
Matt Wilcox, Delegate, Membership
Jarvis Gray, Programs
M Behm, Student Chapter Section
Kim Blatz, Secretary (Proxy)
Bryce Lawlor, Website, Comms
Tom Werner, Awards
Alicia Mitchell, RVP
Arlene Edwards (webex), Delegate
Erin Hite, Visitor

Executive Committee Meeting
Called to order by Chris Hinson at 5:10 pm.
Quorum established with 12 EC members and 4 elected officers
Reviewed and approval of previous minutes.
October minutes – motion to approve Matt, Approved

Standing Business

Treasurer’s Report
• Jay sent last 3 months reports for review. Chris noted that chapter continues to lose money, slowly. Motion to accept Oct, Nov and Dec reports – Chris. Second – Matt. Approved.
• Need budget plan for the rest of the year. Chris
• Events to come: 2 Face to Face ROC meetings during the course of the year. (Richmond, VA, mileage and hotel stay), Baseball outing.
• Tablet is up and running, chapter can accept credit card payments at meetings now. Jay needs someone else to be able to take payments at the Feb. meeting. Chris volunteered.
• Website can be updated with the option. Bryce
• Need to update pay at the door notice. Bryce
• Paypal account changes needed – Jay and Bryce to take care of.

Program Report
• Jarvis not in attendance.
- Feb mtg in Raleigh, at the Chief Engineer’s Office, across from Dorton Arena. ECU should be in attendance (students are required to attend one meeting a year).
- March meeting at Campbell University – Carla Silver will be speaking. Students on spring break, faculty will be there. Occupational Health is being discussed as a new major.
- April meeting – Baseball outing. Matt working on plan. Details to follow.
- May – Statewide safety conference. Triad chapter should be planning lunch and ordering booth.
- June – Chop House dinner – officer installations.

**Newsletter**
- Newsletter went out this week. President’s letter link was fixed.
- This was the 2nd of the year. Need two more to get points, 5th one to get bonus points. Plan for March 1, May 1 and end of chapter year (end of June).
- Content is needed, send articles to Amanda.

**Student Chapter**
- Campbell University – sending meeting notifications to contact there (Mike) who has some student interest in meetings.
- Mike Behm not in attendance.

**Website**
- Adding newer graphics and links to make it useable and user friendly.
- Resource pages updated with headings and pictures and new links.
- Professional Designation page cleaned up.
- Request to change theme now that there are more options available. $75 fee to change. Motion to change theme – Chris. Second – Jay. Approved. Bryce

**Membership**
- No new numbers
- Membership keeps trending up.
- Matt attended a webex on membership chairs. Chapter is already doing most of what was suggested. He got a few ideas.

**Government Affairs**
- OSHA Final Rule for Beryllium. Effective March.
- New ANSI Standard for LOTO issued.

**Awards**
- National is issuing the longevity awards and certificates.
- We do get an email list of who is receiving them. Tom suggested that we include in the newsletter. He will send to Bryce. Tom
• We need a Chapter SPY nomination. Need to decide by April 1st. Send nominations to Tom. Put a request in the newsletter asking for nominations. Bryce

Old Business

• Set up meet-up for Chapter – Amanda to work on.

New Business

• Jon Wallace has offered to take over VP for remaining chapter year. Option to elect him, or just keep as unofficial role and elect in April. Decided to keep unofficial.
• June meeting – can it be rescheduled so Jon Wallace can attend? Tabled to future meeting. Chris
• Best conference – Tom and Jay will be at booth. Alicia will be there as speaker and can fill in. Would like one more person.
• Need to update Sponsorship page. Chris and Bryce
• Discussion of meeting no shows – tabled
• NAOSH Week – Governor proclamation – Chris, Matt
• Chapter sponsorship of ASP/CSP – tabled
• COMT Report – all should review. Items marked in yellow could be done for extra points. Arlene found additional items that we can get credit for. Currently at gold. Within 535 of Platinum.

Motion to adjourn – Arlene. Second – Jay. Adjourned.

Chapter & Technical Meeting

The Chapter technical meeting commenced at 6:10 pm. Regional Vice President, Alicia Mitchell, swore in new Chapter President, Chris Hinson, as the new Chapter president, following the resignation of our previous president.

Topic: How to Speak to the Media, Glenn C. Clapp CHMM, CFPS

• Public Information Officers should be knowledgeable, credible, a good communicator, strategic, proactive.
• PIOs need training, shadowing and mentoring. They need ability, training, available and have backups.
• It’s important to have PIO Policies. Employees should not talk to the media. This will keep the media talking to the PIO, not others.
• Should have social media policies.
• Communication objectives include: why, who, what and how should be communicated.
• Understand the situation, know track record of contact, is there bias or an agenda and tailor communications to this.
- Prepare by gathering information, developing talking points, practice and prepare, have the latest information.
- Proper Nonverbal communication – eye contact, voice, expression, body position, gestures, movement, attire.
- Glenn shared many examples and points on how to communicate effectively.

Chapter meeting adjourned at 7:10 pm.

Respectfully submitted,

Erin Hite  
For Kim Blatz, Secretary