Meeting Minutes

Executive Committee Planning Meeting

DATE: 8/8/17
Location: Tasu - Brier Creek - 8919 Brier Creek Pkwy #109, Raleigh, NC 27617
5:30 pm – 6:50 pm

In Attendance: (underline = elected officer, italics = EC Committee member)

Chris Hinson, President
Arlene Edwards, Delegate
Bryce Lawlor, Website, Comms
Jay Sprinkle, Treasurer
Tom Werner, Awards
Jon Wallace, President Elect
Alma Montemayor, Membership
Amanda Davis, Delegate, Newsletter
Matt Wilcox, Region VI Area Director South

Not Present:
Kim Blatz, Secretary
Jarvis Gray, Programs

Executive Committee Meeting
Called to order by Chris Hinson at 5:40 pm.
Quorum was established with 4 EC members and one additional non-elected officer.

Standing Business

Minutes of Last Executive Committee Meeting
• A motion to approve the minutes as circulated from the July meeting was made. Seconded by Jon. Motion carried.

Membership Updates
• Bryce and Alma will be working on updating the new member packet
• Will be working on setting up a SurveyMonkey survey for mid-year
• Leveraging Society’s Member-Get-a-Member campaign. Alma will be looking into best ways to work this into our plans and get it out to our members.
  o http://www.asse.org/membership/mgam-intro

Communications Update
• Plan on issuing 5 newsletters for the 2017-2018 year
First one want to be done by Sept 1st, and ready to send out by Sept 8th. Amanda will work on this herself by contacting appropriate parties to gather information from.

Bryce suggested adding a “Member Spotlight” in the newsletter. Reach out to a random chapter member and send them questions to learn more about them, how they are involved in ASSE, what they do for work etc. Jon will work on the Member Spotlight questionnaire and Arlene will help proof read.

Amanda has agreed to oversee the MeetUp app for the group for the chapter year. 50-60 people have signed up already so we are making good progress on activity.

Need to make sure we add something in the upcoming newsletters to remind people on how to add the events to the calendar by clicking the pin button on the event espresso.

Website Updates
- Need to ensure email communications and website banners are posted according to a schedule for all upcoming meetings and events.
- Bryce has since put reminder for these in the Gmail account. Set a reminder for 1 month out, 2 weeks out and 1 week out from a meeting/event.
- Chris will provide guest speaker summaries to Bryce in advance of meetings.
- When monthly membership count is shared with the EC the new member names need to be added to the Members page on the website.
- Setup a community outreach page on the website
- Advertise for our Toys for Tots fundraiser there
- Chapter agreed to match donations for 2017 funds raised.
- Arlene will reach out to the Corporate about any images, advertising material etc. we could utilize for our site.
- PPE collection and donations for Habitat for Humanity
- Amanda has agreed to champion this effort
- Arlene is going to reach out to the Wake County Habitat as well as the Durham one to see who we can get a response back from.

Awards Update
- Need to get a list of service milestones and awards for 2017-2018. End of August is when the chapter gets a list.

New Business

Chapter Delegate issue
- Matt Wilcox cannot be the Area Director and Delegate at the same time. Arlene Edwards suggested that Amanda Davis become delegate due to her assuming the Delegate role previously as Proxy. EC has to vote on the President’s recommendations. Chris Hinson made a motion to have Amanda Davis replace
Matt Wilcox as the Delegate, Arlene Edwards seconded the motion. Motion carried.

Annual Required Membership Training
Reminder that anyone who has not yet completed this training needs to do so. Also Amanda Davis will not have to complete as a part of her new Delegate role.

Annual Chapter Report
Due by August 15th. Chris Hinson reported that it will be completed. We are awaiting a response from Society about not receiving the link for the 2017-2018 COMT report.

Fall ROC Meeting
September 18-19th in Myrtle Beach, SC. Chris Hinson will be attending and hotel will be paid for by ASSE. Alma and Jay will also be attending.

Leadership Conference
Jon Wallace and Bryce Lawlor will be attending. Notified both attendees of their need to register through the link provided to them.

Upcoming Technical Meetings
Capacity for the first upcoming meeting will be 25 people. Amanda will make sure all upcoming events, including this one, are added to the Meet Up app. 
There is a new speaker lined up for March – Select Physical Therapy and are also going to become a Meeting Sponsor as well. Discussed with Cree employees whether or not there is WebEx functionality at their site that can be used for meetings. They said they will look and check back with the EC. Cree now uses Skype for Business but believes it still can work for our needs.

December Social Approved
Dave and Busters approved for Friday December 15th, from 7:00 – 10:00 PM. $20/member price point which includes $15 worth of tokens that can be used for play so price per person is essentially $5. There is a 50% deposit required to hold the separate room. All EC in favor of plans.

Governors Proclamation for 2018 NAOSH Week
Jarvis has agreed to lead the efforts for that project. Needs to start in early February 2018.
Holly Springs Chamber of Commerce

Kim has agreed to serve as the primary point of contact for this venue and will share any applicable news with us. The communications from the CoC will come to the Chapter gmail account: assenorthcarolina@gmail.com.

Motion to adjourn meeting made by meeting, seconded by Jon. Meeting adjourned at 6:45 pm.

Respectfully submitted,

Bryce Lawlor

On behalf of
Kim Blatz, Secretary