Meeting Minutes

Executive Committee Meeting

DATE: 01/11/2018
Location: Cree, Inc. 4600 Silicon Dr., Durham, NC 27703
4:09 pm – 4:47 pm

Attendance: (underlined = elected officer, bold =present, italics = absent)

Chris Hinson, President
Kim Blatz, Secretary
Jay Sprankle, Treasurer
Tom Werner, Awards
Bryce Lawlor, Website, Comms
Ali Moseley, Membership

Arlene Edwards, Delegate
Jon Wallace, President Elect
Matt Wilcox, Region VI Area Director South
Jarvis Gray, Programs
Michael Behm, Student Faculty Advisor
Amanda Davis, Delegate, Newsletter

Executive Committee Meeting
Called to order by Chris Hinson at 4:09 pm.
Quorum was established with 8 elected Executive Committee members, and with more than the minimum of 2 Elected Officers.

Standing Business

Minutes of Last Executive Committee Meeting
A motion to approve the minutes as circulated from the November 2017 meeting was made by Chris. Seconded by Amanda. Motion carried.

Chapter Bylaws:
The Chapter logo has been updated by Bryce and submitted by Chris to Society for approval. Chris will send an email to Society to formally change the Chapter name after Chapter votes for name change in the Bylaws by Jun 30th.

Treasurer Update:
Jay circulated the Treasurer reports electronically for the months of November and December 2017. Chris made a motion to accept. Kim seconded. Motion carried.

Program Update:
Proclamation from Gov. Cooper for NAOSH Week May 6-12, and Occupational Safety and Health Professional Day will be pursued by Jarvis with Chris providing a letter and draft proclamation.
Membership Update

- The SurveyMonkey questions were drafted by Jon and Arlene. They will be sent out by Bryce in January to all Chapter members.
- There were 7 new members registered to the Chapter so far this Chapter-year through the Member Get-A-Member Campaign. Membership is now at 429 + 19 student members = 448 members.
- Ali will make sure that new members receive information on how to connect with our Chapter via social media including Twitter, MeetUp, Society FB, and LinkedIn.

Nominations Update

- Matt will set up an e-Ballot through Society for membership election of next Chapter year’s Elected Officers.

Communications Update

- The third newsletter for the Chapter year is to be sent out Friday Feb 9th.
- Amanda will reach out to MeetUp tech support to see what they can do to promote our organization for the opportunity we missed when we initially set up our account.
- The coordination and launch of the Habitat for Humanity PPE campaign is proceeding and will be posted on the website.
- Amanda will add a notice in the 3rd newsletter, on Twitter, LinkedIn and MeetUp to announce the NC Statewide Safety Conference and ASSE Luncheon.

Website Updates

- Ali will send Bryce and Chris names of new members and Bryce will add them to the Our Members page on the website.
- Bryce will also add a banner notice on the Chapter website to announce the NC Statewide Safety Conference and ASSE Luncheon.
- Bryce recommended we have a “member Spotlight” for each newsletter and on our website to showcase a different Chapter member each month. A set of 3-5 questions would be sent out through a survey for members to answer to provide information for the spotlights.

Awards Update

No new information.

New Business

- The Western Carolina ASSE Chapter is hosting the annual luncheon at the NC Statewide Safety Conference. Their Chapter President, Adam Coffey, is concerned about attendance this year since the conference has raised the
registration to $35/day or $100/whole conference. He has asked our Chapter to help promote the conference and the luncheon.

- The working document (Word version) of the Chapter bylaws has been loaded onto Google Docs share drive for access by the EC to review and make recommendations for change. The initial round of proposed revisions made by EC members that accessed the online document was reviewed at the meeting. EC members are encouraged to complete their comments and proposed revisions by the February meeting.

The next meeting will be February 15th, 2018 11:00 AM – 1:30 PM, with a technical meeting on “5 C’s of Safety Education: How to Build Effective Communication and Knowledge in the Workplace”.

Motion to adjourn meeting made by Tom, seconded by Kim. Carried. Meeting adjourned at 4:47 pm.

A technical meeting followed, presented by Glenn Clapp, CFPS, CHMM - Division Chief for town of Fuquay Varina, on “Working with Emergency Responders: Prior To and During an Incident”.

Respectfully submitted,

Kim Blatz

Kim Blatz, Secretary