Meeting Minutes

Executive Committee Meeting

DATE: 02/15/2018
Location: Cree, Inc. 4600 Silicon Dr., Durham, NC 27703
11:12 am – 11:55 am

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

Chris Hinson, President  Arlene Edwards, Delegate
Kim Blatz, Secretary  Jon Wallace, President Elect
Jay Sprankle, Treasurer  Matt Wilcox, Region VI Area Director South
Tom Werner, Awards  Jarvis Gray, Programs
Bryce Lawlor, Website, Comms  Michael Behm, Student Faculty Advisor
Ali Moseley, Membership  Amanda Davis, Delegate, Newsletter

Executive Committee Meeting
Called to order by Chris Hinson at 11:12 am.
Quorum was established with 10 Executive Committee members, including 6 Elected
Officers present.

Standing Business

Minutes of Last Executive Committee Meeting:
A motion to approve the minutes as circulated from the January 2018 meeting was
made by Chris.  Seconded by Jay.  Motion carried.

Treasurer Update:
Jay circulated the Treasurer reports electronically for the month of January 2018.
Arlene made a motion to accept.  Kim seconded.  Motion carried.

COMT Business:
The annual financial report and annual financial checklist is due to Society on May 31st.
The fiscal year ends March 31st, and information is needed from the student group to
include in the report.
The final 2017-2018 COMT report is due June 30th.

Transition to ASSP:
The new name of American Society of Safety Professionals will take effect in June. Chris made a motion to vote on keeping the original logo design. Seconded by Jay. Motion carried. Chris made a motion to use the gold background logo in Encounters format. Jay seconded. Motion carried.

Chapter Bylaws:
The proposed change to the Bylaws to incorporate the new name was posted on January 3rd and will be voted on at today’s meeting.

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

Chapter Officer Installation Ceremony: The location was discussed and Rey’s and the Chop House are being considered and will be explored to see if they are available for the date of Thursday, June 21st. Jay proposed that Chapter members be invited to the installation ceremony at no cost to them in order to encourage more participation at the officer installation ceremony than just the Executive Committee and for the benefit of dues-paying members. A decision was deferred until pricing is available.

Membership Update
- The SurveyMonkey questions were sent out by Bryce in January to all Chapter members. So far only 35 responses have been received. Bryce will re-send to try to get a greater response.
- Membership is now at 434 + 20 student members = 454 members, up by 50 since the same time last year.

Nominations Update
- The slate of candidates for the 2018-2019 chapter year has been set. Matt will set up an e-Ballot through Society for membership election of next Chapter year’s Elected Officers, but the bylaws require the slate of officers be voted on at the April Chapter meeting (Article VI, Section 5) and an e-ballot is only allowed if the April meeting doesn’t have a quorum (Section 6).

Communications Update
- The third newsletter for the Chapter year was sent out Friday Feb 9th.
- The Meetup membership auto-renewed at $89.94 through July 20th 2018.
- The coordination and launch of the Habitat for Humanity PPE campaign has progressed and donations of PPE are arriving. A PayPal link will be added to the website so that monetary donations can be collected.
Website Updates

- Bryce will add a banner notice on the Chapter website to announce the NC Statewide Safety Conference and ASSE Luncheon. [https://ncsafetyconference.com/]
- The ASSE Luncheon is Wednesday, May 16th from 12-1:30 pm, Colony BC. Moderator: Adam Coffey, Western Carolina Chapter President, Hickory, NC. Luncheon tickets are required and are available at the ASSE Booth #02 in the Exhibit Hall or from your ASSE Chapter President. Topic and Speaker are TBA.

Awards Update

Christopher Hinson, our Chapter President, and Matt Wilcox, our Chapter Past President and Region VI Area Director South have been nominated for the Chapter Safety Professional (SPY) of the Year Award. Voting will be completed online by the Executive Committee.

The next meeting will be March 8th, 2018 4:30 PM – 7:00 PM at Maggiano’s at Streets of South Point with a technical meeting on “Post Offer Employment Testing (POET)” presented by Ray Collins, Physical Therapist at Select Physical Therapy of Central North Carolina.

Motion to adjourn meeting made by Chris, seconded by Jay. Carried. Meeting adjourned at 11:55 am.

A Chapter technical meeting followed the meeting, presented by Michael Metarko, MS, PMP, SMC – Regional Project Manager for The Marlin Company, on “The 5 C’s of Safety Education: How to Build Effective Communication and Knowledge in the Workplace”.

After the technical presentation, Chris presented the proposed changes to the bylaws to effect the Society name change from “American Society of Safety Engineers” or "ASSE" to "American Society of Safety Professionals" or "ASSP." The amendments were published on the website on Jan 3, 2018.

By a show of hands, a quorum was established with 24 Chapter members, including 7 EC members present.

Chris Hinson made a motion to approve the bylaws amendments, seconded by Bryce Lawlor. The motion was approved by unanimous vote, none opposed. The meeting concluded at approximately 1:15 PM, 2/15/18.

Respectfully submitted,
Kim Blatz

Kim Blatz, Secretary