Executive Committee Meeting Minutes

DATE: 07/12/2018
Location: Nantucket Grill, Fayetteville Rd, Durham, NC
5:00 pm- 7:30 pm

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

Jon Wallace, President
Kim Blatz, President-Elect
Amanda Davis, Secretary
Jay Sprankle, Treasurer
Arlene Edwards, Delegate
Chris Hinson, Delegate

Wade Bailey
Michael Behm
John Cala
Jarvis Gray
Bryce Lawlor
Ali Moseley
Pat Ragan

Guest(s): Matt Wilcox, Region VI Area Director South

Executive Committee Meeting
Called to order by Jon Wallace at 5:39 PM
Quorum was established with 4 of 6 Elected Officers present.

Standing Business

Minutes of Last Executive Committee Meeting:
Approval of the June meeting minutes was not discussed.

Treasurer Update: There was no June Treasurer’s report. Jon noted that the Audit Committee, Jon, Kim, & Bryce, met for the annual financial audit on July 2, 2018. A report is being prepared. The EC discussed the 2018-19 Chapter budget, and a proposal for financial guidelines. See below.

Website update: Chris reported that the officer’s page has been updated. He noted that the storage capacity is nearing the limit and proposed moving the older files to archive on the Chapter Google Drive.

There was discussion about the difficulty of migrating the ASSE Gmail account to an ASSP Gmail account. The consensus was to get input from Society on the best way to handle that transition.

Section Updates: There were no updates on Membership, Awards, Communications, or Government Affairs.
Continuing and New Business

Chapter Technical Meeting Schedule:
Jon provided a copy of the Sept. '18 - Jun. '19 Chapter meeting schedule, attached.
- Jay suggested inviting AIHA to the September meeting on Silica and Hexavalent Chromium.
- Jon proposed the Chapter not have a December social. See discussion below.
- Jon is still working to finalize the speaker for the Feb. OSHA update.
- Matt reports it is unlikely the May luncheon at the SWSC will happen this year.
- There was consensus that Brasa was a good place for the June Officer Installation and should be considered again. Jay reported that the event cost about $1,600, with about $550 net receipts from 27 attendees. The total cost per person was $59.97, of which the Chapter paid $39.36 per person, or about 65%.

December Social:
Jon suggested the December social be cancelled. He suggested we use the funds that might be used for that to increase the Chapter’s holiday charitable contribution. The Committee agreed.

Jon moved that the Chapter should match the contributions to the Chapter’s annual holiday charity donation, dollar for dollar, and if the contributions reach $500.00 the Chapter would donate an additional $1,000.00 for a maximum Chapter donation of $1,500.00. Kim Seconded. Motion approved.

There was further discussion on the topic later and Chris suggested the Chapter donate care packages to US troops, instead of or in addition to, the Toys-4-Tots campaign. The Committee agreed and Jay suggested the Chapter provide two donation buttons to allow contributors to donate to either or both charities, and the Chapter donations could be divided by percentage.

Chapter Budget:
Jon provided a preliminary proposed budget. Comments included adjusting the values of meeting fees and receipts to reflect the absence of the December meeting, adding the additional charitable contributions, and increasing the cost of travel for the Leadership conference. Officer travel for the ROC meeting(s) should also be included.
Upcoming Meetings:
- Fall ROC: 9/18/18. Jon is planning to go representing the Chapter
- Leadership Conference: 10/4-6/18. Kim may need to arrange her schedule and was encouraged to attend. Jon will solicit interest from other members for a second possible attendee. [www.ASSP.org/education/conferences/leadership-conference/](http://www.ASSP.org/education/conferences/leadership-conference/)
- Region VI PDC 9/19-21/18. Ali and Amanda have both agreed to be Chapter Liaisons. Matt mentioned they must register for the conference and should have received a Liaison code to get the discount price. He noted that one NC Chapter member has already registered as Liaison. [https://region6.assp.org/pdc/](https://region6.assp.org/pdc/)
- August EC planning meeting. The Committee agreed that Tasu will be a good location. Jon will send out a Doodle Poll to get the best date.

Chapter by-laws:
The by-laws were just updated, adopted July 1, 2018 to reflect the name change to ASSP. However, there was agreement that the initiative to complete the content revision was still needed.

Chris moved to set the deadline of Dec. 1, 2018, for approval of bylaws revision by the EC. Jon Seconded, Motion carried. Kim, as President-Elect, is tasked with facilitating oversight.

Officer Training:
Jon noted that all EC members need to take the ASSP training and familiarize themselves with the “Community Leader Resources” section of the ASSP website.
- [https://www.ASSP.org/community-leader-resources/chapters/chapter-leadership-training/](https://www.ASSP.org/community-leader-resources/chapters/chapter-leadership-training/)
- [https://www.ASSP.org/community-leader-resources/chapters/chapter-leadership-roles/](https://www.ASSP.org/community-leader-resources/chapters/chapter-leadership-roles/)
Jon will send out information.

Sponsorship: The EC discussed sponsorship opportunities for the website and Chapter meetings. Please send any suggestions to Jon.

Executive Committee:
The EC discussed the individuals who have volunteered to participate on the EC and the variety of opportunities available. Several were noted. Some have been assigned roles by the president and Jon suggested the EC may want to re-align some of the non-elected positions for better fit. Jon will provide a complete listing at the next EC meeting.

Jay moved to elect the following individuals to the Chapter Executive Committee for the 2018-19 Chapter year: Wade Bailey, John Cala, Jarvis Gray, Bryce Lawlor, Ali Mosely, & Pat Ragan. Jon seconded, Motion passed.
Financial Guidelines: Jay provided a written proposal outlining guidelines for non-travel expenditures. The revised, agreed upon, version is attached.

One item of discussion was whether it was necessary for the EC to pre-approve required expenses such as travel to the ROC. And, the ASSP Chapter Accounting Standard Operating Guidelines (CASOG) was referenced. Section I, “Musts and Shallts”, item 3, reads “All disbursements must be pre-approved by a quorum of the Executive Committee.”

Action for approval of the proposal was deferred.

Chris moved to send Kim Blatz to the Leadership Conference as a representative of the Chapter. Jon seconded. Motion carried.

Jay moved to send Jon to the ROC in September, Kim seconded. Motion carried.

Jon moved to adjourn the EC meeting, Seconded heartily by Kim. Motion carried. Meeting adjourned at 7:41 pm.

Respectfully submitted,

Jay Sprankle

Jay Sprankle, Treasurer