Executive Committee Meeting Minutes

DATE: 08/21/2018
Location: Tasu, Brier Creek, Raleigh, NC
5:30 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 – Chapter Awards/Honors
Michael Behm – Student Section Advisor
John Cala – Student Affairs
Jarvis Gray – Government Affairs
Bryce Lawlor – Communications Chair
Ali Moseley – Membership Chair
Pat Ragan – Program Chair

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

Executive Committee Meeting
Called to order by Jon Wallace at 5:45 PM
Quorum was established with all 6 elected officers present.

Standing Business

Minutes of Last Executive Committee Meeting:
Arlene noted that the July minutes identified three delegates; updated to reflect Amanda as Secretary and not a delegate.
Jon made a motion to approve the July meeting minutes. Chris Hinson seconded; motion was passed.

Treasurer Update: Per Jay there was not a lot of activity over the last two months. There were some travel expenses for the EC. Jon made a motion to accept the last two treasurer reports. Kim B. seconded and the motion passed.

Chapter Budget:
Jay indicated that the recent treasurer’s training provided guidance and that the Treasurer is responsible to propose and maintain the budget. Recommendations from Society is that the Chapter EC review and approve the budget for the year in April, and again in July with the new officers.

To increase visibility Jay created a spreadsheet and added values to allow the EC to see how we are doing with spending as compared to the budget and estimating costs
for the remainder of the year. In reviewing the budget from the last EC meeting Jay needed to add the funding which was approved by the EC for the student section and he has made that correction. Approximately $1200 deficit is noted vs. the dues collected in a typical year and what we’ve budgeted for expenses. Last year we had a year with a surplus and for the three previous years we ran to the (-). This is taking into account that we have not yet worked on sponsorships or an increase in membership to offset expenses.

Arlene noted that the budget for the chapter EC members to attend the leadership conference look to be less than what would be anticipated to cover the cost of travel, hotel and meals. This number can go up/down depending on the chapter member’s ability to get their own individual company to cover some of the costs. Jay proposed to increase the amount to $4,000 to budget adequate funds to potentially send two members.

Chris suggested that we keep a running budget with updated numbers and Jay will provide a monthly budget report. Jon Wallace made a motion to approve the amended budget; Chris H. seconded and the EC passed the motion.

Upcoming Meetings:
- Fall ROC: 9/18/18. Jon is representing the Chapter.
- Region VI PDC 9/19-21/18. Ali, Kim and Amanda have all volunteered to be Chapter Liaisons. Matt noted that two NC Chapter members have already registered. Ali to register in the next week. https://region6.assp.org/pdc/
- Leadership Conference: 10/4-6/18. Jon solicited interest from other members for a second possible attendee. Amanda and Ali to check and report back on their ability to attend. www.ASSP.org/education/conferences/leadership-conference/
- September EC and technical meeting. Thursday, September 13th 2018, Lunch Industrial Hygiene Update: Hexavalent Chromium and Silica, Tony Watson, M.S.P.H., CIH, CSP, President at Workplace Hygiene, Location: Cree, Inc.

Officer Training:
Jon noted that many of the EC members have completed the ASSP training and emailed him to confirm. He will review the list and reach out individually to anyone who still has training outstanding.
- https://www.ASSP.org/community-leader-resources/chapters/chapter-leadership-training/
- https://www.ASSP.org/community-leader-resources/chapters/chapter-leadership-roles/

There was discussion about the updated ASSP website and the difficulty of accessing the training. Matt mentioned that the change was made to ensure that members can see their completed training in their history and not lose it for future reference. Pat questioned the responsibilities associated with his new role and Chris agreed to help facilitate the list of responsibilities on the website as well as the location for the training so he could familiarize himself with that information.
Sponsorship: The EC discussed sponsorship opportunities for the website and Chapter meetings. Bryce and Chris worked last year on a package to provide to potential sponsors to outline the benefits, etc. Bryce will provide the draft to the EC for review/comments. Jon requested the EC brainstorm for potential sponsors. Ali mentioned that she had two in mind and would reach out to them or provide the information to Jon to do so.

Awards Update: As last year’s NC Chapter SPY award winner Chris proudly ordered the safety goddess to supplement the crystal trophy that the Chapter had ordered at a personal cost of $225. As compared to the smaller award it has prestige and presence. Arlene mentioned that the Chapter had elected to order the crystal trophy; but that decision was not based on cost as we didn’t know the difference. Matt polled other chapters to see how they recognize their SPY winners. Two chapters give no award, four gift the winner with the safety goddess. Amanda put forth a motion that we recognize future SPY winners with the safety goddess; Jon seconded and the motion passes. Arlene then made a motion that we reimburse Chris for the cost difference from the crystal trophy to the safety goddess. Jon seconded and the motion passed with majority from the EC in agreement.

Continuing and New Business

Chris shared the document that Jay drafted to provide the chapter guidance on non-travel meals and expenses. It summarizes the circumstances and parameters under which non-travel meals and expenses should be approved and standardized by the Chapter. Matt stated that he approves of the document and would like us to determine how to make it standard procedure in the future. Chris said that it would be added to the website documents for the Chapter. Jay further elaborated that it is a treasurer’s tool. Jon made a motion to pass Pat’s suggestion that the form be amended to include “Guidance” in the title. Kim B. seconded and the motion was carried.

The annual financial audit is complete and has been submitted.

Chapter by-laws:
Kim brought forth an excellent suggestion to streamline all of the comments currently made on the by-laws so that they can be reviewed efficiently. She will take the lead on compiling them for review at the October EC meeting. Members should review and make comments by the end of September.

Chris mentioned that the COMT points system was released and was concerned that the shift of points from participation with NAOSH week, in May, to Safe and Sound Week which was last week, puts us at risk for missing out on the potential to get those points. Matt is going to reach out to learn more.
Technical Meetings:
The schedule has been finalized with the exception of the February 2019 speaker at the NCDOT Beryl road address. Jon asked Arlene if she has contacts within DOL to request a speaker update on OSHA. Ali suggested requesting Andy Sterlen who is a dynamic speaker. She has had experience requesting a specific speaker in the past and indicated that you can make a request and they will accommodate whenever possible. She volunteered to make the request on behalf of the Chapter for that date.

Website update: Chris reported that he and Bryce will be working on the Chapter website. He is interested in updating the list of folks who won the Chapter SPY award for the last ten years. He is also working to move pictures and large files to the Google account to free up space as we are rapidly approaching our limit.

Jon asked if we can target the month of September for the first newsletter. Bryce agreed. Chris asked EC to forward topics and to assist proactively with content to support the effort. Jon suggested covering the changes to the standard with regards to fixed ladders > 24’ with cages and the move to ladders with fall arrest systems.

Jon Wallace will email the current meeting schedule to the group. It is currently posted on the website; but located under files and not News and Events so some members had difficulty locating it.

Bryce wanted to discuss video conferencing and a plan to get some of our technical meetings online so that members who can’t attend meetings can participate. Chris suggested creating a Facebook group for the team so we use Facebook Live or record the meetings and then post them online as audio recordings only. Kim B wants to make sure we make folks aware that listening or participating via conference does not qualify them for continuing education points. Chris volunteered to add disclaimer information to the website to communicate.

Member Updates: Ali mentioned that she is crafting an email to new members to boost attendance at meetings. She is working on an email to share prior to the September meeting.

Jon moved to adjourn the EC meeting, Seconded by Jay. Motion carried. Meeting adjourned at 7:26 pm.

Respectfully submitted,

Amanda J. Davis

Amanda Jean Davis, Secretary