Executive Committee Meeting Minutes

DATE: 10/11/2018
Location: Cree, Inc.
4600 Silicon Drive, 11:00 am- 12:00 pm

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

Jon Wallace, President
Kim Blatz, President-Elect
Amanda Davis, Delegate
Jay Sprankle, Treasurer
Arlene Edwards, Delegate
Chris Hinson, Delegate
Wade Bailey – Chapter Awards and Honors
Michael Behm
John Cala – Student Affairs
Jarvis Gray
Bryce Lawlor
Ali Moseley
Pat Ragan – Program Chair

Guest(s):

Executive Committee Meeting
Called to order by Jon Wallace at 11:07 AM
Quorum was established with 4 elected officers present.

Standing Business

Minutes of Last Executive Committee Meeting:
Jon made a motion to approve the August meeting minutes. Jay Sprankle seconded; motion carried.

Treasurer Update: Per Jay there was not a lot of activity with the budget over the last month. He received the sponsorship check from Bowen and that was applied. There were the travel expenses for the EC members that attended the leadership conference. There was $100 for the cost of making the new name badges for the EC. There were a small number of fees (approximately $15) through Paypal that were assessed as we had to refund attendees for last month’s chapter meeting which was cancelled due to hurricane Florence. Jon made a motion to accept the treasurer report. Chris Hinson seconded and the motion carried.

2019 Leadership Conference:
Jon asked that Ali and myself discuss the leadership conference and share any feedback that we had from the event for the EC. Ali spoke to the opportunities for networking which were phenomenal at the event as well as the planning and survey
tools that she gleaned from the ASSP Marketing department during the breakout sessions.

Chris Hinson suggested that we sponsor Ogaga Tebehaevu, MS, CSP (spelling?) from ECU for next year’s leadership conference. He is a recent graduate of ECU who has stayed on to teach Industrial Hygiene. The Chapter will discuss further and make a motion on this proposal prior to next year’s leadership conference.

Region VI PDC: Unfortunately, the PDC event was cancelled due to Hurricane Florence. The chapter is still waiting to hear how they will be handling registration and dealing with the loss of revenue from the event. Ali mentioned that it was one of the highest registrations on record for the event.

Chapter By-Laws: With Kim’s absence, we have extended the comment period on the updated by-laws. Jon requested that EC members take the time to review the by-laws and comment before the next EC meeting. Chris Hinson discussed the fact that he and Arlene have a motion before them as Chapter delegates to vote on an e-motion regarding three amendments to the ASSP bylaws:

- Changing the title of Executive Director to Chief Executive Officer.
- Making updates to the Nominations & Elections section.
- Remove the Bylaws Committee as a standing committee.

Jon made a motion that Chris and Arlene accept the e-motion. Pat Ragan seconded; motion carried.

Video Conferencing Update: Jon asked Bryce for an update on our ability to share technical meetings online for members. Bryce had purchased the tools to use Google Meets platform; it has not proved user friendly. Chris discussed the fact that we want to find a product that anyone can use going forward as a chapter. We discussed the exact needs of the chapter and established that a platform that would simply record video and audio would be sufficient. At this time the chapter is not pursing an option that would allow user participation. The plan is to record the sessions and post them online after the meeting. Ali mentioned that she would take the action item to reach out to the ASSP Marketing team to see if they have a hosting option that we can use. Topic was broached if a release or permission is needed from attendees to post recordings that they might be captured in. We will make inquiries with ASSP Legal on the matter. Jay made a motion that Bryce purchase whatever he needs to record the meetings. Jon seconded; motion carries.

Sponsorship: Jon asked the EC to leverage their vendor relationships within their organizations to help the chapter with sponsorship. As a consultant he does not have the same network with vendors that some of the other members do. The chapter has already secured two sponsorships; Saf-Gard has agreed to sponsor the December
technical meeting. Chris Hinson requested the information on SM&E so that he can add their company information to the website.

**Website update:**
Chris discussed the holiday drives and getting the website information collected to communicate with members. Currently we have agreed to support initiatives to create care packages for the troops deployed overseas and the helmet drive for Toys for Tots. Chris shared with the group a future opportunity that he has learned about “Best Christmas Ever” where funds are raised to help families in need during the holidays.

**Member Updates:** Ali mentioned that the chapter has welcomed two new members in the last month. She is working to leverage opportunities to grow the chapter.

**Technical Meetings:**
Ali assisted in securing Andy Sterling as the February 2019 speaker at the NCDOT Beryl road address.
Jon has updated the 2018/2019 schedule to note the rescheduled September technical meeting (now scheduled for December at Cree). He supplied a copy to the members present.

**Other Business**
9/15/18 Social for Greensboro Chapter: Chris Hinson said that as a chapter they are in need of outside support or they are in danger of dissolving. Jon mentioned that he had volunteered to speak for a technical meeting but had yet to be given dates or gotten follow-up from the Chapter. Natalie has been the current president for 2-3 years running with little support.

Social Media: Bryce has created both a Facebook and an Instagram account for the chapter to increase our social media presence. Chris suggested moving the photos from the chapter website to the Facebook page to free up space. Amanda asked about needing permission or releases to add pictures to FB. Chapter to check with Legal to ask about recording the meetings.

Jon moved to adjourn the EC meeting at 11:54, Seconded by Chris. Motion carried.

Respectfully submitted,

**Amanda J. Davis**

Amanda Jean Davis, Treasurer