Executive Committee Meeting Minutes

DATE: 2/14/2019
Location: NC DOT
4809 Beryl Drive, Raleigh NC 27609
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, Secretary
Jay Sprankle, Treasurer
Arlene Edwards, Delegate
Chris Hinson, Delegate
Michael Behm – Student Section Advisor
John Cala – Membership Chair
Jarvis Gray – Government Affairs
Bryce Lawlor – Media Chair
Pat Ragan – Program Chair

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

Executive Committee Meeting
Called to order at 11:00 AM
Quorum was established with 6 elected officers present.

Standing Business

Minutes of Last Executive Committee Meeting:
Jon Wallace made a motion to accept the January meeting minutes. Arlene Edwards seconded; motion carried.

Treasurer Update: Jay Sprankle advised that there were no significant purchases in the last month. Bryce Lawlor was reimbursed for the AV equipment he purchased to record and broadcast technical meetings. The budget year is winding down and the chapter is currently in the black; looks to be on course to be positive by $1500 based on the collection of additional chapter dues and no more planned expenditures.

The Chapter’s CD ($6000) has matured so Jay suggested there is no reason to cash it out. He asked if we would like to purchase another CD. Arlene mentioned a CD vehicle at her current institution with a return on investment around 3.5%. Jon said he would be in favor of a plan that would be a safe conservative vehicle which is FDIC insured. Jay will look into the available options at the bank and will open further discussion next month.
Chris Hinson mentioned that the Region is still waiting on the $100 seed money for the Webex cost. Jay wrote and gave a check to Matt Wilcox.

Next, some discussion was held with regards to the email the chapter received from Mike Behm at the ECU student chapter where he indicated they will making a proposal to us next month requesting monies for sending students to the National ASSP conference in New Orleans this June. The question was raised about how the students might be fundraising internally. After discussion, many members voiced that they are more in favor of supporting the region VI PDC and the National Leadership conference for students as they see those having the most benefit. More discussion can be held in the next several months after seeing the actual proposal and evaluating the expense. Jon made a motion to accept the Treasurer’s report. Chris seconded and the motion carried.

Chapter By-Laws: Kim Blatz took over the floor to discuss the status of the by-laws vote. It has been 28 days since the proposed by-law summaries were posted to the Chapter Documents section of the website for review. March will be an acceptable meeting date for us to vote as we will have met the requirement of 30 days posted for review and comment. Please take the time to look at the documents section of the website to complete a final review so we can vote on the final by-laws next month.

COMPT Report: Jon noted that we would like to get third newsletter out after this month’s meeting to keep us on track for enough points to reach Platinum status again this year. Jon encouraged members to draft and send articles for inclusion in future newsletters.

Chapter Member Survey: Kim discussed the results of the member survey. There was a lot of reported interest in a one-day professional development conference. Pat Ragan said he has some ideas. Chris mentioned that he could talk to Campbell University about the possibility of using their campus to host, and some discussion followed on the probability of attendance of an event in that area.

Kim asked about how to apply to ensure that attendees receive CEU credits for attending. Through his consulting, Jon is familiar with the process necessary to ensure an event qualifies. Kim suggested we consider the level of interest and determine if the chapter would like to create a planning committee to pull a conference together. Arlene Edwards mentioned that the chapter has done this type of event in the past. Jay mentioned the venue is normally the largest expense to consider.

Pat volunteered that since this is an idea that has a lot of interest he will begin the process scoping out various aspects and reporting back to the chapter at the next meeting. Matt Wilcox said Region VI has hosted this type of event previously and we should be able to use them as a resource to get more information to ensure a
successful project. All agree that if this were to be successfully executed that it could be good exposure for the Chapter.

Matt asked about attendance at the one-day PDC’s that Arlene said that the chapter had hosted in the past and whether it has been a source of income for the chapter. Arlene said the last two weren’t well attended. Jay said that spacing them out is helpful to increase attendance.

Of the topics queried, Kim mentioned that Working Walking Surfaces was the highest rated topic of interest; we will try to target that for next year.

Respondents to the survey indicated they weren’t actively participating in chapter volunteer roles because they hadn’t been asked personally and didn’t know what level of time commitment doing so involved. Arlene suggested including a link to the summaries of the time commitment and requirements by role provided on the national website in future newsletters along with listings of the open positions so members can give more consideration to volunteering.

Kim said that survey respondents reporting having difficulty getting away to meetings during the day. We will consider more dinner meetings. It is important however to note that the dinner meetings held this year resulted in the lowest attendance compared to breakfast and lunch meetings.

There were several respondents who indicated a willingness to host future meetings. Kim will reach out to those folks individually to verify how many meetings (and how many attendees) in addition to logistics.

Kim indicated that there was some interest in including environmental topics as well as safety topics as a large number of Safety professionals also have responsibility for environmental programs in their roles. Discussion about gearing environmental topics to the safety professional.

Finally, Kim will provide a summary of the survey for Bryce for inclusion in the next newsletter.

Pat continues to brainstorm on topics for next year’s technical meetings. We will discuss further later this year at future chapter meetings.

Get A Member Campaign: Jon asked Chris about the GAM Campaign and how to promote it for this year. Chris mentioned that National has a campaign page to promote it and that last year the chapter linked to their website via the newsletter and emails. Jon asked Bryce to be sure to include it in the next newsletter. In e-mails following the meeting, Chris noted that our chapter has successfully recruited new
members this year through the GAM campaign and can take credit for those on the COMPT tally.

Website Updates: Chris mentioned that he has created and added the SPY recognition page to the chapter website to ensure that all past members who received this award could be acknowledged. Please review the list if you are able and let us know if you know of past award recipients not currently listed.

Nomination Committee: Chris said we still need to identify a candidate for Secretary. Deadline is the April chapter meeting to vote. Jon mentioned that he has discussed the open role with a few chapter meetings and is working to fill the role. Arlene took time at the end of the technical meeting to ask for attendees to consider the vacancy and let us know if they are interested.

2019 SPY Award Nomination: Chris made a motion to vote for Matt Wilcox as the Chapter SPY award winner for 2019, Jon seconded. Motion carried.

Government Affairs: Jarvis Gray said that the OSHA1926 crane standard has been updated to require certified operator training. He will send an update to Bryce for inclusion in the next newsletter. He also mentioned that the OSHA 300 and 300A no longer have to be emailed.

Chapter Sponsorship: Jon brought forth the need for the Chapter to account for sponsorships from this past year and to pay taxes on those dollars if we didn’t meet the requirements when posting sponsor information on the chapter webpage. Bryce said he and Chris drafted the current sponsorship package to outline exactly how the Chapter handles this to ensure that we meet the scope set forth by National and don’t have exposure from a taxation standpoint.

Other Business

Jon reminded members to update their resumes with the current nomenclature of ASSP instead of ASSE.

Jon thanked the chapter for pulling together a location, speaker and topic for the March meeting after the tour of Novo Nordisk had to be cancelled last month.

Bryce mentioned the documents storage on Google drive and asked members to be extremely careful when moving documents so links in newsletters and on the website don’t get broken.

Jon moved to adjourn the EC meeting at 11:58 AM, seconded by Chris. Motion carried.
Respectfully submitted,

Amanda J. Davis

Amanda Jean Davis, Treasurer