Executive Committee Meeting Minutes

DATE: 7/16/2019
Location: Nantucket Grill and Bar, Durham, NC, 27713
Science and Technology Building
5:00 PM – 7:00 PM

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

Kim Blatz, President
Jon Wallace, Delegate
Matt Machles, Secretary
Jay Sprankle, Treasurer
Arlene Edwards, Delegate
Chris Hinson, Delegate/Website Coordinator
Pat Ragan – Program Chair

John Cala – Membership Chair
Robert Carruth - Member
Joseph Hall - Member
Michael Behm – Student Section Advisor
Jarvis Gray – Government Affairs
Bryce Lawlor – Media Chair
Open – Student Affairs

Executive Committee Meeting
Called to order at 5:03 PM
Quorum was established with 5 elected officers, with 8 total EC members present.

Standing Business

Minutes of Last Executive Committee Meeting:
Previous meeting minutes not seen by current Secretary.

Important Chapter Announcement:
Amanda Davis has notified the EC that she is resigning as the Chapter President-Elect. New nominations to be considered.

Treasurer Update:
Prior to the meeting, Jay Sprankle sent a copy of the Treasurer’s report on the June budget to the EC members to review. No specific items were recorded during the meeting at this time. Arlene Edwards made a motion to accept the June treasurers report. Pat Ragan seconded. Motion carried.

The 2019 Budget was reviewed and accepted. Arlene Edwards made a motion to accept the 2019 Budget. Pat Ragan seconded. Motion carried.
The EC approved that the ROC lodging and travel expenses for September will be provided by the Chapter for the President and second EC Member (Secretary Matt Machles). Discounted registration will be applied for both Chapter representatives and will be covered by each. Pat Ragan made a motion to accept the funding for the two EC Members. Kim Blatz seconded. Motion carried.

**Student Sponsorship Update:**
It was discussed that the student sponsorship section request funding as needed instead of a lump-sum donation.

**Officer Installation Update:**
A new President Elect should be nominated and voted on by the EC.

**CoRa Update:**
The Chapter Planning Report must be turned in by August 15th to achieve Platinum Status. Measurable goals have already been established. They were discussed and accepted as:
1. Conduct a One-Day Chapter PDC, offering it to Chapter Members and to members of local AIHA or AHMPs – **verify Horace Rozier is a member**
2. Contact members who have not been attending for input and enlist their help for a Chapter meeting they can commit to. Assigning specific duty at the meeting to John Cala. John Cala will send out initial contacts to local members that have not been regularly attending the ASSP Meetings.
3. Consider updating the website on a regular basis and to upload the EC Meeting Minutes, but this already occurs. A third goal is not required.

**Annual Planning Report:**
Jon Wallace has a draft of the report and will send a copy of this to Chris Hinson. The report should be saved on a regular basis and should only be submitted once the report has been finalized.

**Fall Region VI ROC and PDC:**
Kim Blatz and Matt Machles will attend the Region VI ROC in Myrtle Beach, SC on September 17th, 2019. Joseph Hall has agreed to see if he can attend the PDC as the Liaison, and Pat Ragan has tentatively agreed to attend as a second.

**Chapter One Day PDC:**
Pat Ragan mentioned we need a venue for the PDC on October 24th. Several options are available, including the NCDOT location in Raleigh.
Monthly Chapter Meeting:
A venue is needed for the September meeting due to a cancellation. Several other venues are needed for upcoming Chapter Meetings, including November, December, and February. It was determined that the October Chapter Meeting be cancelled or rescheduled due to the One Day PDC event on October 24th.

Chris Hinson and Pat Ragan will discuss the speaker for the September 12th Chapter Meeting, and to discuss the venue options. Matt Machles will also speak to the Biogen EHS staff to see if they could host the September Chapter Meeting.

It was discussed that the EC and current ASSP Members meet and greet any new ASSP Members, and to allow them to introduce themselves at the beginning of the Chapter Meeting. Allowing every attendee to introduce themselves may be time consuming, but if there are a lot of new members present, a self-introduction would be helpful during upcoming Chapter Meetings.

The December Holiday Chapter Meeting will be discussed as being optional due to limited attendance in previous years. This would be a good opportunity for new members and current members to socialize and connect.

Still looking for a technical speaker for the February 2020 Chapter Meeting, but this may be an opportunity to have an EHS group present their current employer programs and provide a Question and Answer session.

Other venue locations considered are Campbell University, ECU, Merck-Wilson, etc. in order to allow Chapter Members opportunities to attend from different locations.

Leadership Conference:
Chris Hinson and Jon Wallace will be the Chapter Delegate nominees for 2020, and Kim Blatz will be one of the delegates for 2021. This discussion will be tabled for revision at a future meeting.

Other Business

Chris Hinson motioned to elect Bryce Lawlor as the Social Media Chair and John Cala as the Member Chair. Kim Blatz seconded. Motioned carried unanimously by the Executive Committee.

Jon moved to adjourn the EC meeting at 6:31 PM, seconded by Arlene. Motion carried.

Respectfully submitted,
Matthew L Machles

Matthew Lee Machles, Secretary