Executive Committee Meeting Minutes

DATE: 09/12/2019
Location: Fresenius Kabi USA; 5200 Corporate Parkway, NC 27893
11:00 AM – 12:00 PM

Executive Committee Member Attendance: (underlined = elected officer, Pa)

Kim Blatz, President
Jon Wallace, Delegate
Matt Machles, Secretary
Jay Sprankle, Treasurer
Chris Hinson, Delegate
Pat Ragan – Program Chair
John Cala – Membership Chair
Alicia Mitchell – Awards Chair
Ogaga Tebehaevu – Academic Recruiting Chair
Michael Behm - Student Section Advisor
Robin Barfield – Government Affairs
Bryce Lawlor – Social Media Chair
Open – Student Affairs

Executive Committee Meeting
Called to order at 11:08 AM
Quorum was established with 3 elected officers, with 5 total EC members present.

Standing Business

Minutes of Last Executive Committee Meeting:
August’s minutes were approved. Kim Blatz made a motion to accept the August EC Minutes. Jon Wallace seconded. Motion carried.

Treasurer Update:
Prior to the meeting, Jay Sprankle sent a copy of the Treasurer’s report and the August budget to the EC members to review. The August budget is close to where we predicted after all expenses have been accounted for. The student section quarterly report has been provided and presented. Kim made a motion to accept the August report. Jon Wallace seconded. Motion carried.

Sponsorship: Kim has reached out to her Jacobs sponsor regarding ASSP sponsorship for upcoming events and is waiting to hear back. Matt Machles has reached out to Fisher and is waiting to hear back. Bryce Lawlor has reached out to Grainger but was not present for the September EC to confirm if he has heard back. Pat Ragan will follow up regarding Grainger package that Bryce sent out.
October PDC Update
The schedule is fine and was accepted during the August EC meeting. Looks like 14 members are registered for the event. A meeting will be held on September 30th at the Chapanoke Road site to finalize venue issues. Recognition to Pat Ragan for his article being featured in the ASSP Journal.

Executive Committee Member Update:
Pat Ragan is posted on the website as the President Elect. Need a general chapter meeting to approve the vote, which will be completed at the event following today’s Executive Committee meeting.

ASSP Leadership Conference
Kim, Ogaga, and Pat to attend in October. Pat will attend as the Chapter President Elect.

Succession Topics
John Cala and Matt Machles are tentative to attend the ASSP Leadership Conference for 2020 as future ASSP Executive Committee members. Joseph Hall could be considered as the Program Chair to replace Pat Ragan, as Pat will serve as the President Elect. Pat is filling Amanda Davis’ role as President Elect.

Pat will complete the training material as the President Elect for 2020.

We will also find Members who would like to volunteer and would want to serve on the EC. Reach out to Todd Thornton or Horace Rozier to see if they are willing to provide a bio for the website for potential future EC members to read. This could include their educational background, career, and active involvement with ASSP.

Fall ROC
Kim will be attending next week, but Matt Machles will be unable to do so.

CoRa Update:
Matt Machles to keep record of volunteers and see if they would like to serve on the EC.
Government Letter
The governor’s proclamation has been shared with the other Chapters.

Communications Updates:
Recognition to Bryce for his communication and sending out the first Chapter Newsletter for this year. Thank you for outstanding newsletters and timing.

Look into setting up on-going communication for future events as a reminder to the members to register for events. Frequency could include four weeks, two weeks, and one week prior to the event. We need to ensure we’re sending those out per the appropriate guidelines. Bryce and Jon Wallace to follow-up regarding the reoccurring reminder frequency.

Need to ensure / remind that attendees must register by 12:00 pm the day before an event, otherwise the meal option goes away. However, they can still register for the event if they wish to attend. As the Program Chair, Pat thinks 12:00 the day before is adequate time to cut off food.

Either Chris or Bryce can change the registration option to cut-off the meal option. It should read: “Meal option is no longer available. Registration is still open, but you must bring your own meal.

Bryce to report how many members have opened a Newsletter, have read it, and how many new members are reading it. If these numbers are low, are there other ways that members are receiving the information other than email, such as Twitter, Social Media? See if Bryce can pull these numbers together for the November EC Meeting.

Website Update:
Should highlight recognitions and volunteers on the website. Can also provide a bio and brief description of highly involved members that are still active with the Chapter. If we include the active members on the website, this may encourage future individuals to attend events, volunteer, and get involved with the EC. This may help new members or students see the progression of past and current members. Will also allow new members see what educational opportunities are out there for the future.
Awards Update
Kim has appointed Alicia Mitchel as the Awards Chair and Alicia has confirmed her role. Members that have received an award will be acknowledged at the Meeting and on the newsletter / website, but the physical award can be shipped / mailed directly to the individual. The Society will pay for the shipping expenses versus handing out the awards at the Chapter meetings.

Total Members
Need some clarity on the number of Student Section members out there.

Other Business
All training has been completed by the current Executive Committee. Matt Machles to reach out to new members to see if they would like to volunteer for future events, which will be kept in a log. Pat suggested seeing if potential new members would like to help with the Events spreadsheet that is maintained by the Program Chair. If there are any volunteers that are willing to help, always accept their help. Need to accept and reinforce their help for future.

Try to leverage as many Proclamations as we can to help the Chapter. Especially through Government Affairs, per Robin Barfield’s suggestion. These are points for the State and Chapter.

Kim moved to adjourn the EC meeting at 11:56 AM. Jon Wallace seconded. Motion carried.

Chapter Business Meeting 9/12/19, immediately following the EC meeting

Kim announced to Chapter members the nomination of Patrick Ragan to succeed to the position of President-Elect for the North Carolina Chapter following the resignation of Amanda Davis.

Chapter members were notified of the nomination via posting to the website on August 13, 2019, meeting the fifteen (15) days required in the bylaws.
A quorum call was made and fifteen (15) members were present, with four (4) elected officers, meeting the requirements for a quorum.

Kim made a motion to elect Patrick Ragan to the position of President Elect. Jon Wallace seconded. Motion carried.

Pat assumed office immediately following the election.

Respectfully submitted,

Matthew L Machles

Matthew Lee Machles, Secretary