Executive Committee Meeting Minutes

DATE: 02/13/2020
Location: NCDOT; 313 Chapanoke Rd. Room 201, Raleigh, NC, 27603
11:00 AM – 12:00 PM

NC Executive Committee Member Attendance:

<table>
<thead>
<tr>
<th>Elected Officers</th>
<th>Office</th>
<th>Present?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kim Blatz</td>
<td>President</td>
<td>Yes</td>
</tr>
<tr>
<td>Pat Ragan</td>
<td>President-Elect</td>
<td>Yes</td>
</tr>
<tr>
<td>Matt Machles</td>
<td>Secretary</td>
<td>Yes</td>
</tr>
<tr>
<td>Jay Sprankle</td>
<td>Treasurer</td>
<td>Yes</td>
</tr>
<tr>
<td>Chris Hinson</td>
<td>Delegate, Website</td>
<td>Yes</td>
</tr>
<tr>
<td>Jon Wallace</td>
<td>Delegate, Nominations and Elections</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EC Members</th>
<th>Office</th>
<th>Present?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robin Barfield</td>
<td>Government Affairs</td>
<td>Yes</td>
</tr>
<tr>
<td>Mike Behm</td>
<td>Student Affairs</td>
<td>No</td>
</tr>
<tr>
<td>Stephen Bock</td>
<td>Program</td>
<td>Yes</td>
</tr>
<tr>
<td>John Cala</td>
<td>Membership</td>
<td>Yes</td>
</tr>
<tr>
<td>Bryce Lawlor</td>
<td>Social Media</td>
<td>No</td>
</tr>
<tr>
<td>Alicia Mitchell</td>
<td>Awards</td>
<td>Yes</td>
</tr>
<tr>
<td>Ogaga Tebehaevu</td>
<td>Academic Recruiting</td>
<td>No</td>
</tr>
<tr>
<td>Guest(s)</td>
<td>Jarvis Gray, Matt Wilcox</td>
<td></td>
</tr>
</tbody>
</table>

Note: A quorum is a majority of elected officers (4) or a majority of executive committee members (7) with at least two elected officers.

Executive Committee Meeting
Called to order at 11:08 AM
Quorum was established with 5 elected officers, with 9 total EC members present.
Standing Business

Minutes of Last Executive Committee Meeting:
Alicia Mitchell made a motion to accept the January Executive Committee Minutes. Pat Ragan seconded. Motion carried.

Treasurer Update:
Prior to the meeting, Kim Blatz sent a copy of the Treasurer’s report to the EC members to review. Included a meeting transaction for last month. Mike Behm’s lunch was reimbursed after speaking at January’s Technical Meeting. Sponsorship check from Saf-Guard is pending. Also waiting on the quarterly report.

Pat motion to accept the Treasurer’s report. Alicia seconded. Motion carried.

National ASSP Conference
Chris Hinson and Jon Wallace will attend the meeting as Delegates this year, which has been approved in the budget.

Sponsorship
Kim heard back from Saf-Guard, which has provided sponsorship for the NC Chapter and will be listed as a Silver sponsor. Bowen Safety has not responded and has been removed from the website as a sponsor. Ogaga is also reaching out to his contact through ECU.

We need to update the Sponsorship Packet to reflect current information. John Cala has agreed to update the Sponsorship Package document. Chris Hinson should have the original Word Document, and John will reach out to him.

Leadership Online Training
All EC Members are required to complete this. Stephen Bock has completed the training as Program Chair.
WISE Program

Siddiqi Bahirah (ECU Student Section member) has agreed to be the Liason for the Wise program.

Laura Joyce has accepted a position in another state and will no longer be our chapter liaison for the WISE program. This is encouraged for all members to check out, both male and female.

COMT Update

There were several action items from the COMT conference call following last month’s technical meeting. Kim has reached out to EC members to help with these. Jarvis Gray is also putting together a CSP study group through the NCDOT.

One item is to send out a form for feedback after each Chapter Meeting. Pat suggested a half-page sheet that members can place on a table. Jon recommended making it an electronic survey through Survey Monkey. The link for the survey will be included in the email containing the Certificate of Attendance and the results will be compiled by the Program Chair. Jon suggested a $15 random drawing (or a free lunch for the next meeting) as an incentive for completing the survey.

Stephen is willing to go in and look at the results and compile the information. He will coordinate with Pat and Chris Hinson to gain access to the Survey Monkey. Keep the survey simple, as one question asking for survey. Perhaps a numerical answer (1-5), with a “1” asking for more feedback.

Job Openings

We post openings on the ASSP website that allows for good exposure to recruiters and others. Stephen Bock believes it will be beneficial to ECU and the students that Chapter EC Members attend and will also benefit the students. This is also included on our website that describes their career background.

A few openings, including Cree and a safety position in Hinson, NC are posted. Kim was in contact with a recruiter and sent them to the ASSP website.
May Statewide Safety Conference

The ASSP Chapters in North Carolina have in the past sponsored a booth and had a luncheon at this conference. However, the NC Chapter does not sponsor the registration costs. There is no Technical Meeting in May due to the NC Statewide Safety Conference in Greensboro, which we encourage members to attend.

BEST Conference

The Wake County LEPC holds the BEST Conference this year on February 20th and is one that our Chapter has previously had a booth at. However, we stopped when they begin charging $500 per booth (it had previously been free for non-profits). Jay believes this is worth our being there if they have a non-profit registration rate. We’ll need a poster and volunteers to stand at the booth. Stephen Bock, Pat, and Jay are available to attend and sit at the booth.

The Committee has agreed to purchase business cards with information, and Jay has volunteered to have those printed off. These will be handed out at the BEST conference for attendees. Stephen, Pat, and Jay have agreed to attend and man the both. Jay has reserved the booth items, which will be shipped to his house.


Next Technical Meeting

Stephen contacted Debra Lord regarding next month’s technical meeting to set up at Cree in March. We will try to have a video conference call set up to allow Chapter members to attend the meeting remotely. All attendees on the call should also receive a Certificate of Attendance. Julian is the primary contact for getting this set up. Anyone that wished to attend the Technical Meeting remotely should register, and a link will be provided.
Kim mentioned equipment for teleconference equipment, which is in Bryce’s possession. We will be looking into that for next month.

Professional Members

John Cala has confirmed that we have a few expired members. He has also reached out to new members.

Pat heard from the member in England and said he will be trying to attend another meeting.

Nominations and Elections Committee

Jon Wallace has submitted names of those who have been nominated for Executive Committee roles for the 2020-2021 Chapter year. The names of those nominated have been posted on the website for next year. New EC before the vote at the April meeting. June is when the induction will occur for new EC members.

Communications

The third newsletter has been sent out by Bryce and expecting another newsletter for March. For any information that should be included, send it to Bryce as a primary, and Kim as a secondary.

Chapter Survey

Pat mentioned a survey that is sent out every year, and Pat will send that this year as the President Elect. It should be sent out by March. Pat will reach out to Chris Hinson to obtain the survey and send it out as soon as he can.
Awards Updates

The Chapter has nominated Matt Wilcox as the Regional Safety Professional of the Year. There is also a nomination slot for the Chapter Safety Professional of the Year Award and Emerging Safety Professional. Applications were due January 31; Matt Wilcox has submitted the package for Regional Safety Professional of the Year.

Member Spotlight

The Member Spotlight for February / March will be Jay Sprankle. He has an extensive amount of service for NC ASSE / ASSP meetings and has played a huge role with moving programs forward. He has also served as Chapter Treasurer for several years, and his credentials and achievements will be posted on the Chapter site.

Other Business

Jon met with Julian and said the Triad Chapter executive committee in Greensboro has had a good turnout. Now they have good volunteers out there, with a lot of good response.

Pat mentioned the ECU Safety Conference, April 30 – May 01, and Stephen suggested having some of the students man the booth. We'll need to approve the expenditures for the booth.

Alicia motioned to approve funding for a booth at the ECU safety conference. Jay seconded. Motion carried

Matt Wilcox mentioned the PDC for 2020 is filling up and will include the House of Delegates meeting. Discussion for the Delegates will be held if needed. Matt mentioned there are a couple RVPs looking to do away with the status systems (Silver, Gold, Platinum, etc.).

Alicia believes it’s a good guidance for status, pride, and a sense of achievement. Pat thinks of it as a goal that we give to ourselves outside of the “status” ranking. When it’s volunteer leadership, it’s good to strive for a higher level above Platinum.
Pat mentioned making comments on changing the COMT scores in the middle of the chapter year and not providing further notice. Jon will follow up with this and take it to the Delegates. Chris and Kim discussed mentioning one level above Platinum, so that those that have already obtained Platinum have something to strive for looking forward.

Transitional meeting between President and President Elect. It’s also good to attend the ROC, and Kim mentioned to Robin to attend the ROC and transitional meetings between Kim and Pat.

Robin motioned to end the meeting at 11:51 am. Pat seconded the motion. Motion carried.

Respectfully submitted,

Matthew L Machles
Matthew Lee Machles, Secretary