Executive Committee Meeting Minutes

DATE: 04/09/2020
Location: Virtual Executive Meeting
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 Section Advisor</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>Yes</td>
</tr>
<tr>
<td>Alicia Mitchell</td>
<td>Awards</td>
<td>No</td>
</tr>
<tr>
<td>Ogaga Tebehaevu</td>
<td>Academic Recruiting</td>
<td>Yes</td>
</tr>
<tr>
<td>Guest(s)</td>
<td>Jarvis Gray</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 with a Quorum was established with 5 elected officers, with 10 total EC members present.
Standing Business

Minutes of Last Executive Committee Meeting:

Jay suggested that we change Mike’s title to Student Section Advisor to match the title in the Section Bylaws. Pat Ragan made a motion to accept the amended March Executive Committee Minutes. Jon Wallace seconded. Motion carried.

Treasurer Update:

Prior to the meeting, Jay Sprankle sent a copy of the Treasurer’s report to the EC members to review. Jay won’t be able to close out the annual report until the ECU Student Section provides their year-end details. Not a lot of activity for March due to not having an in-person meeting. Will keep some funds win PayPal to cover fluctuating fees.

Kim motioned to accept the Treasurer’s report. Jon Wallace seconded. Motion carried.

The Budget tab on the Treasurer’s Report was also reviewed prior to the Executive Committee Meeting. Discussion of budget for the next fiscal year is needed and was voted on during the April EC meeting. The annual report was also discussed.

- Jay provided, prior to the meeting, a proposed 2020-21 budget showing the expenses the Chapter has incurred in the past with highlights showing which discretionary items might be changed or deleted.
- The 2019-2020 FY ended with a $2,000 deficit, down from the $6,500 proposed deficit.
- The proposed budget shows a $6,000 deficit. Jay warned that continuing to operate in the red is not sustainable.
- Kim mentioned that the Region PDC Planning Committee is requesting $500 for student support to attend the Regional PDC. However, Jay noted that the Chapter had provided $500 support for this for the 2018 PDC which was cancelled. The funds were not returned and the Region did not provide an explanation of the dispensation of those funds.
- Ogaga explained that the money was used to support the students at the 2019 PDC and that no additional funds were requested for that year.
• Jay will leave the $500 in the budget for students to attend the PDC

Jon Wallace motioned to approve the budget. Ogaga seconded. Motion carried.

Ogaga motioned to approve the $500 for student funding at the Regional PDC. Kim seconded. Motioned carried.

Sponsorship

No new sponsors at this point. Kim reached out to Jake Stapleton.

COMT Update

Currently receiving points for the virtual technical meetings.

Job Openings

There are several openings available on the Chapter Website.

June Chapter Meeting

May not be able to host the June Chapter Meeting at the Brasa Steakhouse due to social distancing restrictions. However, we will need to have a meeting for Officer Installation.

Transition planning will follow the months after the induction. There are a lot of EC members maintaining their same positions.

Government Affairs

Jarvis does not have an update. He does have an academic affairs update for February / March. Students have been defending their master’s theses and they have excellent research and presentations. NC ASSP was specifically mentioned for supporting their posters during last year’s Conference.
Pat mentioned that we should highlight this feedback on the Chapter website. Bryce wanted to see if Jarvis or Mike could provide some pictures from the poster session for the website.

Communications
Pat had no updates on the member survey. He will update those and send them out to the EC. He and Steve have been collaborating with this.

Post-Meeting evaluation surveys are ready and can be sent out and will be included in the emails with the Certificates of Attendance for the April meeting.

Kim wanted to recognize Bryce for assisting with the virtual meeting set ups, as well as Steve for helping out with the planning and coordination. Steve also thanks Bryce for setting it up with Lamont at NC-DOL to present the technical portion of the meeting.

Membership Update
John Cala has reached out and has obtained the membership numbers. No new members, but three remembers have transferred in from other chapters. John will reach out to some of the newly transferred members. He’ll also reach out to those who’s memberships have expired or may soon expire. Current active member number is 433.

Jon Wallace mentioned that the names of Officer Candidates have been posted on the website and can be voted on during today’s technical meeting while Chapter Members are (virtually) present.

Member Spotlight
The Member Spotlight suggested by Jon Wallace for April / May is David Coble. David has been actively involved in the safety community, as well as many years with ASSE / ASSP.
Awards

Matt Willcox has been officially elected as Regional Safety Professional of the Year (SPY) for 2019-2020.

Other Business

Pat mentioned the ECU Safety Conference for April 30 – May 01 has been cancelled due to the pandemic.

By-Law Changes

Regarding the by-law changes for the delegates, Kim said the in-house counsel made some recommendations regarding members and we should consider making the Delegate / Past President open and elected as discussed. And make this a two-year election instead of a one-year election, so the Delegate would maintain the same position for two years.

Jon Wallace looked at Article 6, Section 4 and mentioned that the Delegate could maintain that position for two years. This would have to be voted on.

Pat Ragan moved to table this discussion to a later day. Jay Sprankle seconded. Motion carried.

Jon Wallace motioned to end the meeting at 11:46pm. Kim seconded the motion. Motion carried.
Technical Meeting Executive Committee

Before starting the Technical Meeting, a vote on the slate of Officer Nominees was held with 35 members present. Tom Cecich moved to approve the roster of nominated Officers as posted on the website, sent out to all members, and attached to the Minutes. Bryce Lawlor seconded. Motion carried unanimously.

Respectfully submitted,

Matthew L Machles
Matthew Lee Machles, Secretary