



**North Carolina Chapter  
American Society of Safety  
Professionals**

<http://nc.assp.org/>

**Executive Committee Meeting Minutes**

DATE: 07/08/2021

Location: Virtual Executive Committee Meeting

11:00 am – 12:00 pm

**NC Executive Committee Member Attendance:**

<b>Elected Officers</b>	<b>Office</b>	<b>Present?</b>
Robin Barfield, SMS	President	Yes
Ogaga Tebehaevu, MS, CSP	President-Elect / Delegate	Yes
Matt Machles	Secretary	No
Jay Sprankle, CSP	Treasurer	Yes
Jon Wallace, MBA, CSP	Delegate	Yes
Frieda E. Sanders, Ph.D., AOEE, MESH, IH-MESH	Delegate	Yes
<b>EC Members</b>	<b>Office</b>	<b>Present?</b>
Jarvis Gray, MS	EC member	Yes
Stephen Bock, CSP, ARM	EC member	No
Mike Behm, PhD, CSP	EC member	No
Chris Hinson, CIH, CSP, CHMM	EC member	No
Bryce Lawlor, CSP	EC member	No
Monte Simpson	EC member	Yes
Jeff Meddin	EC member	Yes
<b>Guests</b>	<b>Representing</b>	
Anthony Dohman	InServ	
Eric Wagner	Bay Valley Foods	

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

**Executive Committee Meeting**

**Presiding:** Robin Barfield, Chapter President

**Minutes:** Jay Sprankle, Chapter Treasurer

Robin Barfield called the meeting to order at 11:02 PM. A quorum of five elected officers was in attendance.



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### **EC Members**

The elected officers voted to add the following Chapter members as voting members of the Chapter Executive Committee, on a motion by Jay Sprankle, seconded by Jon Wallace.

Jarvis Gray, MS	Present
Stephen Bock, CSP, ARM	Absent
Mike Behm, PhD, CSP	Absent
Chris Hinson, CIH, CSP, CHMM	Absent
Bryce Lawlor, CSP	Absent
Monte Simpson	Present
Jeff Meddin	Present

### **Minutes for June**

In Matt's absence, Jay presented the minutes for the 6/10/21 EC meeting and the 6/22/21 Officer Installation Chapter meeting.

Jay noted that Rob Fisher was a guest at the 6/10 EC meeting and that Matthew Wilcox, Paul Roberts, David Maggio, Monte Simpson, Rebecca Barfield, and David Machles were guests at the 6/22 meeting and should be listed as guests rather than EC members. Jay further noted that the audit committee lunch was covered by the Chapter, rather than being reimbursed, and that the expense had been previously approved by the Chapter EC.

The minutes for both meetings were approved as amended on a motion by Jon, and seconded by Jeff Meddin

### **Treasurer Update**

Jay presented the June Treasurer's report and the revised budget with minor changes from the budget approved in March, 2021. These were approved on a motion by Ogaga Tebehaevu, and seconded by Jon



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## 2021-2022 Meeting Schedule

Name	Organization	Date	Meeting Type
Josh Dobson	NCDOL	9-Sep-21	Virtual
Caleb Syvester	Boston Dynamics	14-Oct-21	Virtual
Erik Hedman	SuitX	10-Nov-21	Virtual Changed due to Holiday.
		9-Dec-21	Virtual
Scott Mabry	NCDOL	1/13/2021	Live/Virtual
Albert Albertson	NC State	2/10/2022	Live/Virtual
Alesia Ferguson	NCA&T	3/10/2022	Live/Virtual
Mike Behm	East Carolina	4/14/2022	On Campus / Virtual
		12-May-22	
Officer Installation		9-Jun-22	

Robin presented the proposed slate of meetings and noted that topics and locations have not been finalized. All speakers listed above have confirmed willingness and availability. Jarvis Gray noted that the EC has been invited to the ECU campus for student presentations in April.

Ogaga noted that there is no Student Section / Chapter affiliation with the student program at NC A&T. He is working with Julian Mercer, and the Triad Chapter to help coordinate.

Jay noted that the April meeting is our elections meeting and the location should be chosen to not adversely affect the Chapter meeting attendance.

Jarvis mentioned that the Chapter may want to consider a December social

## **Open Items or New Business**

Robin presented some resources and tools for chapters

Robin noted the Chapter submitted 9470 pts on the COMT for the 2020-2021 Chapter year, which should achieve platinum status. Robin thanked members who contributed to achieving this success.

Robin reviewed the upcoming Chapter year including scheduled target dates and reporting requirements.



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Robin reviewed the expectations for the Chapter's Covid protocols with respect to in-person meetings. Virtual meetings are strongly encouraged (required) until after ASSP evaluates the success of the PDC.

There was a discussion about committee chairs. Jay described that the bylaws, Article IV, Section 6, specify that the President appoints committee chairs with EC approval. Backup members can be appointed by the committee chairs or the President.

Ogaga mentioned that the Regional PDC is coming up in September and they will likely be looking for a Liaison and support for student attendees. Jeff Meddin recommended involving student members.

Jon moved to adjourn the meeting at 11:56 AM. Ogaga seconded. Motion approved.

Respectfully submitted,

Matthew L Machles

Matthew Lee Machles, Secretary