



North Carolina Chapter American Society of Safety Professionals

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

Executive Committee Meeting Minutes

DATE: 08/12/2021

Location: Virtual Executive Committee Meeting

11:00 am – 12:00 pm

NC Executive Committee Member Attendance:

Elected Officers	Office	Present?
Robin Barfield, SMS	President	Yes
Ogaga Tebehaevu, MS, CSP	President-Elect	Yes
Matt Machles	Secretary	Yes
Jay Sprankle, CSP	Treasurer	Yes
Jon Wallace, MBA, CSP	Delegate	Yes
Frieda E. Sanders, Ph.D., AOEE, MESH, IH-MESH	Delegate / Awards Chair	Yes
Executive Committee Members	Office	
Jarvis Gray, MS	Government Affairs Chair	Yes
Monte Simpson	Program Chair	Yes
Chris Hinson, CIH, CSP, CHMM	Website Coordinator / Nominations and Elections Chair	No
Bryce Lawlor, CSP	Social Media Chair	Yes
Jeff Meddin	EC Member at Large	Yes
Stephen Bock, CSP, ARM	EC member	No
Mike Behm, PhD, CSP	Student Affairs Chair	No
Appointed Members	Office	
Anthony Dohmann, CSP, CHST	Communications Co-Chair	No
Mike Conner, MS, CSP	Academic Recruiting Chair	No
Doug Gaylord, SMS, CHMM, MS	Membership Chair	No
Eric Waagner, CSP	Communications Chair	Yes
Guests	Representing	

Note: A quorum is a majority (four) of the six elected officers or a majority (seven) of the thirteen executive committee members with at least two elected officers.



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Executive Committee Meeting

Presiding: Robin Barfield, Chapter President

Minutes: Matt Machles, Chapter Secretary

Robin Barfield called the meeting to order at 11:06 PM. A quorum of four elected officers with a majority of EC members was in attendance, as well as four guests.

July Meeting Minutes

Jarvis Gray made a motion to accept the July Minutes. Ogaga seconded. Motion to approve the July Minutes passed.

The November meeting will be rescheduled due to falling on Veteran's Day.

Treasurer Update

Prior to the July EC Meeting, Jay Sprankle sent out the July Treasurer's report. However, Jay was absent during the meeting and the July report will be tabled until September's EC meeting.



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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	

During the July EC Meeting, 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.

Open Items or New Business

Bryce to submit the newsletter by the 15th of each month. Ogaga asked the EC to share information that can be included in each newsletter. Robin suggested including Government data regarding the delta Covid variant along with guidelines and recommendations. He also suggested including information regarding travel restrictions and content that could be shared for the general audience.

Jarvis shared information for the September technical meeting, which will feature a staff work recruiter. Jarvis provided his information for Bryce and Chris to add to the website. This will include what to look for when hiring a safety professional.

Robin spoke on a gift or gift card for the speaker / presenter for their time and effort. Jon mentioned a unilateral gift card that can be used at various locations.

Robin will take an action to speak with Jay regarding price restrictions for the gift cards. We would need to establish a budget for each card and determine the pricing and how that fits for our budget.



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Jon asked about the SPY Award for the past two years and will follow-up with Jay regarding the award for Kim Blatz and himself. Jon never received his award from the end of the 2019-2020 Chapter Year. Kim should have received hers at the beginning of this year. He wanted to see if Jay knew the status of those.

Membership Report

Ogaga shared the membership report status, which included three new members and one transferred member.

Robin suggested seeing if there are any potential nominees for the 2022-2023 Chapter Year. There could be potential openings or hybrid positions for the next Chapter Year and should follow the nomination process for the list of potential candidates.

Robin opened the floor for the new members to introduce themselves, including Doug Gaylord, Anthony Dohmann, Michael Conner, and Eric Waagner, Anthony was involved with the Charlotte Chapter and expressed interest in an EC position. He would like to shadow a current position and eventually move towards either an Elected or Nominated position. Robin mentioned that Chris Hinson will likely be moving on to Regional and that we will need a Communications Chair to help with website and communication.

Eric Waagner was a member and was involved the Michigan Chapter, and is also interested in Communications and Social Media to assist Bryce and Chris.

Jon and Robin agreed with having multiple candidates for Communications and Social Media Chair.

Robin also introduced Michael Conner, who's expressed interest in Academic Recruiting.

Robin recommended Monte Simpson, who's interested in the Programs Chair, as well as Doug Gaylord, who will be working alongside Ogaga for the role as Membership Chair.

Jeff Meddin can be added as a "member at large" and has a profound presence in the National Office.

Robin shared the proposed EC positions for next year.



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Jarvis and Ogaga attended a virtual meeting led by the Regional VP to discuss the process of recruiting and updating COMT points. Also discussed initiating goals and communications for the Chapter Members. Robin suggested expanding the communications roles by recruiting new people for those positions and providing as much communication as possible for Chapter Members. For our plan would be Recruiting, Communication, and Engagement as three goals for next Chapter Year.

Robin presented the Tools provided by Matt Willcox that can be sent out along with the Minutes from today. We have the PDC and September ROC coming up.

Robin suggested presenting the COMT to the EC so we can all be involved with the points and being accountable for those roles and positions.

The four guest Chapter Members signed off prior to adjourning the meeting, leaving Jon, Jarvis, Ogaga, Robin, and Matt.

Jon made a motion to accept the appointed positions suggested by Robin previously discussed. Ogaga seconded the motion. Motion to accept the appointees for 2021-2022 Chapter Year.

Matt Machles made a motion to adjourn. Jon Wallace seconded. Meeting adjourned at 12:01 pm.

Respectfully submitted,

Matthew L Machles

Matthew Lee Machles, Secretary