



Executive Committee Meeting Minutes

DATE: 11/10/2021
 Location: Virtual Executive Committee Meeting
 10:45 am – 11:45 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	No
Executive Committee Members	Office	
Jarvis Gray, MS	Government Affairs Chair	Yes
Monte Simpson, GSP	Program Chair	Yes
Chris Hinson, CIH, CSP, CHMM	Website Coordinator / Nominations and Elections Chair	No
Bryce Lawlor, CSP	Social Media Chair	Yes
Jeff Meddin, CSP	EC Member at Large	Yes
Stephen Bock, CSP, ARM	EC member	No
Mike Behm, PhD, CSP	Student Affairs Chair	No
Committee Chairs	Office	
Anthony Dohmann, CSP, CHST	Communications Co-Chair	No
Mike Conner, MS, CSP	Academic Recruiting Chair	Yes
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 10:47 PM. A quorum of five elected officers and eleven total EC members was in attendance.

September and October Meeting Minutes

Prior to the November EC Meeting, the September and October meeting minutes were sent out to the EC for review. Jon Wallace made a motion to approve the September and October Minutes. Jay Sprankle seconded. Motion passed to approve the September and October meeting minutes.

Treasurer Update

Prior to the November EC Meeting, Jay Sprankle sent out the October Finance report.

Jay presented the dues and expenditures. There was not a lot of activity except for the Teams membership dues, as well as the Awards Dinner that was covered by the Chapter. Jay is still waiting on last month's Student Section report.

Robin suggested setting aside the funds not spent on Leadership Conference travel and using it for community outreach. Also donating the unspent funds back to the Foundation or helping cover student dues or conference fees. This should be a conversation to have with Mike Behm with Student Affairs and find ways to support the Student Body and / or other members that might be unable to cover their membership dues.

Jay also mentioned the WISE program that would require a Liaison, as well as a possible donation to the Foundation. Either one would require a vote and approval within the EC. Robin suggested tabling this discussion for today and to resume this conversation during the December Executive Committee Meeting.



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Jon Wallace made a motion to accept the October Treasurer's report. Ogaga seconded. Finance report accepted.

COVID Updates

Robin spent a few minutes discussing the current COVID numbers for North Carolina. There are promising numbers and decline of overall cases, and we have a 72% vaccination rate in North Carolina. We are hoping the trends will continue to go down, but due to holiday travel there may be an increase from intra and interstate travel.

2021 Leadership Conference

Jeff Meddin discussed the Leadership Conference from the other week and felt that it went very well. He thought the virtual format was good and it was beneficial to not have to fly and stay in Chicago. National was impressed with the number of attendees that were present despite minimal accommodations with hosting an in-person conference. In the past we've sent one Member to the Leadership Conference that typically costs about \$1200-1500 for travel and accommodations.

A hot topic was the Board of Governors and the open / TBD conversation of the Delegate discussion that is pending for a vote in late January.

COMT

Currently on schedule with COMT points and planning reports. Robin received an email from Matt Wilcox to ensure everything is on track with the points and other items.

Ogaga shared the COMT numbers and current standing. Jarvis added that he, Chris, Doug, and Monte are current on their nominations for additional points.



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2021-2022 Meeting Schedule

Name	Organization	Date	Meeting Type
Caleb Sylvester	Boston Dynamics	10-Nov-21	Virtual Date changed due to holiday
Josh Dobson	NCDOL	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
East Carolina	Mike Behm	4/14/2022	On Campus / Virtual
Open		12-May-22	
Officer Installation		9-Jun-22	

Awards Chair

Frieda was unavailable for today's meeting, but has been reaching out to Robin regarding rewards, spotlights, and Student Section recognitions.

Sponsorship

Robin has reached out to Fisher; minimal sponsorship activities since we are not holding in-person technical meetings or appropriating funds for events.



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Website / Social Media

Chris and Bryce have been coaching Eric Waagner and Anthony Dohmann for transitioning and providing back-up assistance for website and social media activities. Chris has shown Eric and Anthony how to upload the Minutes and maintain the Chapter website.

Eric has been working with Chris with the Chapter Website and will take the action to upload the PayPal link for Toys for Tots donations.

Bryce will work with Robin regarding the Website updates and social media communications.

Membership Chair

Doug was not present but was able to run the Membership Report and provided it to Robin prior to the EC meeting. We have 429 current members with a few new members, plus one transfer. Robin recognized the 25- and 40-year members.

Programs Chair

Jarvis provided a quick update for next week's Technical Meeting, and will provide Bryce with information. Monte had nothing new to add.

Toys for Tots

We need to begin the discussion for acquiring donations and picking up the helmets. Jon mentioned that the Chapter will provide a \$750 contribution match for other donations. Chris Hinson will need to set up a donation link or show Eric or Anthony how to do so on the Chapter website. This will all allow Chapter Members to go in and donate to the Toys for Tots, which is a similar process as paying for a Technical Meeting lunch. We'll need to set up a PayPal button to allow members to donate, as



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needed. There will need to be a cutoff for around the 15th of December to allow adequate time to get the helmets and drop them off at the facility.

Eric Waagner will take the action to help with setting up the link for donations and will work alongside Chris Hinson to get this set up and troubleshooting.

Government Affairs

Jarvis discussed the new DOL rules and regulations, and they will be providing an update regarding covid testing and vaccine requirements. He will provide a broader update for the next meeting.

House of Delegates Discussion

Robin opened it up to Jon and Jeff regarding the House of Delegates. Jon emailed National regarding the visual representation of what to expect, which was ambiguous and relatively open-ended without much clarification.

Jeff didn't have much to add except that the functions of the House of Delegates would remain about the same with a few modifications. Jeff was ensured by Brad that everyone would continue to have a voice, but he was unable to provide a solid answer as to what the future will look like.

Not much has changed or has been provided since the ROC in October. Jon mentioned that the vote is in late January and is not comfortable with the lack of detail regarding specifications.

Robin will take the action item to reach out and see if more clarification can be provided, especially with the vote a few months away.

They have considered changing the House of Delegates to an "At-Large Advisory Group." This will be a shift moving away from the House of Delegates to an advisory group. There is not yet a clear understanding as to how this will affect the next 1-5 years moving forward.



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Jay Sprankle made a motion to adjourn. Jon Wallace seconded. Meeting adjourned at 11:43 am.

Respectfully submitted,

Matthew L Machles

Matthew Lee Machles, Secretary