



North Carolina Chapter American Society of Safety Professionals

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

Executive Committee Meeting Minutes

DATE: 12/09/2021

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	Yes
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	No
Doug Gaylord, SMS, CHMM, MS	Membership Chair	Yes
Eric Waagner, CSP	Communications Chair	No
Guests	Representing	
Mark Scott	NC Department of Transportation	

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 six Elected Officers and eleven total EC members and one guest was in attendance.

November Meeting Minutes

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

Treasurer Update

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

Jay presented the dues and expenditures. There was not a lot of activity except for the Teams membership fees, as well as some gifts for previous speakers.

Ogagoa Tebehaevu made a motion to accept the November Treasurer's finance report. Jon Wallace seconded the motion. Motion passed to approve the November finance report.



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Nominations

Nominations Committee has been named, pending submittal to Society. Chris Hinson will need to submit the names of the Nominations Committee members; Ogaga has already added this to the COMT.

The Nominations Committee is as follows:

Chris Hinson (Nominations and Elections Chair)
Robin Barfield (Chapter President)
Doug Gaylord (Membership Chair)
Monte Simpson (Program Chair)

Ogaga has requested that the names be submitted to Society and to confirm with him.

COMT

We are currently on schedule and up to date with COMT points and planning reports. Ogaga shared the COMT numbers, current standing, and explained the point structure. He went through the current status and described the line items and how they worked. We are currently on track heading into 2022.

Awards Chair

Frieda had no updates for today and will provide an update next month.



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2021-2022 Meeting Schedule

Name	Organization	Date	Meeting Type
Josh Dobson	NCDOL	12/09/2021	Virtual
Scott Mabry	NCDOL	01/13/2022	Live/Virtual
Albert Albertson	NC State	02/10/2022	Live/Virtual
Alesia Ferguson	NCA&T	03/10/2022	Live/Virtual
East Carolina	Mike Behm	04/14/2022	On Campus / Virtual
Open		05/12/2022	
Officer Installation		06/09/2022	

At-Large Items

Jeff Meddin spent a few minutes discussing some open items. He mentioned that they had a safety gathering and he provided information regarding ASSP. He will likely recruit a few newer Chapter Members and encouraged other EC to reach out and take the time to discuss ASSP during work-related social events.

Sponsorship

Robin has reached out to Rob Fisher; minimal sponsorship activities have transpired since we are not currently holding in-person Technical Meetings or collecting funds for events. Robin asked how we should go about “removing” the sponsorship name from the Chapter website.

Jay will take the action look at this process and will let Chris, Anthony, and Eric know about the update. Robin will make a final effort to reach out to Rob regarding his current sponsorship status.



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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.

Bryce will take an action to add the Toys for Tots deadline in the next newsletter.

Membership Chair

Doug presented the Membership Report and provided a brief update to the EC meeting. We have 429 current members with a few new members, plus one transfer. There were no new members since the last EC meeting.

Email addresses – Jarvis suggested creating a Microsoft Form in order to populate names and email addresses. Bryce will take the action to create a Google Form to provide at the beginning of the meeting to allow people to “sign up” on the roster prior to starting the technical meeting.

Doug also suggested creating an optional field for people to include their business name and / or position, and allowing them the option to sign in.

Programs Chair

Jarvis will share the updated Programs list / spreadsheet with Bryce to ensure they have the contact and correct bio information for the speakers at the upcoming Technical Meeting.



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Toys for Tots

Jon has requested that we move the due date from December 17th to the 16th to allow for sufficient time to procure the helmets.

Jay confirmed that the Chapter will provide a \$750 contribution match for other donations. The PayPal link has been added to the Chapter website. Bryce will take an action to add the Toys for Tots deadline on the next newsletter.

Government Affairs

Jarvis discussed the vaccination mandates that are being challenged on a Federal level, which will also affect NC mandates. The Governor is providing an update this afternoon, and more information will follow for the January 2022 EC Meeting.

House of Delegates Discussion

Jon discussed that there were no changes since last month's EC regarding the House of Delegates updates. Jeff received an article from the President that included a little more clarification, but mostly was in regard to public relations. Brad has been providing an effort to help everyone feel at ease in regard to the changes.

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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Matt Machles made a motion to adjourn. Jon Wallace seconded. Meeting adjourned at 11:38 am.

Respectfully submitted,

Matthew L Machles

Matthew Lee Machles, Secretary