



# North Carolina Chapter American Society of Safety Professionals

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

## Executive Committee Meeting Minutes

DATE: 02/10/2022

Location: Virtual Executive Committee Meeting

10:45 am – 11:45 am

### 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 Sprinkle, 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	No
Chris Hinson, CIH, CSP, CHMM	Website Coordinator / Nominations and Elections Chair	No
Bryce Lawlor, CSP	Social Media Chair	No
Jeff Meddin, CSP	EC Member at Large	No
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	Yes
Eric Waagner, CSP	Communications Chair	No
Guests	Representing	
Robert Ewing	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 10:48 AM. A quorum of five (majority) Elected Officers and nine total EC members and one guest was in attendance.

### **January Meeting Minutes**

Prior to the February EC Meeting, the January meeting minutes were sent out to the EC for review. The EC took a few minutes to make changes to the January Minutes, and the changes were made during the EC Meeting. Jay Sprankle made a motion to approve the January Executive Committee Meeting Minutes as amended during the EC Meeting. Jon Wallace seconded the motion. Motion passed to approve the January meeting minutes.

### **Treasurer Update**

Prior to the February EC Meeting, Jay Sprankle sent out the January Finance report.

Very minimal activity except a few dues payments for last month.

Ogaga made a motion to accept the January Treasurer's finance report. Jon Wallace seconded the motion. Motion passed to approve the January finance report.

Jay provided a list of Funds / Programs that the approved \$500 donation from last month's EC. The general consensus is to donate to the scholarship. We will absorb the PayPal fees (\$15) out of the NC Chapter Budget.



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### **Nominations**

The Nominations Committee has been named and can be included on the COMT Report submitted at the end of the Chapter Year.

The Nominations Committee is as follows:

Chris Hinson (Nominations and Elections Chair)  
Jarvis Gray (Government Affairs Chair)  
Doug Gaylord (Membership Chair)  
Monte Simpson (Program Chair)

### **Elections**

Jarvis mentioned adding the upcoming EC Chapter positions that are open for elections to the Chapter Website. The only open position is likely President Elect, as all current positions will be held or filled. Jarvis will reach out to Chris Hinson to confirm the Nominations / Elections Committee listed in the previous section. Jay confirmed that the list of nominees is required, but notifications to the Chapter Members are not required at this time.

The name of the EC Nominees should be submitted by March 15<sup>th</sup>, or at least 30 days prior to the Chapter vote in April. This list of nominees will need to be sent out to Chapter Members for consideration.



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### COMT

Ogaga shared the current COMT numbers and went through the current status and described the line items and how they worked; not much progress has been generated since the last month's EC Meeting. We are currently on track to maintain Platinum Status heading into 2022.

The main area of focus will be starting around Line 63 up to Line 162 on the COMT Tracker. We'll be sending out the Chapter Member Survey in the coming weeks.

On-going items are currently in red and will be changed to black once completed. Ogaga also added the attendees for the National Safety Conference. Points will also be added from the donation to the ASSP Foundation.

### Awards Chair

Frieda was not present for the EC meeting but has been working on the Chapter Spotlights for the monthly newsletter.

### Communications Chair

Anthony Dohmann was not present for the EC Meeting. Doug Gaylord is the Membership Chair and may work directly with Anthony to provide further information and/or outreach.

**Communications Chair Purpose:** The chapter communications chair facilitates the flow of information between the chapter Executive Committee and the chapter membership and ensures that members have access to timely and relevant information about the chapter, ASSP and local OSH issues.



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### **2021-2022 Meeting Schedule**

Name	Organization	Date	Meeting Type
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 was not present for today's EC Meeting. No updates for today.

### **The PDC / Roc**

We have a couple upcoming conferences. We also have the BEST Conference on March 2<sup>nd</sup>. We will consider applying for a booth spot for the 2023 BEST Conference, depending on prices.

### **Sponsorship**

Rob Fisher will be removed as a sponsor on the Chapter Website.

Jay looked into the Sponsorship form, and found it was out of date and included some older calendar information. Jay suggested revising the form and to allow more opportunity to speak virtually. Also suggested offering any potential sponsor to allow their information to be posted through the 2022-2023 Chapter Year.

Jay left it for discussion regarding the various sponsorship ranges, especially on the top three sponsorship tiers.

Jay made a motion to extend sponsorship exposure for the top three tiers from now through the end of the 2022-2023 Chapter Year. Ogaga seconded the motion. Motion passed to extend the timeline of exposure for the higher-tier sponsors.



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Ogaga mentioned that there is a limit to the number of years that those can be posted.

Jay will make some recommendations for updates and will send those out to the EC for review.

### **Website / Social Media**

Bryce and Eric were not present for today's EC Meeting. Bryce will continue to work on the Newsletters, and the list of EC Nominees should be provided and added to the Chapter Website.

***Robin will take the action to speak with Eric, Anthony, and Bryce regarding the voting process described in the House of Delegates section, and to include information on the proposed update in the next Chapter Newsletter.***

### **Membership Chair**

Doug presented the Membership Report and provided a brief update to the EC meeting. We have 466 current members including a few transfers. There were no new members since the last EC meeting.

### **Programs Chair**

Jarvis mentioned that Johnston County presentation will be in April, and Wake Tech will be scheduled for May. But he will take the Action to confirm and update the EC for next month's meeting.



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### **Government Affairs**

Jarvis will begin working on the Declaration from the Governor. No major updates from the Federal Register.

Expect challenges for the CDL process.

### **House of Delegates Discussion**

Jon discussed the update for the Delegates. One item is dealing with real estate (selling the National Building), and the second is the Delegate Vote.

The contingency plan for selling and relocating the offices is sound. Jon's recommendation is to vote to approve the selling and relocating the National Building. No EC Member opposed this action.

The current change for the Delegates to vote on will address the 5% that the current process does not work. It's Jon's understanding that we have a place at the table, but we would not have a vote at the table if the new proposal is passed. Jon suggested voting no for this new amendment and to wait a year until there is further clarification on this proposal. Jon heard similar concerns from other Chapters.

Robin was involved in the discussion and mentioned that the wording is vague and not very helpful. Robin agreed on a "wait and see" option until further clarification on proposed changes are better described. Ogaga also has questions and doubts on the new potential guidelines.

The biggest concern is our loss of voting power in the House of Delegates.

Jay also agrees with Jon's assessment regarding the lack of explanation in the changes and sees no real benefit to updating the voting process. He also agrees that there's no reason that Chapter Members should give up their vote as currently proposed.

The current tentative date for the vote is March 14th. Jon and Frieda are both aligned in their thoughts as the two Chapter Delegates regarding the proposed voting process.



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Jon's suggestion is to vote Yes on the real estate / sale of the federal building and No on the House of Delegates voting update. Ogaga suggested waiting until the March EC Meeting to vote yes or no on the House of Delegates updates.

Jay suggested including this on the next Newsletter to let the NC Chapter Members review and cast their vote during next month's Technical Meeting. We'll have Eric, Anthony, or Bryce include this on the Newsletter and Chapter Website.

***Robin will take the action to reach out to Bryce, Anthony, and Eric to make sure this is communicated in the next Chapter Newsletter.***

*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.*

Jay Sprankle made a motion to adjourn the February EC Meeting. Doug Gaylord seconded the motion to adjourn. Meeting adjourned at 11:50 am.

Respectfully submitted,

*Matthew L Machles*

Matthew Lee Machles, Secretary