



North Carolina Chapter American Society of Safety Professionals

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

Executive Committee Meeting Minutes

DATE: 03/10/2022

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 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	Yes
Doug Gaylord, SMS, CHMM, MS	Membership Chair	Yes
Eric Waagner, CSP	Communications Chair	No
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 10:48 AM. A quorum of six (majority) Elected Officers and twelve total EC members were in attendance.

February Meeting Minutes

Prior to the March EC Meeting, the February meeting minutes were sent out to the EC for review. Jon Wallace made a motion to approve the February Executive Committee Meeting Minutes. Doug Gaylord seconded the motion. Motion passed to approve the February meeting minutes.

Treasurer Update

Prior to the March EC Meeting, Jay Sprankle sent out the February Finance report as well as the proposed Chapter budget for the 2022-2023 Chapter Year.

Very minimal activity this past month except for dues payments.

We did submit the \$500 donation to the scholarship fund as discussed during the February EC Meeting. The only expenses for the month were the monthly Microsoft Teams and website expenses; Teams will be going up to \$14 a month.

Jeff Meddin made a motion to accept the February Treasurer's finance report. Jon Wallace seconded the motion. Motion passed to approve the February finance report.

Jay also sent out a proposed budget for the 2022-2023 Fiscal / Chapter Year and reviewed the numbers with the EC. There will be further discussion regarding the Student Section and future safety events for 2022-2023 Chapter Year.



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Jon Wallace made a motion to approve the proposed 2022-2023 Chapter Budget. Ogaga seconded the motion. Motion passed to approve the Chapter Budget.

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)

Officer Installation

Robin spoke regarding a potential in-person meeting for the 2022-2023 Officer Installation ceremony. This is a discussion that can be tabled for next month, which will most likely involve a dinner that has outdoor seating. This will be held in June, and we can discuss the Ceremony during the April EC Meeting as well as potential in-person EC Meetings for the 2022-2023 Chapter Year.

There are currently no restrictions for in-person meetings through Society, but it does depend on current State restrictions.

Jay and Jon will take an action to touch base with various restaurants that offer outdoor seating.

Elections

The slate of nominees for elected office for the 2022-2023 Chapter year was published to the Chapter membership on February 28, before the 30-day (March 14) deadline as required.

There was a brief discussion regarding how the voting process should take place next month. We will hold it virtually prior to starting next month's Technical Meeting and amend the voting results to the April EC Meeting Minutes.



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COMT

Ogaga shared the current COMT numbers and went through the current status and described the line items. We are currently on track to maintain Platinum Status heading into the end of the 2021-2022 Chapter Year. Ogaga took the time to thank the EC for their efforts this Chapter Year and the value added for the Chapter Members.

We still have some ground to cover to reach the 9000-point mark for Platinum Status, but there are some more items and points to add to the current number. Another item will be new-member outreach and recruitment for the next Chapter Year.

The ROC is also coming up on March 24th and 25th, and there is an opportunity to attend virtually. This will provide additional points for EC Members to attend.

Jeff Meddin offered to mentor younger Chapter Members that have questions at work or their career, or general questions regarding ASSP. Ogaga will take the action to discuss with Jeff off-line. This may also include speaking with the Student Section.

Awards Chair

Frieda had no updates for Awards. She has some potential candidates for Spotlights and will reach out to those Chapter Members for more information. She will also put some content together from the Executive Committee regarding reaching out to Chapter Members.

SPY Award nomination is currently Mike Behm, Student Chapter Chair. We will also need a Regional Nomination for the Spring ROC.

Communications Chair

Anthony Dohmann was not present for the EC Meeting.



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2021-2022 Meeting Schedule

Name	Organization	Date	Meeting Type
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 had no updates for today's EC. Jeff has been an ASSE / ASSP Member for 45 years, and discussed reaching out to members of the Student Section (see comments on the previous page).

The PDC / ROC

We have a couple upcoming conferences, including the ROC on March 24-25. Members can attend this virtually, and attendance will also count towards COMT points.

Sponsorship

Jay sent out some information regarding updates for the Sponsorship Packets. Also suggested offering any potential sponsor to allow their information to be posted through the 2022-2023 Chapter Year.

Website / Social Media

Bryce asked if there was any information for the next Chapter Newsletter. Bryce will work with Anthony regarding Communications Chair activities moving forward.

Bryce will continue to work on the Newsletters, and the list of EC Nominees should be provided and added to the Chapter Website.



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Membership Chair

Doug presented updated from the Membership Report. We had five new members, two transferred members, and nine expired members. He will take the action to reach out to the expired members. Frieda will take an action to reach out to the five new Chapter members.

Programs Chair

No Programs Chair updates were provided for the March EC Meeting.

Government Affairs

Jarvis is continuing his work for the Proclamation from the Governor. No major updates were discussed during the March EC Meeting.

House of Delegates Discussion

Jon suggested voting on the Delegate votes prior to starting the Technical Meeting. However, Jay Sprankle mentioned there is nothing in the by-laws that state whether the Chapter Members should vote on the two decisions, but it would be good to inform them during the March Technical Meeting, prior to the EC voting on the two items discussed during the February EC Meeting (sale of the National office and updates to the House of Delegates).

Jon agreed with Jay on informing the Chapter Members prior to the EC voting on those two decisions. Jon will discuss the changes and items being considered prior to starting the Technical Meeting, but a formal vote will be held during the April EC Meeting. If any Chapter members have any concerns, they can reach out to one of the Chapter Delegates. However, Jay suggested not taking an official vote today at the Technical Meeting but keeping it within the Executive Committee.



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Jon Wallace made a motion to adjourn the March EC Meeting. Doug Gaylord seconded the motion to adjourn. EC Meeting adjourned at 11:48 am.

Respectfully submitted,

Matthew L Machles

Matthew Lee Machles, Secretary