



Executive Committee Meeting Minutes

DATE: 04/14/2022

Location: Virtual Executive Committee Meeting

10:30 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	No
Executive Committee Members	Office	
Jarvis Gray, MS	Government Affairs Chair	No
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	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	

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 seven total EC members were in attendance.

March Meeting Minutes

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

Treasurer Update

Prior to the April EC Meeting, Jay Sprankle sent out the March Finance report. Very minimal activity this past month except for dues payments.

The only expenses for the month were the monthly Microsoft Teams and website expenses; Teams will be going up to \$14 a month.

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

Jay also mentioned that we will need to conduct the annual audit for the 2021-2022 Chapter Budget. Wade Bailey, Doug Gaylord (tentative), and Ogaga T. will meet on April 26th to discuss and review the annual Audit. Jay and/or Robin will also be present for any questions.



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2021-2022 Meeting Schedule

Name	Organization	Date	Meeting Type
Wake Tech Tower Climbing	Michael Moore	04/14/2022	Virtual
Open		05/12/2022	
Officer Installation		06/09/2022	

Officer Installation

Robin spoke regarding a potential in-person meeting for the 2022-2023 Officer Installation ceremony. We are currently not settled on a venue, but Jay will take an action to reach out to the restaurant for reservations. Jay will continue investigating and will keep the EC posted for the June 9th Officer Installation Meeting.

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

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 prior to the April Technical Meeting. The vote will be held virtually using the "Raise Hand" feature within Microsoft Teams which will be held as a single vote for the entire slate of 2022-2023 Elected Officers.



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Awards Chair

Frieda was not present for today's EC Meeting and there were no updates for Awards.

SPY Award nomination is currently Mike Behm, Student Chapter Chair. He is serving in the National Society and helps with mentoring students. Jon Wallace made a motion to nominate Mike Behm for the NC Chapter SPY Award. Matt Machles seconded the motion. Motion passed.

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.

The items to improve upon are found in Section 4 of the COMT Report. Ogaga mentioned increasing the Member Value Activities. Jon Wallace mentioned receiving credit for tutoring or mentoring other members, and Ogaga has taught courses to students at ECU.

Sending out the Chapter Survey would also help boost some points, along with the Officer Installation in June. We can also assign an existing Chapter Member to any new Chapter Members to mentor them.

We still have until the end of June to finalize the points and get closer to the 9000-point status. **Ogaga suggested getting everything finalized by the end of May to allow for sufficient time for any make-up points that may be needed.**



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Communications Chair

Anthony Dohmann was not present for today's EC Meeting and there were no Communications Chair updates.

Jeff Meddin mentioned that questions asked to the Chapter Members regarding feedback during the Technical Meetings counts as a survey. We just need to make sure the answers are marked down.

Jon Wallace mentioned a more focused survey. We could also send out the same survey (through Survey Monkey) as last year to compare the feedback. We also need to consider the participation value compared to the amount of time and effort put into creating, sending out, and analyzing the survey results. Ogaga mentioned sending this out every other year, and possibly creating a Poll through Microsoft Teams.

Jay mentioned that if we're close to the COMT Points needed to maintain Platinum Status, then it could be beneficial.

Doug mentioned discussing the Survey Results from the Technical Meeting. We can also send out a very simple survey and post it on the Chapter Website as well as an email for the link. This discussion will be tabled until we review the COMT.

The link for the results of the Technical Meeting surveys was provided during the Meeting to allow the EC to review the responses accordingly.

Sponsorship

No sponsorship updates were included today.

At-Large Items



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Jeff Meddin mentioned that in other Chapters there were two Vice Presidents, one “internal” and one “external”. Internal VP would work on internal communications, where External VP would work with other Chapters and committees outside of ASSP.

The PDC / ROC / Leadership Team

Ogaga attended the ROC and provided positive feedback for the event. The President and/or President Elect should be in attendance for this.

May 31st is the final Leadership Team name submittal deadline. The Leadership Conference will be held virtually for this year. This is a COMT item, so the more Chapter EC Members in attendance will help improve the point status.

We received praise and recognition for our social media presence as well as the Chapter Newsletters.

Ogaga provided a link for the Cloud email. We will also be using the Google Drive (currently in use) for sharing files and uploading files.

Ogaga's new email: brosogateb@gmail.com

Website / Social Media

Bryce Lawlor was not present for today's EC Meeting and there were no Social Media Chair updates.

Membership Chair

Doug Gaylord presented updated from the Membership Report. We had one new member, two transferred members, and thirteen 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.



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Programs Chair

No Programs Chair updates were during the April EC Meeting. May is still an open month, and we are waiting to hear back regarding a venue for the Officer Installation in June.

Government Affairs

Jarvis Gray was not present for today's EC Meeting and there were no Government Affairs updates.

House of Delegates Discussion

Jon mentioned that the sale of the building was approved. The House of Delegates voting status was also approved.

Jon Wallace made a motion to adjourn the April EC Meeting. Matt Machles seconded the motion to adjourn. EC Meeting adjourned at 11:55 am.

Due to a lack of a quorum to vote, the 2022-2023 Elected Officer vote will be conducted using an online survey.

Respectfully submitted,

Matthew L Machles

Matthew Lee Machles, Secretary