



Executive Committee Planning Meeting Minutes

DATE: 08/10/2023

Location: In-Person (Brixx Pizza) Executive Committee Planning Meeting

11:00 am – 12:30 pm

NC Executive Committee Member Attendance:

Elected Officers	Office	Present?
Doug Gaylord, SMS, CHMM, MS	President	Yes
Frieda E. Sanders, Ph.D., AOEE, MESH, IH-MESH	President Elect	Yes
Matt Machles	Secretary	Yes
Jay Sprinkle, CSP	Treasurer	Yes
Ogaga Tebehaevu, MS, CIH, CSP	Advisory Board	No
Robin Barfield, SMS	Advisory Board	Yes
Executive Committee Members	Office	
Jon Wallace, MBA, CSP	Delegate	Yes
Michelle Barger, OHST	Membership Chair	No
Jessica Frederick, SHRM-CP	Awards Chair	Yes
Jeff Meddin, CSP	EC Member at Large	No
Mike Behm, PhD, CSP	Student Affairs Chair	No
Open Executive Committee Positions		
	Government Affairs Chair	
	Program Chair	
	Website Coordinator / Communications Chair	
	Social Media Chair	
Guests	Representing	

*Note: A quorum is a majority (four) of the six elected officers or a majority (eight) of the **fifteen** executive committee members with at least two elected officers.*



North Carolina Chapter American Society of Safety Professionals

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

Executive Committee Officer Planning Meeting

Presiding: Doug Gaylord, Chapter President

Minutes: Matt Machles, Secretary

A quorum was established at 11:20 with five elective offices and seven total EC Members.

June Officer Induction Ceremony Meeting Minutes Approval

Doug presented the Officer Induction Ceremony Meeting Minutes from June prior to the EC Planning Meeting. Robin Barfield moved to accept the June Meeting Minutes as presented. Jay Sprankle seconded. June Officer Induction Ceremony Meeting Minutes approved.

Approval of the 2022-2023 Finance Reports / Proposed Budget

Prior to the Planning Meeting, the final Finance Report for the 2022-2023 Chapter Year was sent out to the EC Members.

Jay sent out the June Finance Reports for review and approval. Robin made a motion; Frieda seconded. Motion approved.

In the past we budgeted \$1000 to attend the Leadership Conferences, including travel and accommodations. Jay proposed approving to pay for the travel and costs for an EC to attend the 2023 PDC this year.

Robin made a motion to approve covering the costs for the PDC costs. Frieda Sanders seconded. Motion to approve \$1000 for expenses passed.



North Carolina Chapter American Society of Safety Professionals

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

Chapter Goals / Important Items

- Vacancies
 - We will need to address openings for Website and Social Media Chairs
 - There will also be openings for the 2024-2025 Chapter Secretary and Treasurer
- Working with Student Section Chapter
 - We will need to see if Mike Behm with ECU is still interested in maintaining his role as Student Chair
 - NC State may also be a viable option of recruiting to the Student Chapter Section
- Joint Meetings with Triad and Tar Heel
- Work on Sponsorships
- Find ways to contact Chapter Members in one email (prospective) vs just local.
- Jay mentioned including the whole chapter
- The role as Website Chair / updates can be performed remotely

Chapter Business Updates

- Matt Machles will connect with Michelle Barger / Bryce (possibly) to see what all is needed for uploading Minutes and Spotlights to the Chapter Website.
 - Mark Huelskamp (chapterwebupdates@assp.org) is a source
- Michelle and / or Jessica should see if there is a mass distribution list already created to send out Chapter communication to the Chapter Members
 - Bryce may have this already set up
- Achieved Platinum Status for the 2022-2023 Chapter Year.
- Matt Machles will upload Chapter Members and help maintain the Chapter Website.
- We will need to look at the dates and start listing speakers for the upcoming Technical Meetings



North Carolina Chapter American Society of Safety Professionals

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

PDC

- The 2023 PDC is scheduled for the second Thursday of September (September 14th). The EC Meeting and Technical Meeting for September will be held on the third Thursday (September 21st).
- Frieda Sanders and Michelle Barger will be attending the Myrtle Beach PDC this year. Frieda will attend as the Liaison for the Carolina Chapter.
- Frieda will also attend this year's ROC. The 2024 ASSP Leadership Conference will be held in October, but no dates have been posted.
- Safety 2024 Professional Development Conference & Exposition will be held in Denver, Colorado, August 7-9
- Safety 2025 Professional Development Conference & Exposition will be held in Orlando, Florida.

Meeting Dates for Chapter Technical Meetings

- We will need a meeting location for September's Technical Meeting. We will also need a speaker for September.
 - Jon Wallace has a speaker in mind for September.
 - Frieda may have a lead for September and will reach out to her contact. Jon suggested a presenter for LEPC regarding topography and flooding.
- There was mention of a hybrid online / in-person meeting for September and possibly October. We will need to set up times and locations. NC State may not be a viable option due to internet connection and parking reimbursement. Jessica Frederick suggested ECS, located in northeast Raleigh off of Greens Dairy Rd.
- Doug Gaylord is working with the Tarheel and Triad Chapters for joint Technical Meetings. These will most likely be hybrid meetings due to the wider spread and locations.
- Jon Wallace has some contacts in the area to serve as potential speakers. Matt Machles will reach out to see if Dimensions has any contacts with ACGIH.



North Carolina Chapter American Society of Safety Professionals

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

Chapter Sponsors

Robin Barfield has a lead with Grainger as a sponsor. Platinum Sponsors can attend to a couple meetings and will be advertised on the Chapter Website.

Member Spotlight / Awards Chair

Frieda will work on the Member Spotlight along with Jessica Frederick.

EC Members

Doug Gaylor made a motion to accept the following as unelected EC Members for the Caroling Chapter. Frieda Seconded. Motion Passed.

Michelle Barger – Membership Chair
Jessica Frederick – Awards Chair
Jeff Meddin – Member at Large
Mike Behm – Student Advisor

Doug Gaylord made a motion to adjourn the meeting at 12:04 PM. Jay Sprankle seconded. EC Meeting adjourned.
m

Respectfully submitted,

Matt Machles

Secretary, North Carolina Chapter