



## Executive Committee Officer Meeting Minutes

DATE: 09/21/2023

Location: Virtual Executive Committee Meeting

10:30 am – 11:30 am

### 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	Yes
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.*



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### **Executive Committee Officer Induction Ceremony**

**Presiding:** Doug Gaylord, Chapter President

**Minutes:** Matt Machles, Secretary

A quorum was established at 10:32 with four elective offices and seven total EC Members.

### **Approval of August EC Planning Meeting**

Matt Machles sent out the August EC Planning Meeting Minutes prior to the EC Planning Meeting. Frieda Sanders moved to accept the EC Planning Meeting Minutes as presented. Robin Barfield seconded. August EC Planning Meeting Minutes approved.

### **July / August Finance and Treasurer Reports**

Prior to the Planning Meeting, the final Finance Report for the July and August Finance Reports. Minimal activity other than dues and payments for the Teams account, as well as the EC Planning Meeting expenses.

The Chapter Sponsor (Grainger) provided funding for the Carolina Chapter and will present at the November Technical Meeting.

Robin Barfield made a motion to accept the July and August Finance Reports. Frieda Sanders seconded. Finance Reports approved.



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### **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
- Robin and Doug spoke with Eric Waagner regarding updating the Chapter Website. Eric was granted access by Doug and National but not sure what he has done since gaining that approval.
- Working with Student Section Chapter (Robin to follow-up with this situation as Mike Behm has taken another position within the program.
- 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 to see what all is needed for uploading Minutes and Spotlights to the Chapter Website.
  - Mark Huelskamp ([chapterwebupdates@assp.org](mailto: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. There is a list, however the process requires several time-consuming steps, very time consuming.
- 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



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### **PDC / Safety Conferences**

- The 2023 ASSP Leadership Conference will be held virtually on November 2.
- 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.
- We also have the BEST Conference in Raleigh in February 2024.
- Frieda shared the results from last week's PDC and presented the items that were discussed. She discussed the votes that passed.
  - SPY & Honor of Fellow Nominations Due by November 1, 2023
  - PayPal Chapter Use: We are to contact Mark Huelskamp and let him know if we are using PayPal or not for chapter business. There is an update for PayPal.
  - Common Interest Group (CIG) Liaison: If we are interested in having a CIG Volunteer Liaison to support our chapter, we should put a volunteer position on the Chapter website for Mark H. to fill. The Board will come up with a job description template.
  - \*Delegate position needed update on chapter website, but Chris Hinson took care of it.

### **Region Assessment**

- Chapter Dues: It was voted on at the PDC for \$2 of each Chapter's dues to be allocated to the Regional Committee for the support of students attending the PDC, for ROC mtgs., disaster recovery efforts for impacted members, and to support travel for the regional committee members.
- This will be in effect April 1, 2024. Each chapter may decide on whether they will raise the dues \$2-5 to offset the regional assessment.
- Communications: we are encouraged to repost Region VI social media posts to our chapter pages so there isn't a lapse in communications.
- ECU: Needs a Faculty Advisor, Mike Behm is the new Dept. Chair for Construction Mgmt.

There is a list of Safety Schools in NC that will be added to our Chapter website to make members aware of opportunities for learning and networking.



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### **Advisory Board Updates**

Robin Barfield provided a brief update on the Advisory Board meetings. They hold frequent meetings to help transition from the House of Delegates to the Advisory Board construct. Concerning issue at this point is the UAW strike taking place in the US and the effects it will have on goods and services going forward.

### **Meeting Dates for Chapter Technical Meetings**

- The October Technical Meeting will be hybrid online / in-person meeting due to an influx in COVID cases heading into Fall.
  - A link for this meeting will be sent to Doug Gaylord from Robin Barfield to upload to the Chapter Website
  - Robin Barfield has a speaker lined up, and Grainger will speak on behalf of their sponsorship.
- Jon Wallace has a speaker available for November's Technical Meeting.
- There is a sponsor from Grainger that will also present for October or November.
- Jon Wallace mentioned updates to the Electrical Standard, which could be used for December or January if we do not plan on having a Social Event.
- Doug reached out to Triad and Tar Heel regarding a joint meeting; Triad meets on the third Thursday, and Tar Heel is currently all in-person on the 1<sup>st</sup> Thursday of each month.
- The Tarheel Chapter is hosting a tour of the Krispy Kreme facility in Winston-Salem, which could be an opportunity to network with the other Chapters. Other Chapters are invited, let Doug know so he can provide a head-count.
- 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.



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### **News Letters / Social Media**

Bryce Lawlor was managing the Chapter Newsletter, but he is no longer involved with the Chapter. Bryce had a standing calendar invite for acquiring topics from the EC Members. Frieda Sanders will take a look at this and see if she could manage that.

Jessica mentioned that another Chapter provides simple links that direct Chapter Members to the website for reference. This would reduce the need for “topics” and allow us to touch on the important items for the month.

We will update the Facebook account, but we will need to acquire the password and login information. Doug Gaylord will place a link on Facebook directing members to the LinkedIn page as well as the website.

### **Student Section**

Robin suggested utilizing the Student Section to help update the Chapter Website and various social media sites. Mike Behm is no longer involved with the ECU Student Section. The concern regarding student involvement is that most of the Student Section is remote without a return to campus or in-person classes.

Ogaga is out on paternity leave but will be back in the coming weeks. He can help manage some of the Student Section items through ECU and NC State, as Mike Behm is no longer involved. *In order to have and maintain a Chapter Student Section there has to be a Faculty advisor present. Otherwise, this program will not be able to function per the Bylaws.*

Doug and Robin will reach out to Chris Hinson to see what he proposes regarding voting to replace the Student Section Chair. Robin will discuss with Dillon at ECU to see who a replacement faculty advisor will be for the ECU Student Section.



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### **Chapter Sponsors**

Grainger has become a Platinum Sponsor for the Carolina Chapter. This has been posted to the Chapter website and LinkedIn. They may provide a brief introduction and information at the start of the October or November Technical Meeting. Robin will ask if they can also sponsor the 2024-2025 Chapter Year.

### **Member Spotlight / Awards Chair**

Frieda will work on the Member Spotlight along with Jessica Frederick. Doug suggested a Spotlight for every other month if we do not have enough candidates.

Michelle will review the long-term service ASSP Members and will work with Frieda to transition to the Awards Chair duties. They are working to honor Jeff Meddin for the Honors Fellows Award; Freida will work on this.

### **Government Affairs Chair**

No updates were provided.

### **Chapter Members**

Jessica shared the Membership Report from the last two months. We currently have 20-30 in the grace period for due payment, and three new Chapter Members. She will also reach out to the Student Section to recruit new members.

Frieda suggested reaching out to the New Chapter Members; Doug will send out a welcoming email for those.

Robin mentioned implementing a multi-year Officer term.



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**COMT**

No report given.

Robin Barfield made a motion to adjourn the meeting at 11:33 AM. Frieda Sanders seconded. EC Meeting adjourned.

Respectfully submitted,

*Matt Machles*

Secretary, North Carolina Chapter