



## Executive Committee Officer Meeting Minutes

DATE: 10/12/2023

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	Yes
Robin Barfield, SMS	Advisory Board	Yes
Executive Committee Members	Office	
Jon Wallace, MBA, CSP	Delegate	No
Michelle Barger, OHST	Membership Chair	Yes
Jessica Frederick, SHRM-CP	Awards Chair	Yes
Jeff Meddin, CSP	EC Member at Large	No
Open Executive Committee Positions		
Government Affairs Chair	Website Coordinator / Communications Chair	
Program Chair	Social Media Chair	
	Student Affairs Chair	
Guests	Representing	

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



## North Carolina Chapter American Society of Safety Professionals

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

### **Executive Committee Meeting**

**Presiding:** Doug Gaylord, Chapter President

**Minutes:** Matt Machles, Secretary

A quorum was established at 10:33 with five Elected Officers and six total EC Members.

### **Approval of September EC Meeting Minutes**

Matt Machles sent out the September EC Meeting Minutes prior to the EC Planning Meeting. Robin Barfield moved to accept the EC Meeting Minutes as presented. Jay Sprankle seconded. September EC Meeting Minutes approved.

### **September Finance and Treasurer Reports**

Prior to the Planning Meeting, the September Finance Report was sent out to the EC. 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 September Finance Report. Ogaga Tebehaevu seconded. Finance Report approved.



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### **Chapter Goals / Important Items**

- We will still need to seek out to fill the Secretary and Treasurer positions. Doug and Ogaga are reaching out to see if there is a student available for the Chapter Website / Social Media Chair.
- Matt Machles may have a lead for the Secretary position for next year.
- Doug Gaylord is working on the President's note and will send it out sometime this month.
- Jessica mentioned maintaining EC positions as a two-year term instead of one.
  - Jay will present the By-Laws discussing this stipulation as a Google Doc and send it to the EC.
  - We can review and make changes, and the Executive Committee will vote on the changes in order to make the approvals.
  - This is not calendar-permitted; more whenever it is finalized, voted on, and approved.
  - Frieda suggested making the second year a "training / apprentice" for the next EC to train and review the role requirements.
- The Chapter By-Laws are about due for review and revisions, wherever needed.
- 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

### **COMT**

Frieda Sanders provided an updated for the COMT status. She shared the COMT tracker to show where we currently stand. Ogaga and Robin provided guidance on updating the tracker and various requirements.



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### **Chapter Business Updates**

- We will be holding hybrid Technical Meetings for this month.
- Jon Wallace reached out regarding the November Technical Meeting. Triad has a presenter in mind, so we will hold a virtual joint meeting with the Triad Chapter.
- There will also be a joint Technical Meeting for December regarding arc flash safety.
- 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.

### **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.

### **Advisory Board Updates**

Ogaga provided an updated for the Advisory Board. The National President provided a five-year plan and goals. They had interactive break-out sessions that allowed the Advisory Members to discuss their Chapter goals and plans and share amongst the other Chapters.



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### **Nominations Chair**

Ogaga currently sits on this, but the Nominations Chair needs to be in place and established no later than February 2024. We typically have three EC Members on this forum.

### **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.
- The November Technical Meeting will be a hybrid / joint meeting with the Triad Chapter.
- 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 headcount.
- 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.

### **Newsletters / Social Media / Chapter Website**

Doug and Ogaga have someone in mind to help manage the Chapter Website / Social Media accounts. They are waiting to hear back regarding their willingness to participate.



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### **Student Section**

The Student Section has been handed over to **Dillon?** Ogaga is working with the Student Section Chair to get them onboard and oriented. They have a group in mind that is willing to join the Technical Meetings and participate with EC items.

### **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.

Chris Hinson is working on a custom page for Grainger to be posted on the Chapter Website.

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

We are looking for a Member Spotlight for October.

Jessica Frederick is working with Frieda to help write a sponsor letter for Jeff Meddin as a long-term service member with ASSE / ASSP. Jessica will send out his resume to the EC along with the sponsorship letter.

They will be providing a plaque with his years of service.



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### **Government Affairs Chair**

Robin Barfield provided a brief update on Government Affairs items for North Carolina, including the updates for the Fire Marshall position. They will pass along Federal updates and suggested this be made into a Technical Meeting for early 2024.

### **Chapter Members**

Michelle Barger provided an update for the Chapter Members. We have 25 members who are either expired or in grace period regarding their Chapter dues. Michelle reached out to those individuals to communicate their expiry and whether they plan on renewing.

She will reach out to the new members, as well. There is an Associate Director out in Clayton that may be interested in joining and participating in the EC.

Robin Barfield made a motion to adjourn the meeting at 11:27 AM. Jessica Frederick seconded. EC Meeting adjourned.

Respectfully submitted,

*Matt Machles*

Secretary, North Carolina Chapter