



Executive Committee Officer Meeting Minutes

DATE: 01/11/2024
 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	No
Frieda E. Sanders, Ph.D., AOEE, MESH, IH-MESH	President Elect	Yes
Matt Machles	Secretary	Yes
Jay Sprankle, CSP	Treasurer	Yes
Ogaga Tebehaevu, MS, CIH, CSP	Advisory Board	Yes
Robin Barfield, SMS	Advisory Board	Yes
Executive Committee Members	Office	
Michelle Barger, OHST	Membership Chair	Yes
Jessica Frederick, SHRM-CP	Awards Chair	Yes
Kevon Price	Student Chair / Student Relations	No
Jon Wallace, MBA, CSP	EC Member at Large	No
Jeff Meddin, CSP	EC Member at Large	Yes
Open Executive Committee Positions		
Government Affairs Chair	Website Coordinator / Communications Chair	
Program Chair	Social Media Chair	
Guests	Representing	

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



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Executive Committee Meeting

Presiding: Frieda Sanders, President Elect

Minutes: Matt Machles, Secretary

A quorum was established at 10:35 with five Elected Officers and eight total EC Members. Frieda Sanders is presiding over the meeting on Doug Gaylord's behalf.

Approval of December EC Meeting Minutes

Matt Machles sent out the December EC Meeting Minutes prior to the EC Meeting. Robin Barfield moved to accept the EC Meeting Minutes as presented. Jeff Meddin seconded. December EC Meeting Minutes approved.

December Finance and Treasurer Reports

Prior to the Planning Meeting, the December 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. We also covered the website update expenses. We're still well under budget due to minimal travel and in-person meetings.

Jay Sprankle provided an update for current expenses. The fees for the Toys for Tots were included for last month's budgets.

We will need to do some research to see if there is an account or bank that provides a higher interest rate. This could be in a Money Market account or possibly a CD. Ogaga Tebehaevu and Jay will ask around and see what options are out there, and the next Chapter Treasurer can assist with getting that set up.

Robin Barfield made a motion to accept the December Finance Report. Ogaga seconded. December finance report approved.



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Chapter Goals / Important Items

- Ogaga will reach out to his contact regarding the Communications and Social Media support.
- We also have a lead through the DOT for the Social Media and Website Chair.
- 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.

Chapter Business Updates

- Today will be a joint Technical Meeting for January regarding Fall Protection.
- We have February Technical Meeting on Suicide Prevention.
- Jon Wallace will be speaking in March on NFPA 70E Updates .
- We will need to line up speakers for April ,and May June is Officer Induction Ceremony

COMT

Frieda provided an update for the COMT status, and we are on track for obtaining Platinum Status.



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Chapter Bylaws

Jay converted the By Laws into a Google Document and will share those with the EC. The EC Members will be able to make the changes discussed last week.

Jay shared the Chapter Bylaws with the EC. Those changes are in Google Drive

- Discussed mandating a two-year term for EC Members / Elected Officers.
 - Currently serving one-year terms.
 - The By-Laws do not state that EC Members can be reelected multiple years in a row.
 - The concern will be the President Elect holding the position for two years.

Jeff Meddin mentioned keeping it to a one-year term, as the “President” position would be a four-year (or potentially six year including Advisory position) minimum position.

Robin made the argument for a two-year term for consistency and learning the roles for that position.

The decision would be whether to make this optional or mandatory. Making it mandatory may deflect potential EC Members from committing to the positions. Jay suggested leaving it as optional and allowing the current Officer to help train and mentor the incoming Officer for that position.

Also currently stated that Students and Retirees are unable to be elected as EC / Elected Officers.

The By-Laws also state that members on the Nominations and Advisory Group Committee are unable to serve in the EC or Elected Officer. Jay suggested that if you are in this Committee, you can still run for the EC or Elected Officer position. Jay will update the wording in the By-Laws to make these changes.

We currently only allowed electronic voting if we are unable to establish a Quorum in the April EC Meeting. Should the EC consider electronic voting to remove the requirements of needing a Quorum on the EC. This will be worded as being “Optional” and up to the EC whether a vote or electronic vote will take place.



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Jay decided keeping the Quorum requirements in the Chapter By-Laws for making business decisions.

Jay has updated the NC Chapter By-Laws and has asked the EC to review and add comments or suggestions.

[2023-24REV - 2023-01-23NC Chapter Bylaws](#)

Safety Conferences

- 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

No updates were provided today. The next meeting will be held next month.



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Nominations Chair

Ogaga currently sits on this along with Jeff Meddin and Jay Sprankle. They will be meeting to determine elections and nominations for the coming Chapter Year.

Jeff Meddin will participate and has been selected by Doug Gaylord.

We will need to find potential nominees for Treasurer, Secretary, and Social Media, Website, and Communication Chairs.

Newsletters / Social Media / Chapter Website

Doug is taking the role for updating the Chapter Website. Frieda and Robin have been adding to the Social Media accounts periodically.

Meeting Dates for Chapter Technical Meetings

- Frieda left the option of having in-person meeting vs continuing the virtual meetings.
- Jessica Frederick offered her office located off of Capitol Blvd in east Raleigh off of 540. This will be a hybrid meeting for those that cannot attend in-person.



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Student Section

Kevon is staying engaged with the Student Section but was not available for today's EC Meeting. Robin provided a brief update on his behalf.

We can offer to donate funds to the Student Chapter for cover dues and other fees, as needed.

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. Robin will ask if they can also sponsor the 2024-2025 Chapter Year.

The Grainger Sponsor page has been updated on the Chapter Website.

Member Spotlight / Awards Chair

Jessica will use the roster that Michelle provided to reach out to Chapter Members regarding Member Spotlight candidates.

Frieda sent Jessica information regarding the requirements for the Chapter SPY for the 2023-2024 Chapter Year. This is typically awarded to the out-going President or EC Member.

Frieda also suggested awarding Ogaga for the Chapter SPY.

There is also a Regional SPY, which requires a Nomination and vote.



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Government Affairs Chair

No updates provided for today.

Chapter Members

Michelle Barger provided an update for the Chapter Members. She has been reaching out to new and transfer members, as well as those currently in the “grace” period. We have one new member, on transfer, and 27 in the grace period.

Robin Barfield made a motion to adjourn the meeting at 11:29 AM. Jessica Frederick seconded. EC Meeting adjourned.

Respectfully submitted,

Matt Machles

Secretary, North Carolina Chapter