



# North Carolina Chapter American Society of Safety Professionals

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

## Executive Committee Officer Meeting Minutes

DATE: 02/08/2024

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	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	
Michelle Barger, OHST	Membership Chair	Yes
Jessica Frederick, SHRM-CP	Awards Chair	Yes
Kevon Price	Student Chair / Student Relations	Yes
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:** Doug Gaylord, President

**Minutes:** Matt Machles, Secretary

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

### **Approval of January EC Meeting Minutes**

Matt Machles sent out the January EC Meeting Minutes prior to the EC Meeting. Jay Sprankle moved to accept the EC Meeting Minutes as presented. Ogaga Tebehaevu seconded. January EC Meeting Minutes approved.

### **January Finance and Treasurer Reports**

Prior to the Planning Meeting, the January Finance Report was sent out to the EC. We had a large influx with the dues coming in for the beginning of the year. The pricing for Teams will be increasing each month, will be reflected in next month's report.

Jay Sprankle provided an update for current expenses.

Doug Gaylord suggested providing lunch for the March Technical Meeting, and a link will be uploaded to the Chapter Website. This should also include a PayPal link and registration.

Doug made a motion to use Chapter Funds to pay for lunches for the March Technical Meeting. Jay Sprankle seconded. Motion approved.

Ogaga made a motion to accept the January Finance Report. Robin Barfield seconded. January 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 NCDOT for the Social Media and Website Chair positions.
- We will also need to post candidates for all positions for the 2024 – 2025 Chapter Year.

### **Chapter Business Updates**

- Today will be a Technical Meeting for February regarding Suicide prevention.
- We have a hybrid March Technical Meeting regarding NFPA70E Updates presented by Jon Wallace.
  - The location is included on the Chapter Website and will be held at Jessica Frederick's place of work off of Capitol Blvd and 540 in Raleigh.
- April will be a make up hybrid with Kevin Wilcox on Fall Protection from the January Technical Meeting.
  - We will need to find a location for the April Technical Meeting.
  - This will need to be posted as soon as we can find it.
- April will also be the elections for the Chapter EC Members.
  - May is currently open for suggestions for the Technical Meeting and location. This could be a demonstration for Fall Protection as an in-person meeting.
  - Robin Barfield has offered NCDOT.
- June 13th is the Officer Induction Ceremony. We will have a few new Chapter Elected Officers.

### **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.



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- We also have the BEST Conference in Raleigh in February 2024.

### 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.

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

Jay added language to include the two-year term suggestion discussed previously. This will be optional, as either every two years or every year.

He also revised the language regarding the Elections / Nominations Committee Chair position. As it currently stands, they cannot be on the Committee and be up for Election. **However, Jay updated the language to address this to allow for EC Members to serve on the Nominations Chair / Advisory Group as well as be up for election for another Officer position.**

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.

Jay will add language to allow for both in-person voting as well as electronic voting in the event a quorum is not established during the Technical Meeting votes in April.

**Jay moved to make the electronic voting applicable for all Chapter voting, including By-Law updates and Officer Elections. Frieda Seconded. Motion Passed.**

**Chris Hinson will need to review and approve the changes to the By-Laws before March 14<sup>th</sup> to ensure they are posted for 30 days.** Doug Gaylord will take the action to post on the website next week to ensure the 30-day window is honored for the Chapter Members to review and vote.

Jay Sprankle made a motion to accept the By-Law revisions as amended. Jessica Frederick seconded the motion. Accepted.



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### **Advisory Board Updates**

They will be meeting on February 22<sup>nd</sup>, and an update will be provided for the March EC Meeting. No updates were provided for today.

### **COMT**

Frieda provided an update for the COMT status, and we are on track for obtaining Platinum Status. The COMT Report is due in June. As a reminder, conferences count towards the COMT points.

We are currently at around 70% complete to maintaining Platinum. Jon Wallace provides talks and trainings, which could also be added.

Jeff Meddin suggested our Grainger sponsor contact could mention ASSP while they are out at various clients. This will also count towards COMT points.

### **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.

### **Student Section**

Kevon provided an update regarding the ECU Student Section. This included gathering Alumni to discuss where they are and how their jobs are going post-graduation. This will be a good opportunity for the current students / recent graduates to network with alumni regarding occupation options. The date and meeting point will be included on the Chapter Website and Social Media.



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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.

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

**Nominations have to be provided and published by early March to meet the 30-day requirement of visibility prior to the April Technical Meeting.**

Kevon has finished as a student and could be a candidate for the Nominations Committee. **Elections are in April. The By-Laws also allow for an electronic election.**

We can also vote on the By-Law revision updates in April along with the 2024-2025 EC Member nominees.

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

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

Ogaga was nominated for Chapter SPY award.

Jessica will work with Frieda to upload the table of Years of Service to the Chapter Website. Frieda will also include a small highlight for the EC Members.



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### **Chapter Members**

Michelle Barger provided an update for the Chapter Members. She reached out to those that were expired and received responses from most that they were retiring. There were no new members or transfers for this month.

The numbers are bouncing back as the new year has started.

Doug Gaylord made a motion to adjourn the meeting at 11:34 AM. Jessica Frederick seconded. EC Meeting adjourned.

### **Chapter Sponsors**

Grainger has become a Platinum Sponsor for the Carolina Chapter. Doug reached out to our contact at Grainger to let them know they are welcome to attend the EC or Technical Meetings any time. Jeff Meddin also suggested they announce their sponsorship during any Grainger-related trainings or meetings to gather support for ASSP.

Respectfully submitted,

*Matt Machles*

Secretary, North Carolina Chapter