



North Carolina Chapter American Society of Safety Professionals

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

Executive Committee Officer Meeting Minutes

DATE: 04/11/2024

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	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	No
Kevon Price	Student Chair / Student Relations	No
Jon Wallace, MBA, CSP	EC Member at Large	Yes
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 10:33 with five Elected Officers and six total EC Members.

Approval of March EC Meeting Minutes

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

March Finance and Treasurer Reports

Prior to the EC Meeting, Jay Sprankle sent out the March Finance Report. The usual monthly expenses were deducted, including the increase in the monthly Microsoft Teams prices. Income included sponsor donations and membership dues.

Jay is waiting on Mike Behm for the Student Section report.

Jay is looking for two Chapter Members to be present for the finance report audit. This will need to be one or two Chapter Members that are not on the Executive Committee. Robin Barfield will reach out to some of the NCDOT members to see and will provide some names for Jay.

Frieda Sanders made a motion to accept the March Finance Report. Jeff Meddin seconded. March finance report approved.

Jay also sent out the Budget Report for EC review and approval. His updates included an increase in anticipated costs for next year.

Michelle Barger made a motion to accept the proposed budget for 2024-2025 Chapter Year. Frieda Sanders seconded. Motion passed.



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Safety Conferences

- Several local conferences in Wilmington in July and Virginia Beach in September.
- 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.
- The North Carolina Chapter 70-Year Anniversary is next year.

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.
- All Officer positions are currently open for the 2024 – 2025 Chapter Year. These have been posted to the Chapter Website and ready for Chapter Member voting.
- The eBallot is getting finalized and will be sent out to the Chapter Members via email.

Chapter Bylaws

The updated Chapter Bylaws were voted on and approved by the Chapter Members. They will be sent over to Matt Wolf and Chris Hinson for final approval.

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.



Chapter Business Updates

- Today's Technical Meeting will be on Fall Protection, which is the make-up from February.
- Doug Gaylord is finalizing the Leadership Report, which is due in May.
- May 9th will be an in-person Technical Meeting at the DMV in Raleigh. This will also be posted online and a big turn-out is anticipated.
 - Jay suggested providing lunch for the technical meeting. Doug questioned whether this is feasible with it being hosted outside.
 - Logistically speaking it may be best to let the attendees plan their own lunch to suit their schedules.
- There is a virtual meeting with the Triad Chapter on May 15th discussing lithium batteries.
 - The link below is a notice from OSHA regarding lithium battery safety:

<https://www.osha.gov/news/newsreleases/region4/04082024>

- June 13th is the Officer Induction Ceremony. We will have a few new Chapter EC Members / Officers.
 - Jay selected Winston's Grill or Brio Italian Grill in Raleigh.
 - We will need to invite either Matt Wolf or Chris Hinson for the ceremony.
 - An approximate headcount of 15-18 people was provided.

Robin motioned to select Brio Italian Grill as the venue for the EC Officer Induction Ceremony. Frieda Sanders seconded. Motion passed.

Jay will work with Brio to secure the reservation. Frieda has agreed to help.

Jay made a motion to have the Chapter pay for the meals except for alcohol. Jeff Meddin seconded. Motion passed.



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Advisory Board Updates

A meeting is scheduled for April, and updates will be provided during next month's EC Meeting. Robin provided a brief update, but will provide more next month.

COMT

Doug will be finalizing the COMT report due in June. Frieda provided an update for the COMT status, and we are still on track for obtaining Platinum Status. More points were added for the BEST Conference attendance.

Doug will add open job postings to the Chapter Website, and we'll also need suggestions for Member Spotlight.

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.

Doug will also be uploading the approved Minutes from the past EC Meetings.

Student Section

Kevon was not available today; no updates were provided. Robin will provide an update next week when Kevon is available.

Chapter Sponsors

No new updates. Doug let the Grainger sponsor rep know that he is welcome to attend any of the EC or Technical Meetings we have.



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Nominations Chair

Ogaga currently sits on this along with Jeff Meddin and Jay Sprankle. Ogaga has recused himself to run for Office. Jay Sprankle agreed to chair the committee and asked Jessica Frederick to serve. The committee presented the following slate of candidates:

President – Doug Gaylord
President-Elect – Frieda Sanders
Secretary – Robin Barfield
Treasurer – Jon Wallace
Advisory Board Member – Ogaga Tebehaevu
Advisory Board Member – Doug Gaylord

An e-ballot election can be conducted 30 days after the Chapter Members have been notified.

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 was not available for today's EC Meeting, but she is working on the list of the Chapter Member years of service recognition.

Doug Gaylord is working on purging older Member Spotlights currently housed on the website to clear up space.



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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. She sent out email reminders for those that are expiring or in the grace period.

We currently have 417 active members.

Robin Barfield made a motion to adjourn the meeting at 11:35 AM. Jeff seconded. EC Meeting adjourned.

Respectfully submitted,

Matt Machles

Secretary, North Carolina Chapter