



Executive Committee Officer Meeting Minutes

DATE: 3/13/2025

Location: Teams Online

10:30 am – 11:30 am

NC Executive Committee Member Attendance:

Elected Officers	Office	Present?
Doug Gaylord, MSOS, CHMM, SMS, RSO	President	Yes
Frieda E. Sanders, Ph.D., AOEE, MESH, IH-MESH	President Elect	Yes
Robin Barfield, SMS	Secretary	No
Jon Wallace, MBA, CSP	Treasurer	Yes
Ogaga Tebehaevu, MS, CIH, CSP	Advisory Board	Yes
Doug Gaylord, MSOS, CHMM, SMS, RSO	Advisory Board	Yes
Executive Committee Members	Office	
Jay Sprankle	Membership Chair	Yes
Jessica Frederick, SHRM-CP	Awards Chair	Yes
Jeff Meddin, CSP	EC Member at Large	Yes
Open Executive Committee Positions		
Government Affairs Chair	Website / Communications / Social Media Chair	
Guests	Representing	
	Tidewater	

*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.*

Upcoming Events:

Wilmington Safety School, July 10 & 11

ASSP Region VI PDC, September 17-19, 2025, Myrtle Beach, SC

BEST Conference 2026



Executive Committee Meeting

Presiding: Doug Gaylord, President

Minutes: Robin Barfield, Secretary *RB 3/18/2025 via Sprinkle*

- Doug opened the meeting at 10:45am
 - A quorum was established with 3 officers present.

Minutes were reviewed, motion made by Jeff to Approve. Seconded by Jessica, motion carries forward as approved.

Items

- Nominations & Elections Committee
 - Ogaga mentioned that Robin was listed as a member but could not participate as he is a candidate for office. Jeff was not listed as a member but agreed to participate.
 - Ogaga proposed the committee's decision to post the slate of officer candidates with one vacancy as follows:
 - President - Frieda Sanders
 - President-Elect - vacant
 - Secretary - Robin Barfield
 - Treasurer - W. Jon Wallace
 - Advisory Board Member - W. Jon Wallace
 - Advisory Board Member - Ogaga Tebehaevu
 - Jon Wallace has not yet confirmed his candidacy and will do so by next Monday or Tuesday. Once he has confirmed, Doug will post the slate of candidates on the website and an e-ballot can be sent 30 days after that. The election is supposed to be conducted in April. (Jon Wallace later confirmed.)
- Financial Audit Committee
 - Jay reported that the committee consisted of Jay, Jessica, and Jeff, with Frieda monitoring and Jon participating to answer questions. Jay asked the EC to provide one more Chapter member who is not on the EC. The audit will probably take place on a Thursday in May at [TraLi](#) in Brier Creek, which has a semi-private space, and is central to Chapel Hill and Raleigh participants. EC members are asked to refer Jay to a Chapter member not on the EC.



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- Upcoming Events

- Doug discussed the speakers for today's and next month's Chapter meetings.
- Doug asked if anyone had thoughts about December Social
- Doug mentioned that planning should begin for the June Officer Installation ceremony. Last year's was at Brio in Chapel Hill
- Doug also mentioned that planning should begin for the celebration commemorating the Chapter's 70th anniversary
- COMT and Treasurer's annual report are due in June

- Treasurer's Report

- Jon reported the financial balance.
 - The Chapter has over \$50,000.00 in assets
 - There was a \$15 service charge for using QuickBooks to access the account. It is not clear whether this is a one-time or a monthly charge. Jon has reached out to the Brier Creek branch manager to investigate. He has received no response.
 - Jon has also investigated investment opportunities for the Chapter's funds and has found Money Market accounts in the 4%+ range. Jon has reached out to the Brier Creek branch manager to find out if they will match that rate since he would prefer to keep everything in one bank. He has received no response.
 - It was suggested that Jon talk to the manager of another branch and determine whether, particularly if the Chapter were to invest substantially, would the bank match the best rate and will they waive any fees associated with QuickBooks. If not, Jon should investigate transferring funds to another institution.
- -- Jay moved to authorize the Treasurer to buy up to two (2) short term, maximum 6 months, money market accounts, CDs, or other assets, for up to \$10,000.00 each. Doug seconded. Motion passed
- -- Jeff moved to approve the Treasurer's Report, Frieda seconded. Motion passed.



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- Standing Committee Reports
 - Awards - Jessica had nothing to report
 - Social Media - Frieda will maintain
 - Website - Doug is maintaining
 - Membership - Jay had provided the numbers to Doug. The Chapter currently has 445 members, down 14 from last month. Jay asked if anyone has templates of new member welcome communications.
 - COMT - Doug noted that the Chapter is well on the way to Platinum status.

- Student Section
 - Doug reported that Mike Behm is retiring and that the MSOS program at ECU is closing. The EC voted by email last month to sunset the ECU Student Section. Ogaga strongly urged that the Chapter should quickly pursue the return of the Chapter's funds held by Mike Behm for the Section's use. It is maintained in a SECU Account under the name ECU Student Section.
 - After their initial enthusiasm, Doug has not heard back from the professor running the undergraduate occupational safety program at Methodist University, in Fayetteville. They are currently pursuing accreditation and may be very busy at the moment.

- Meeting adjourned, 11:36 am. Frieda motion, Jon seconded, Motion passed.