



North Carolina Chapter American Society of Safety Professionals

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

Executive Committee Officer Meeting Minutes

DATE: 11/13/2025

Location: Hybrid / MS Teams Online & In-Person

ECS, Southeast, LLP

5260 Greens Dairy Road

Raleigh, NC 27616

10:30 am – 11:30 am

NC Executive Committee Member Attendance:

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

*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:

BEST Conference 2026

Wednesday, February 18th, 2026



Executive Committee Meeting

Presiding: Frieda E. Sanders, President

Minutes: Robin Barfield, Secretary *RB 11/13/2025*

- Frieda opened the meeting at 10:33am
 - A quorum was established with 5 officers present.

Items

- Roll Call and Welcome started at 10:33am.
- October meeting minutes were reviewed.
 - Jon Wallace motioned to approve the October minutes.
 - Doug Gaylord seconded the motion.
 - All agree, motion passes.
- Nominations Committee status, President Elect, Web/Social Media Chair position are open.
- November Speaker: Justin Owens, PhD, Senior Research Scientist, UNC Highway Research Center.
- December technical speakers, None.
- Holiday Safety Party, December 11th, 6pm-8pm, Estampa Gaucha Brazilian Steakhouse, 70th Anniversary
- January technical speakers and discussion.

New Business Updates:

- Treasurer's Report (Jon): Approval of October report, and Investment Info. Jon reviewed October activity and expenditures. Money market account update. Jon provided a detailed summary of our financial status. Robin motioned to approve finances as presented, and Doug seconded the motion. Approved by all.



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- Discussion about providing more assistance for Hurricane Helene.
 - Jon made a motion to donate \$ 500.00 to Samaritan's Purse.
 - Doug seconded that motion, approved by all.
- Awards Chair (Jessica):

Chapter and Region SPY nominations are due by February 1.

Nomination for Chapter SPY- Doug Gaylord.

Nomination of fellow: Al Weaver
- Website/Communications/Social Media (Doug/Frieda/Robin):
 - Maybe post new job postings?
 - Technical Speaker posting to website and Linked In.
- Government Affairs:
 - Federal Government Update-Robin
- Membership (Jay & Frieda):

Active & Grace:

 - 424 active members as of 7/2025.
 - 26 in Grace Status,
 - 3 new members.
 - 25 memberships have expired in the last 30 days.
- Student Chapter:
 - Methodist University update – Did reach out and make contact again on 8/13/2025.
 - Doug advised he will make a call.
- Advisory Board (Ogaga & Doug):
 - Pivot in your job. Multi-task.
 - Ogaga added Al to the conversation.
- Sponsorship – Grainger, asked Neil, they should come online in January 2026, due to budget.



- COMT (Frieda): Current points: 3110, Needed 9,000

- Review of ASSP's Code of Conduct-Frieda

Code of Professional Conduct

- Serve the public, employees, employers, clients, the Society, and the profession, with fidelity, honesty, and impartiality.
- Treat others with respect, civility, and without discrimination or harassment in all professional relationships.
- Abstain from behavior that will unjustly cause harm to the reputation of the Society, its members, and the profession.
- Continually improve professional knowledge, skills, competencies, and awareness of relevant new developments, through training, education, networking, and work experiences.
- Consider qualifications before undertaking any professional activity and perform only those services that may be handled competently.
- Make informed decisions in the performance of professional duties that adhere to all relevant laws, regulations, and recognized standards of practice.
- Inform all appropriate parties when professional judgment indicates that there is an unacceptable level of risk of injury, illness, property damage, or environmental harm.
- Maintain the confidentiality of information acquired through professional practice that is designated, or generally recognized as, non-public, confidential or privileged.
- Accurately represent professional qualifications including education, credentials, designations, affiliations, titles, and work experience.
- Avoid situations that create actual, potential, or perceived, conflicts between personal and professional interests, and if a potential conflict of interest arises disclose all applicable facts to potentially affected parties.

Violation of this Code of Professional Conduct in circumstances involving ASSP or its affiliates or their events or resources are subject to discipline pursuant to ASSP Standard Operating Guidelines.

- Open Items/AOB (All):



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- Heather White added a few items:
 - Update President-elect position on Website.
 - Files on website, a general review, what is needed? Purge old items.

Professional Development:

- Call for submissions | Professional Safety Journal (PSJ)
- 2025 Leadership Conference Virtual Event | October 23, 2025 | Online
This full-day event will feature education and networking opportunities, focused on community operations and member engagement.
- Leadership Conference: Building Trust | December 12, 2025 | Online
Strong leaders foster trust. Gain appreciation for the needs of followers and learn how you can build, strengthen and repair trust. Practice sharing your own stories as a powerful way to build connections, influence people and inspire action.
- Save the Date: Leadership Conference in Anaheim, CA June 2026



Member Resources

- Support for out of work members
 - Hardship membership program
 - Contact Customer Service at customerservice@assp.org or +1 847-699-2929
 - Share [Job Loss Hardship Membership Form](#)
 - [ASSP Job Board](#)



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Chapter Goals:

Chapter Goals		
Fill current and future vacant positions. Web/Social Media Chair President-Elect	Member Spotlight (monthly or every other month) Officer Spotlights (safety moments)	70 th Anniversary Celebration Chapter PDC
Student Engagement Methodist University	Joint Technical Meetings Tarheel, Triad & AIHA	Contact members not attending the meetings. -maybe create a survey.

- Meeting adjourned, 11:30 am. Jon motioned to close, Jessica seconded, Motion passed.