



**North Carolina Chapter
American Society of Safety
Professionals**

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

Executive Committee Officer Meeting Minutes

DATE: 05/09/2024

Location: Hybrid Executive Committee Meeting – 313 Chapanoke Rd, Raleigh, NC

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 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	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 10:51 with five Elected Officers and seven total EC Members.

Approval of April EC Meeting Minutes

Matt Machles sent out the April EC Meeting Minutes prior to the EC Meeting. Robin Barfield moved to accept the EC Meeting Minutes. Frieda Sanders seconded. April EC Meeting Minutes approved.

April Finance and Treasurer Reports

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

We also put down a deposit at Brio Italian Grill for the Elected Officer Induction Ceremony in June, and will need to include costs for the rest of the meals, as approved during April's EC Meeting.

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

Robin Barfield made a motion to accept the April Finance Report. Jessie Frederick seconded. April finance report approved.



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Safety Conferences

- Several local conferences in Wilmington in July and Virginia Beach in September.
 - Doug Gaylord is looking for a Liasson from the Carolina Chapter to attend.
- 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

- We have a lead through the NCDOT for the Social Media and Website Chair positions. Doug and Michelle have reached out to this individual to include him in the EC.
- All Officer positions are currently open for the 2024 – 2025 Chapter Year. The voting has been finalized and the EC Members for the 2024-2025 Chapter Year have been approved by the Chapter Members
- June is Safety Month near NC State campus. There will also be another safety event at the NC State Grounds the following week.

Chapter Bylaws

The updated Chapter Bylaws were voted on and approved by the Chapter Members.

Doug Gaylord sent over the revised Bylaws to Matt Wolf and Chris Hinson for their approval. They were accepted and are ready for a vote. Doug will take the action to post on the Chapter Website next week to ensure the 30-day window is honored for the Chapter Members to review and vote.



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Chapter Business Updates

- Doug Gaylord is finalizing the Leadership Report, which is due this month.
- Today's Technical Meeting will be an in-person Technical Meeting at the NC-DOT in Raleigh. This will also be posted online and a big turn-out is anticipated.
- 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.
 - This will be held at Brio Italian Grill in Raleigh.
 - Jay has reserved a section and has placed a deposit.
 - Both Matt Wolf and Chris Hinson have been invited for the ceremony.
 - An approximate headcount of 15-18 people was provided.



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Advisory Board Updates

There will be a meeting later this month; no updates were provided.

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.

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 Gaylord is reaching out to an individual (Kyle Spears) that expressed interest in helping with the Chapter Website / Social Media. Michelle Barger has his name and contact information and will be working with Doug to get him onboard with the Executive Committee.

Student Section

Kevon was not available today; no updates were provided. Robin will reach out to another contact (Dillion) regarding revamping the Student Section.

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

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 Tebehaevuu
Advisory Board Member – Doug Gaylord

We had a successful vote using the eBallot system, and the slate of EC Elected Officers have been approved by the Chapter Members.

Member Spotlight / Awards Chair

Jessica has finalized the Years of Service, but will need assistance with uploading to the Chapter Website.



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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 385 active members with 28 in a grace period.

Frieda made a motion to adjourn the meeting at 11:27 AM. Robin seconded. EC Meeting adjourned.

Respectfully submitted,

Matt Machles

Secretary, North Carolina Chapter