

## ASSE Tarheel Chapter Executive Committee Meeting Minutes Tuesday, July 8, 2014



**Purpose:** As listed in Bylaws – To promote the advancement of the safety profession a safety professionals and development of members in our geographical area. NC Counties – Anson, Cabarrus, Cleveland, Gaston, Mecklenburg, Montgomery, Richmond, Scotland, Stanley, and Union  
SC Counties – Chesterfield, Lancaster, Marlboro, and York

<p><b>Meeting Called By:</b> Dan Collins, Chapter President  <b>Start Time:</b> 9:03am  <b>Location:</b> Conference Call  <b>Attendees:</b> Dan Collins, Kinshasha Coleman, Ted Wilburn, Tiffany Lyons, Kulema McKoy, John Moore, Jennifer Law, Julian Mercer, Kevin Earp</p>		
Topic	Discussion	Action
<b>President Report</b>		
Welcome	<p>Dan Collins welcomed the team and new members of the committee. Each member will introduce themselves and discuss their roles at time of committee report.</p> <p>Julian Mercer reiterated that information pertaining to roles and training is available on Officer Central. He also stated that once training is completed no documentation is required to be turned in to chapter to show proof of completion.</p>	
Approval of last EC meeting minutes		Committee approved June 2nd meeting minutes with no changes.
Financial Audit Update	<p>Financial Audit for fiscal year ending March 31, 2014 was conducted Friday, June 20<sup>th</sup>. Members conducting the audit were Craig Cupil, Kevin Earp and Dan Collins. Julian Mercer was in attendance as an observer only. There was one finding during the audit and a recommendation was made to mitigate any future occurrences.</p> <p>Finding: Payment vouchers (\$500 or more) were not receiving approval by two officers.</p> <p>Recommendation: Add signature lines to voucher and have one in-person meeting per quarter with Executive Committee to allow for signing documents where needed.</p>	Dan Collins will make financial audit available on chapter website.
Key Chapter dates	<ul style="list-style-type: none"> <li>- Aug 15<sup>th</sup>: Complete Strategic Plan</li> <li>- Aug 15<sup>th</sup>: Annual Stars report and chapter of the year petition due to ASSE</li> <li>- Sept.22<sup>nd</sup>/23<sup>rd</sup>: Professional Development Conf in Myrtle Beach, SC. President is required to attend.</li> </ul>	<p>Strategic Plan: To be completed by Dan Collins and shared with executive committee.</p> <p>Stars Report: Julian will complete and submit to ASSE.</p>

	- Leadership Conf in October: Budgeted for 3 members to go. Historically the Secretary automatically goes.	Leadership Conf: Dan Collins to provide budget at next EC meeting for discussion and approval. Chapter of the year petition: Julian will complete and submit to ASSE.
<b>Vice-President Report</b>		
	No report.	
<b>Treasurer Report</b>		
Financial Update	Ted Wilburn reported the following as of 6/30: Total \$21,876.74 Savings \$10,619.39 Checking \$ 9,762.53 PayPal \$ 1,444.82 Petty cash \$ 50.00  Activity: -Made a transfer of \$2,000 from PayPal to Checking - Debit on 6/3 for \$79.03 at UPS Store was made by Kevin Earp for ASSE Booth	Ted will send roster, vouchers and receipts to Renee for Thursday's meeting at Charlotte Vehicle Operations Center.
<b>Secretary Report</b>		
Role	Kinshasha Coleman introduced herself and asked Dan operationally how they will work together moving forward with meeting notifications, email and other administrative and operational tasks.	Dan, Kinshasha and Julian will discuss offline. Also Julian will forward login information for ASSE email addresses to committee members.
<b>Committee Reports</b>		
Hospitality	Tiffany Lyons introduced herself as the new Hospitality chair.	
WISE	Jennifer Law reported that the WISE event went very well at the Orlando Conference. Her goal this year is to work on updating the resource guide catalog for women-owned businesses of safety products.	
BISE	Julian reported that the BISE meeting at Orlando Conf went very well. Also stated that anyone can be a member of any of the special interest groups regardless of their race or gender.	
Young Safety Professionals	No report.	
SPALW	No report	
Social Media	No report	

Foundation Liaison	Kulema McKoy introduced herself. She is the former President of the Greensboro ASSE chapter. Kulema read thank you note to the chapter regarding the autographed sport memorabilia donated by Tarheel chapter to the Safety Matters Silent Auction. \$12,324 was raised during the fundraiser. Also an additional \$500 was donated by the chapter at the House of Delegates meeting.	
Membership	Currently total 285 members. New members - 5	
Professional Development	Kevin Earp reported the PDC in Orlando went very well.	Kevin will follow up with Rick Pollock, former National ASSE President, regarding speaking at Tarheel Chapter PDC next year.
Public Relations	Kay Ardilonge has volunteered to chair the Public Relations committee.	Dan will double check her email address to make sure she is receiving meeting planners.
Governmental Affairs	John Moore highlighted items on the OSHA Regulatory agenda.	John will send OSHA regulatory agenda to Kinshasha to post on Tarheel website.
Audit	Dan reiterated that he will send audit results to the committee.	
Member at Large	No report	
<b>Guest Attendees Comments</b>	None	
<b>Upcoming Meetings</b>	<p>July Mike Dial – Charlotte Vehicle Operations Center</p> <p>August Marguerite Murray – Sustainability: Crawl, Walk, Run</p> <p>Sept Ted Wilburn – Fleet Safety</p> <p>Oct Insurance Institute for Business &amp; Home Safety (IBHS) (35 attendees) 5335 Richburg Road, Rich burg SC 29729</p> <p>Nov Kevin Best – Cintas (Road to VPP/Carolina Star)</p> <p>Dec Gloria Greene - IDG, Toys for Tots</p>	August mtg: Location to be determined. Julian will contact Employers Association.
<b>Closing Comments</b>	<p>Julian stated that he is looking at different avenues to obtain CEU's. CEU's will not be available for the July, August and September meetings. Also he will continue to send the meeting announcements as transitions continue over the next 30 days.</p> <p>Dan thanked the committee for their support.</p>	

End time: 9:55am

Minutes Completed by: Kinshasha Coleman

Reviewed by: Dan Collins

Date: July 9, 2014