

ASSE Tarheel Chapter Executive Committee Meeting Minutes Tuesday, August 5, 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

Meeting Called By: Dan Collins, Chapter President
Start Time: 9:03am
Location: Conference Call
Attendees: Dan Collins, Renee Sweder, Ted Wilburn, Kinshasha Coleman, Julian Mercer, Tiffany Lyons, Jennifer Law, Craig Cupil, Jessica Jeppson, Scott Baranowski, Kevin Earp, John Moore, Bob Kastenhuber, Kulema McKoy, Kay ArDilonge

Topic	Discussion	Action
President Report		
Minutes	Approve last EC meeting minutes.	Committee approved July 8th meeting minutes with no changes.
Chapter Operations Management Tool (COMT)	Moving forward we will be using COMT to generate the annual strategic plan. Also it will help us track points needed to meet chapter standings such as Platinum, Gold, Silver and Bronze.	Annual strategic plan was review and will be submitted by Dan by August 15 th .
Recognition Program	For 2013 our chapter made Gold Level earning 3650 points for the year. However, moving forward the recognition program has changed as there will no longer be a Chapter of the Year award. Instead, chapters will be recognized simply by a designation of Platinum, Gold, Silver or Bronze provided they have met the requirements needed the specific designation.	Chapter of the year petition: Julian will complete and submit to ASSE by August 15 th .
Volunteers	A Newsletter editor (COMT points) and Safety Professional and Latino Workforce Liaison are needed.	Please notify Dan if you are interested.
Officer Central Training	Elected officers please complete online training if needed. This is also counted towards COMT points. Not clear if training is officially tracked by headquarters but we can provide confirmation when training is completed as proof.	Officers complete if needed.
Survey results	Reviewed results. Considering additional locations for meetings. John Moore recommended that a subcommittee be created to look at locations around the region to draw more members to meetings.	John will establish committee.
Vice-President Report		

	No report.	
Treasurer Report		
Financial Update	<p>Ted Wilburn reported the following as of 6/30:</p> <p>Total \$20,663.37</p> <p>Savings \$10,619.84</p> <p>Checking \$ 8,306.29</p> <p>PayPal \$ 1,687.24</p> <p>Petty cash \$ 50.00</p> <p>Note: 15 are pre-registered for Thursday's meeting</p>	
Secretary Report		
	Kinshasha asked for clarity on the due date for the newsletter to be published and who approves it as well as the minutes. Moving forward newsletter will published by the 15 th of the month. For review and approval, the newsletter and minutes should be sent to the Executive committee and the elected officers are required to approve.	
Committee Reports		
Hospitality	No report.	
WISE	No report.	
BISE	No report.	
Young Safety Professionals	No report.	
SPALW	No report.	
Social Media	Social media venues are another way to earn COMT Points as well as reach more of our members.	Jessica will work with Dan to explore social media opportunities.
Foundation Liaison	Dan reported that a Thank You note from the Foundation was received thanking the chapter for the \$500 donation.	
Membership	Currently total 281 members. New members - 4	
Professional Development	No report.	
Public Relations	No report.	
Governmental Affairs	No report.	
Audit	No report.	
Member at Large	No report.	
Guest Attendees	None	
Comments		
Upcoming Meetings	<p>Sept Ted Wilburn – Fleet Safety</p> <p>Oct Insurance Institute for Business & Home Safety (IBHS) (35 attendees)</p>	

	<p>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> <p>Jan Dan Collins – BCSP certifications, Education, Experience, Certification - TBA</p>	
Closing Comments	<p>Julian states the AMF Bowling lanes venue could be used for a social event to grow membership and network. He also will work on getting Dilworth Grill as the September meeting location.</p> <p>Dan will ask Arlene Edwards, the new Region 6 Area Be Director, to speak at a general body meeting in 2015.</p>	

End time: 9:55am

Minutes Completed by: Kinshasha Coleman

Reviewed by: Dan Collins

Date: August 13, 2014