

ASSE Tarheel Chapter Executive Committee Meeting Minutes September 2, 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>Meeting Called By: Dan Collins, Chapter President Start Time: 9:00am Location: Conference Call:1-888-585-9008, Conf Room: 348-506-485 Attendees: Dan Collins, Renee Sweder, Ted Wilburn, Kinshasha Coleman, Tiffany Lyons, Jennifer Law, Craig Cupil, Jessica Jeppson, Scott Baranowski, Kevin Earp, John Moore, Bob Kastenhuber, Kulema McCoy, Kay Ardilonge, Jeff Noel, Julian Mercer</p>		
Topic	Discussion	Action
Quorum	Quorum was met with 10 members in attendance.	
President Report		
Approval of last EC meeting minutes		Approved previously via email.
Twitter Account	Twitter account has been established by Jessica Jeppson. Our name is @TarheelASSE	
Volunteer Opportunities	<p>Newsletter: Editor still needed. COMT requires that a newsletter is produced 4 or more time per year to meet requirement. It was determined that the newsletter will be published every other month so September will be August/September edition.</p> <p>Office central: Reminder for officers to complete online training.</p> <p>Key chapter dates: Annual Leadership conference Oct. 9th -11th Myrtle Beach PDC Sept. 22nd -26th. Bob Kastenhuber and Julian Mercer will be Liaison's to the PDC. Julian explained importance of why we need liaison's representing us. In the event any profit is generated from the PDC, only those districts with liaison representation will receive a designated portion of the profit.</p>	Send email to chapter members to elicit newsletter content and Leadership Conference details.
Renee Sweder	Renee was thanked for her service to the Tarheel chapter. She is moving out of state and will no longer have membership in Tarheel chapter. Need to review bylaws to determine how chapter will fill vice-president vacancy. Either a current executive committee member can elect to serve or a chapter member can be chosen to serve.	Send email to chapter members asking if there is any member who would be interested in fulfilling the role.
Meeting location	Dilworth Grill is the location of our September 4 th meeting. Currently have 27 registered for the meeting and half who have paid. For presenters, all that is needed is a laptop as audio/visual equipment is provided. Our logo has been placed on Dilworth	Dan will confirm with Dilworth numbers for lunch. Estimate of 30. Send email to chapter members if

	grill event site to give us some visibility. Julian asked Kevin about signage we have used in the past for events. Kevin will resurrect signage to be used at our events.	anyone has any special dietary needs.
Vice-President Report		
	No report.	
Treasurer Report		
	Financial Update: Ted Wilburn will report at general body meeting as banks were closed for Labor Day.	
Secretary Report		
	Julian provided clarity on requests from members who want to “advertise” an event to chapter members. Recommendation for those who want to do so to consider sponsorship (see details for Sponsorship on our website) or consider being presenter at one of the general body meetings. Chapter Annual Performance reports (Stars report) and the Chapter of the Year petition both were submitted by due date, August 15 th . Needed clarity regarding Leadership Conference payment. Ted and Kinshasha will get together after meeting on Thursday to discuss payment.	
Committee Reports		
Hospitality	Tiffany Lyons reported that September is National Safety Preparedness month.	
WISE	No report.	
BISE	Craig Cupil stated that he will be sitting in on the next National BISE conference call. Currently, BISE is working on organizing how the overall structure of BISE chapters will look. He also will be reaching out to Sergio Franco (Baker Roofing Co.) who had expressed some interest in possibly chairing the SPALW committee.	
Young Safety Professionals	No report.	
SPALW	No report.	
Social Media	No report.	
Foundation Liaison	Kulema reported no updates.	
Membership	Scott Baranowski reported total membership as of August 31 st is 285.	
Professional Development	Dan asked if anyone was interested in an ASP.CSP study group to please contact him.	
Public Relations	No report.	
Governmental Affairs	John Moore will provide an update on OSHA rulings at next meeting.	
Audit	Craig stated that he has been receiving reports from Ted. He also wanted to know has work been done pertaining to the follow up items from the audit? A signature line will be added to vouchers. Also, in-person quarterly meetings will be scheduled to obtain	

	needed signatures for documents.	
Member at Large	No report	
Guest Attendees	None	
Comments		
Upcoming Meetings	Sept Ted Wilburn – Fleet Safety Oct Insurance Institute for Business & Home Safety (IBHS) (35 attendees) 5335 Richburg Road, Rich burg SC 29729 Nov Kevin Best – Cintas (Road to VPP/Carolina Star) Dec Gloria Greene - IDG, Toys for Tots	
Closing Comments		

End time: 9:55am

Minutes Completed by: Kinshasha Coleman

Reviewed by: *Dan Collins*

Date: 9/02/14