

ASSE Tarheel Chapter Executive Committee Meeting Minutes January 6th, 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, Ted Wilburn, John Moore, Julian Mercer, Kinshasha Coleman, Tiffany Lyons, Jennifer Law, Craig Cupil, Jessica Jeppson, Scott Baranowski, Kevin Earp, Bob Kastenhuber, Kulema McCoy, Kay Ardilonge, Jeff Noel</p>		
Topic	Discussion	Action
Quorum	Eleven members were in attendance.	Quorum met.
President Report		
Approval of last EC meeting minutes		Approved by committee.
Future December general body meetings	IDG offered to make their location as our annual holiday meeting location. It was recommended that other organizations have the opportunity to sponsor the meeting so we are not “locked” to one specific organization.	Enhance marketing efforts for sponsorship to chapter members via email, website, newsletter, etc.
NCHHS	NC Health & Human Services will make a presentation on Carbon Monoxide Outreach program at Thursday’s meeting.	
February EC meeting	Next meeting will be at the Dilworth Grille before the general body meeting at 10:30. Arlene Edwards, our area VP, will be in attendance.	Dan to confirm 10:30 with Dilworth Grille.
SPY Nominations	There are two nominations for the Safety Professional of the Year award.	
Vice-President Report		
	Chapter EC should discuss Strategic Planning - Dan to discuss STARS report with Moore New member solicitation – set a growth target for membership Target a long term leadership succession plan for the chapter Creation of a chapter pride on line store for logo merchandise Integration of WISE, BISE, SPLAW & YSP projects and goals into chapter activities and goals	

	Search out the potential for student level chapter participation or creation of a student chapter Review the stance on vendor participation at meetings	
Treasurer Report		
Financial Report	Savings \$10,622.07 Checking \$11,044.73 Pay Pal \$2,271.90 Petty \$50.00 Total \$23,988.70	
Rosters	Dan requested copies of the meeting attendance rosters for the 2014 fiscal year (July 2014 forward). Dan will use as a means to garner STARS points for the chapter.	Ted Wilburn has these and agreed to email them to him.
Secretary Report	No updates to report.	
Committee Reports		
Hospitality	No report.	
WISE	Not present but Jennifer emailed report. Notes from the last Chapter WISE call: -Save the date: Jan. 30, 2015, 1:00 PM EST for the WISE Open Web Meeting. She invited all to join the call for an update on activities and to learn about networking, career, and educational benefits of membership in our ASSE Common Interest Group. Registration details will be released shortly. February is Heart Health month. http://www.cdc.gov/features/heartmonth/ Consider promoting National Wear Red Day (Feb. 6, 2015). There are promotional materials at https://www.goredforwomen.org/home/get-involved/national-wear-red-day/	
BISE	Julian Mercer reported that BISE is planning to host an open conference call in the Spring of 2015. They are also planning to hold a roundtable event at the National PDC to be held in Dallas, TX, this year. They are also looking at rolling out a mentoring program this year.	
Young Safety Professionals	Jessica reported that she attended the Western Carolina Safety Conference recently and made some connections to expand our outreach to this group.	
SPALW	No report.	Volunteer Needed
Social Media	No updates to report. Jessica asked everyone to "like" our Face Book page.	
Foundation Liaison	No updates to report.	
Membership	Scott reported that we currently have 281 members in the Tarheel Chapter. We picked up two new members in December. He reported that we have one additional 25 year member to be honored during our January 2015 meeting, bringing the total to six. Only one plans to attend – Deborah Beaven. Kevin Earp commented that she is a	

	past chapter president and mentored under Fred Freiburger. Fred has registered to attend this meeting the plan is to have him introduce Deborah and assist Dan with the presentation.	
Professional Development	Kevin reported that Julian Mercer explored the possibility of securing the Employers' Association for free for our PDC (5/21/15) but they want \$350. Dan Collins mentioned that there is a free meeting place near Gaston College that could possibly be used for the PDC but the general consensus was that this location was too far from Charlotte. He will discuss with the Dilworth Grill manager this Thursday, the possibility of us using their facility for the PDC. Kevin reported that we need a facility that will seat at least 40 people and one in which parking is close by. John Moore offered to explore some other options; sites that his company used when they were initially setting up their operations. Our back up plan appears to be the Energy Exposition near Lake Norman.	John Moore to provide feedback on alternative locations.
Public Relations	No report.	
Governmental Affairs	No report.	
Audit	Craig had nothing to report but did comment on our chapter financial audit process. The audit looks good; Ted sends him regular financial information. He mentioned that our next EC meeting would be a good opportunity for us to sign off on any documents that require this since the EC meeting will be held in person instead of telephonically. John Moore asked if the STARS report address chapter finances. Julian Mercer responded that the ASSE has a template for the audit process.	Dan Collins will send a copy of the audit template to John.
Member at Large	No report.	
Guest Comments	None to report.	
Closing Comments	Dan mentioned possibly changing the menu at the Dilworth Grill but decided to stick with what we had before. Jessica Jeppson commented that we need at least one "meatless" entrée for those who are vegetarians. Our next meeting is Thursday, January 8, 2015, at the Dilworth Grill in Charlotte. Dan reported that 29 people have registered so far.	Dan Collins will discuss menu options with Dilworth Grill. Poster Contest information to be sent to CMS art teachers by Kevin Earp.
Upcoming Meetings	Jan 8 th - Dan Collins -BCSP certifications, NCDHHS carbon monoxide outreach Feb 5 th - Arlene Edwards, Region VI Area "B" Director (Topic TBD) March 5 th - Tracy Beaudry, Risk Management (EHS Risk Assessment) April – (actual date TBD) Charlotte Knights Baseball Game	

End time: 9:59am

Minutes Completed by: Kinshasha Coleman

Date: 1/9/14