

## ASSE Tarheel Chapter Executive Committee Meeting Minutes June 2, 2015



**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> 9:00am  <b>Location:</b> Conference Call (Conference Call:1-888-585-9008, Conf Room: 348-506-485)  <b>Attendees:</b> 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, Sergio Franco, Jusu Gow</p>		
Topic	Discussion	Action
<b>Quorum</b>	Eight members were in attendance.	Quorum met.
<b>President Report</b>		
Approval of last EC meeting minutes		Approved by committee.
Leadership transition	Installation ceremony will be held at general body meeting on Thursday.	
Proposed budget		Budget to be voted on at June EC meeting.
Future Program presenters	Still a need for presenters for the remainder of the year.	Committee tasked to identify potential speakers.
Safety 2015	National conference begins June 7 <sup>th</sup> . Dan Collins, Kevin Earp and Julian Mercer will be in attendance.	
<b>Vice-President Report</b>		
	<p>Transition - John Moore and Dan will meet to discuss specifics of the President’s role and ensure he has proper access to resources, information etc.</p> <p>Membership-Main focus for next year is member engagement. One activity proposed will be sending a notecard to members to become more engaged and/or renew their membership, etc. Provide more of a personal touch to retention.</p> <p>Spirit wear – John spoke to vendor about the return of merchandise. Vendor stated that he stands behind his product and if there is a problem returns or exchanges will not be a problem.</p>	<p>John will take President training on Officer Central.</p> <p>Spirit wear should be promoted at July general body meeting and link needs to be added to Chapter website.</p>

<b>Treasurer Report</b>		
Financial Report	As of May 31 <sup>st</sup> : Savings \$10,624.27 Checking \$8,346.83 Pay Pal \$4,462.96 Petty \$50.00 Total \$23,484.06	
Miscellaneous	Ted Wilburn will review PDC financials soon and report back to the committee. Ted suggested that we purchase a banner for the chapter as opposed to renting from National and incurring shipping fees.	Dan will contact chapter services for more information on guidelines for design the banner and will identify a vendor.
<b>Secretary Report</b>		
	Newsletter - Please send any newsletter content to Kinshasha Coleman as soon as possible. Key chapter date: By June 30 <sup>th</sup> , officers need to transfer administration materials to incoming officers. Dan suggested uploading to Dropbox or Google drive. Julian confirmed that the chapter has a Google account so we can utilize Google drive.	Dan will follow up to obtain Google account information.
<b>Committee Reports</b>		
Hospitality	No report.	
WISE	Feedback from PDC, Jennifer Law stated there was an interest in doing outreach at local schools. A topic to present would be Ergonomics. Kinshasha suggested starting with STEM schools in CMS. Jesu Gow also suggested the Fire Bowl was would be a good audience as well.	Jennifer, Kinshasha, Jesu will meet to discuss a plan of action that could be implemented in the next school year.
BISE	No report.	
Young Safety Professionals	No report	
SPALW	Dan stated that Sergio Franco has been in contact with Regional/National SPALW chapters. We hope to see some activity come from this group soon.	
Social Media	Continue to follow the chapter on Twitter and Facebook. Spread the word.	
Foundation Liaison	Chapter will be making a donation at Safety 2015 of \$1,000.	Dan will check if we can still donate \$100 to the Silent Auction. He thinks deadline may have passed.
Membership	286 members, 8 new members joined in the last month.	
Professional Development	CEU's of .5 will be provided to those who requested. Opportunity to engage members for there is a need to expand planning committee.	Dan will send email for membership #'s out to those requesting CEU's
Public Relations	Gloria Greene had an interest to be committee chair.	Dan will follow up.
Governmental Affairs	No report.	

Audit	Audit was completed in May. Dan thanked Craig Cupil and those who participated for a job well done.	
Member at Large	No report.	
<b>Guest Comments</b>	None to report.	
<b>Closing Comments</b>	Dan thanked everyone for their service.	
<b>Upcoming Meetings</b>	June 4 <sup>th</sup> : Randy Cranfill – Technology and the Safety Professional; July 9 <sup>th</sup> : TBD Aug 6 <sup>th</sup> : TBD	

End time: 9:40am

Minutes Completed by: Kinshasha Coleman

Date: 6/2/15