



**ASSE Tarheel Chapter  
Executive Committee Meeting Minutes  
Tuesday, January 5, 2016**

**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> John E. Moore President  <b>Start Time:</b> 9:00am  <b>Location:</b> Conference Call  <b>Attendees:</b> John Moore, Kinshasha Coleman, Ted Wilburn, Dan Collins, Julian Mercer, Craig Cupil, Kevin Earp, Scott Baranowski, Bob Kastenhuber, Kulema McCoy, Jeff Noel, Jennifer Law, Sergio Franco, Tiffany Lyons, Tyler McNeil, Gloria Greene, Dan Deller</p>		
Topic	Discussion	Action
<b>Quorum</b>	Eleven members were in attendance.	Quorum met.
<b>President Report</b>		
Chapter SPY Nomination	No update on submission status of the Chapter SPY Nomination paperwork.	John Moore will follow-up with Dan Collins to get a status
Schedule for 2016 Presenters	<p>We only have a January speaker – Rich Pandullo to present on January 7, 2016.</p> <p>Need for speakers:            February speaker – Safety and Health Council is a potential speaker for February            March – No speaker identified, need suggestions            April – No day time baseball games this year. Quorum voted to hold a weeknight April baseball game with spouses invited (spouse ticket paid for by member)            May – PDC (see next topic)</p>	<p>Kevin Earp will call Safety and Health Council to see if they can provide a speaker at the February Meeting</p> <p>Committee tasked to identify potential speakers</p> <p>Kevin Earp will plan April weeknight baseball game event</p>



Volunteers and Opportunities	Dan Deller, Tyler McNeil, and Gloria Greene have been appointed to the Secretary, Young Professionals Chair, and Hospitality Chair positions respectively, welcome.	
ASSE Foundation Logo Apparel and the Komen for the Cure Apparel	Apparel will be displayed at the next upcoming meeting on January 7, 2016. No sales activity on the website over the holidays. If you have heard any or have any feedback or comments on the apparel sales website let John Moore know so he can pass that on.	Any comments on the apparel website should be sent to John Moore so he can pass it on.
<b>Vice-President Report</b>	No report.	
<b>Treasurer Report</b>		
Financial Report	<p>Savings:       \$ 10,627.38          Checking:     \$ 10,454.54          PayPal:       \$ 2,261.52          Petty Cash:   \$ 50.00  <b>Total:       \$ 23,393.44</b></p> <p>Ted Wilburn stated PayPal has changed their monthly report posting dates to the 10<sup>th</sup> of the following month.</p>	
Miscellaneous	<p>Ted Wilburn stated Wells Fargo informed him that his Chapter Debit card has been compromised and three fraudulent charges were made. Wells Fargo is sending Ted the paperwork to file a claim so we won't be charged for the fraudulent charges. Currently the compromised card has been canceled and they are sending him a new card in the mail.</p> <p>The card is only used at the Dilworth Grill. Will have a conversation with Dilworth grill about the fraudulent charges.</p> <p>Only 4 people signed up for this Thursday's meeting on January 7, 2016.</p>	<p>Ted Wilburn will receive and complete the claims form and get a new Chapter Debit Card.</p> <p>Ted Wilburn will inform Dilworth Grill of the fraudulent charges.</p> <p>Chapter Services will send out a reminder for the meeting to all members.</p>



<b>Secretary Report</b>		
Position Turnover	<p>Dan Deller stated he has been getting up to speed and completing the turnover. If anyone has been handling any of the Secretary roles and responsibilities, contact Dan so he can be sure to get up to speed and take them over.</p> <p>John Moore discussed that Dan Deller should go onto Officer Central to learn more of the roles and responsibilities of the Secretary position and complete the training.</p> <p>John Moore discussed that Dan needs to catchup with Kinshasha to take over the Newsletter.</p>	<p>Dan will complete Officer Training in Officer Central</p> <p>Dan will get all of the Newsletter details from Kinshasha.</p>
<b>Committee Reports</b>		
Hospitality	<p>Gloria Greene discussed ideas on what the Hospitality function may be. Key ideas: meet &amp; greet and developing member networks.</p> <p>Ted Wilburn has 4 gift cards left and will bring one to give away at the next Chapter Meeting (January 7, 2016).</p>	Gloria will brainstorm some ideas and run them by John Moore.
WISE	<p>Jennifer Law stated the WISE speaker for January's meeting fell through and hopes to get another WISE speaker to speak in the next few months.</p> <p>Pink PPE is still available. Discussed making it available during this year's PDC.</p>	<p>Jennifer will continue working to get a WISE speaker to speak in the next few months.</p> <p>Jennifer will discuss rolling out the Pink PPE during the PDC with Kevin Earp.</p>
BISE	Craig Cupil will be touching base with the BISE committee and looks forward to providing more updates in the future.	
Young Safety Professionals	<p>Tyler McNeil stated he has made contact with his former professor (Dave Murphy) at UNCC about getting involved in ASSE with the students there. Tyler received an email back from the professor saying he was interested supporting ASSE in any way he can and looks forward to hearing back from him. Tyler opened it up to the group for ideas, comments, and inputs on next steps. John Moore suggested we try and go down the path of creating a student section if Dave Murphy is interested and can. Discussed that this needs to be looked at in more depth on the requirements and commitments. John Moore would like to take on creating a Student Section as a project if possible.</p>	<p>John Moore will touch base with Julian Mercer and will get the information on creating a Student Section.</p> <p>Tyler McNeil will wait to hear back from John Moore on the next steps and developing a path forward.</p>
SPALW	Julian Mercer reported from SPALW that anyone can join the common interest group just as you can for BISE and WISE.	



Social Media	Tyler McNeil stated he spoke with Dan Collins and needs to get the social media access and the roles and responsibilities for the position from him.	Tyler will get the social media access from Dan Collins.  John Moore will check to see if there is any guidance from the National level.
Foundation Liaison	No report.	
Membership	Scott Baranowski stated we have 280 members, 7 new members. Some of the new members are transfers.	
Professional Development	<p>Kevin Earp stated he received the contract for the facility to host the PDC and we are all set for Thursday May 26, 2016 at the Employers Association.</p> <p>PDC Speakers - Tom Suches (penciled in), Rick Pollock (penciled in), Diana Steagall (penciled in), HR Topic provided by Employers Association (confirmed), need one more speaker</p> <p>PDC Lunch – last year Fat Boys was used and would like to use them again</p> <p>PDC Brochure – need to get one put together.</p> <p>Kevin asked if anyone has seen anything on the Poster Contest. No one has seen anything on the Poster Contest.</p> <p>John Moore asked if the Fire Bowl was going to happen this year. Kevin said yes, it is going to happen at the same place it was last year but not sure the date.</p> <p>Fire Bowl – last year we brought a fire extinguisher systems from bullex that went over real well. Kevin confirmed with them and we will do that again this year.</p> <p>Fire Bowl Poster – John Moore discussed we are renting a poster that cost more to rent then it does to ship it there and the poster itself. Discussed creating our own instead and have it made here in town. Kevin said he has a designed logo that was made a in the past we could use.</p>	<p>John Moore will confirm with Tom Suches.</p> <p>John Moore will reach out to Fat Boys and see if they can provide lunch for the PDC.</p> <p>Kevin will confirm with Rick and Diana.</p> <p>Kevin will work on the Brochure.</p> <p>Kevin will check on the Poster Contest.</p> <p>Kevin will get the information on the Fire Bowl.</p> <p>Kevin will send out the designed logo for feedback and comments for use in a banner we create.</p>



Public Relations	No report.	
Governmental Affairs	Julian Mercer sent Dan Deller an email from the Department of Labor that announced on December 29, 2016 a push to prosecute workers for OSHA violations and make OSHA violations a criminal offense.	Dan Deller will review and place in the meeting minutes.
Audit	Ted Wilburn is sending Craig Cupil the reports. Craig feels we will be in good shape going into the 2 <sup>nd</sup> quarter.	Ted Wilburn to send Craig Cupil the reports.
Member at Large	No report.	
<b>Guest Attendees Comments</b>	No report.	
<b>Closing Comments</b>	No report.	
<b>End time</b>	10:08am	
<b>Upcoming Meetings</b>	January 7: ISO 14000 New and Improved February 4: TBD March 3: TBD	

Minutes Completed by: Dan Deller  
Date: 01/11/2016