



**ASSE Tarheel Chapter
Executive Committee Meeting Minutes
Tuesday, April 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

Meeting Called By: John E. Moore President Start Time: 9:00am Location: Conference Call Attendees: 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, Tyler McNeil, Gloria Greene, Dan Deller		
Topic	Discussion	Action
Quorum	7 members were in attendance.	Quorum met.
President Report		
Approval of Last EC Minutes	Minutes approved.	Approved.
Leadership for 2016/2017	John Moore stated that the Nominations and Elections for 2016/2017 leadership status needs to be determined.	Dan D. will talk with Dan C. to determine status, make a plan, and communicate it with EC.
Baseball Game	John Moore reported the EC Members should try and arrive early to welcome members, 6:00 pm would be great.	
Vice-President Report		
Upcoming Key Dates	2015-16 Financial Reports Due: May 31, 2016 Financial Checklist Due: May 31, 2016 Audit will be on: May 13, 2016 Annual Leadership Form Due: May 31, 2016 COMT Due: June 30, 2016	
COMT Update	Kinshasha reported she needs Ted to send her the attendance sheet.	Ted W. will send Kinshasha the attendance sheet.



ASSE Marketing Materials	Kinshasha reported that she is getting quotes from a vendor for ASSE Tarheel Chapter marketing material such as a table cloth, pulldown banner, and display board. When she get the quotes she will update the EC and discuss this item more.	
Treasurer Report		
Financial Report	Savings: \$ 10,628.71 Checking: \$ 12,661.85 PayPal: \$ 803.40 Petty Cash: \$ 50.00 Total: \$ 24,143.96	
Secretary Report		
Newsletter	Dan Deller stated that the deadline to get in Newsletter material is this Friday April 8, 2016 and will send it out after the baseball game.	
Committee Reports		
Hospitality	No report.	
WISE	Jennifer Law reported WISE is an avenue for mentoring safety professionals. Jennifer also made a donation to the Chapter of ergonomic computer equipment which the Chapter will donated to schools.	
BISE	Craig Cupil reported BISE had a mid-March open call to all members where they presented on topics they are working on: <ul style="list-style-type: none"> • Shared the leadership structure for BISE • Creating an executive presence within yourself and your career Craig suggested we put a little write-up on the presentations in the next newsletter and then link to the presentations. Joe Denise is our Chapter representative for everything BISE.	Craig Cupil will send the presentations to Dan D. along with a write-up on the presentations. Dan D. will upload the presentations to the website and include the information in the next newsletter
Young Safety Professionals	John Moore stated we are still pursuing a UNC Student Chapter and awaiting for the new Professor to begin.	
SPALW	No report.	
Social Media	Dan Deller reported that Dan C. is working on transferring the Facebook and Twitter account to the Secretary's email address. Once that is completed it will be delegated to the Social Medial Chair, Tyler McNeil.	
Foundation Liaison	No report.	



Membership	No report.	
Professional Development	No report.	
Public Relations	No report.	
Governmental Affairs	No report.	
Audit	Annual Audit Scheduled: May 13, 2016 12:00pm-1:45pm @ Dilworth Grill (meeting invite has been sent out).	Craig will invite Kulema McKoy
Member at Large	No report.	
Guest Attendees Comments	No report.	
Closing Comments	No report.	
End time	9:45 am	
Upcoming Meetings	April 14: Member Appreciation at Knights Stadium May 26: Tarheel Chapter Professional Development Conference (PDC) June 2: TBD	

Minutes Completed by: Dan Deller
Date: 04/07/2016