



**ASSE Tarheel Chapter  
Executive Committee Meeting Minutes  
Tuesday, May 3, 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

<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, Tyler McNeil, Gloria Greene, Dan Deller, Devery Peterson		
Topic	Discussion	Action
<b>Quorum</b>	11 members were in attendance	Quorum met.
<b>President Report</b>		
Approval of Last EC Minutes	Minutes approved	Approved.
South Carolina Chapter Relief Donation	John Moore will contact the South Carolina Chapter President to get them the relief donation of \$200.00 the EC approved in February 2016	John Moore contact South Carolina Chapter President
<b>Vice-President Report</b>		
Upcoming Key Dates	<ul style="list-style-type: none"> <li>• 2015-16 Financial Reports Due: May 31, 2016</li> <li>• Financial Checklist Due: May 31, 2016</li> <li>• Audit will be on: May 13, 2016</li> <li>• Annual Leadership Form Due: May 31, 2016.               <ul style="list-style-type: none"> <li>○ If any corrections need to be made please let Dan Deller know</li> <li>○ When it is finalized Kinshasha will upload it to the COMT</li> </ul> </li> <li>• COMT Due: June 30, 2016               <ul style="list-style-type: none"> <li>○ Kinshasha suggested we hold an EC Transition Meeting prior to this date to complete position turnovers as well as complete the COMT with the new Officers</li> <li>○ Dan Deller stated once the elected positions have been voted on, he will</li> </ul> </li> </ul>	



	set up a meeting that works for everyone prior to June 30, 2016 to complete	
Chapter Marketing Material Update	<ul style="list-style-type: none"> <li>• Kinshasha does have pricing on the items listed below however, it was discussed we should hold off until the new website design is approved to ensure consistent branding. The quote was roughly \$2,000 for all items below. <ul style="list-style-type: none"> <li>○ Table cloth</li> <li>○ Pulldown banner</li> <li>○ Display board</li> </ul> </li> </ul>	
<b>Treasurer Report</b>		
Financial Report	Savings:           \$ 10,629.14 Checking:           \$ 13,320.69 PayPal:             \$ 1,575.04 Petty Cash:         \$ 50.00 Total:               \$ 25,574.87	
Financial Checklist	Ted Wilburn stated that one of the items on the checklist is for the EC to review the Financial Guidelines.	Ted Wilburn will email the Financial Guidelines to the EC to review.
<b>Secretary Report</b>		
Newsletter	<ul style="list-style-type: none"> <li>• March/April Newsletter posted to the website</li> <li>• Thank you for all of your contributions, edits, and feedback</li> </ul>	
2016/2017 Chapter Meeting/Speaker Guidelines updated (attached in agenda)	<ul style="list-style-type: none"> <li>• Please review and provide edits/feedback</li> <li>• Kinshasha suggested EC consider not having a July general body meeting and instead use the time for the new team to strategize and complete the Annual Chapter Operational Plan. The EC agreed with the suggestion.</li> </ul>	Dan Deller will follow-up with Gloria Greene to confirm she has committed to Hospitality and Public Relations.
Need Speakers for next few upcoming meetings	<ul style="list-style-type: none"> <li>• John Moore has been working getting speakers but no one has committed and suggested he may present on the Chapters past year's accomplishments</li> </ul>	
Nominations and Elections Update 2016/2017 (attached in agenda)	<ul style="list-style-type: none"> <li>• Please review and provide edits/feedback</li> <li>• Voting will take place at the PDC</li> </ul>	
New Website - <a href="http://tarheel.assewp.org">http://tarheel.assewp.org</a>	<ul style="list-style-type: none"> <li>• Please review and provide edits/feedback</li> </ul>	
<b>Committee Reports</b>		



Hospitality	No report.	
WISE	<ul style="list-style-type: none"> <li>School ergo donations by ASSE/WISE Tarheel tentatively scheduled for 5/6. Craig Cupil will be accompanying me.</li> </ul>	<p>Craig Cupil get all documentation to Dan Collins</p> <p>Dan Collins file paperwork/give Chapter credit as necessary for the donation</p>
BISE	No report	
Young Safety Professionals	<ul style="list-style-type: none"> <li>YP Open Call Update <ul style="list-style-type: none"> <li>Professional Development Quarterly Webinars going to be offered</li> <li>Mentorship Program – need to look into more information and how our Chapter can get involved</li> <li>They are looking to have a YP Awards – need to look into more information and how our Chapter can get involved</li> </ul> </li> <li>UNC Charlotte Industrial Advisory Board meeting <ul style="list-style-type: none"> <li>Developing curriculum now for Occupational Safety and Health degree</li> <li>Professor for the Occupational Safety and Health program will be onboard this time next year</li> </ul> </li> </ul>	
SPALW	No report	
Social Media	Dan Deller stated still waiting to get the accounts transferred	Dan Deller follow-up with Dan Collins on the status of the transition
Foundation Liaison	No report	
Membership	<ul style="list-style-type: none"> <li>6 New Members</li> <li>2 Transfer Members</li> <li>299 Members Total</li> </ul>	
Professional Development	<ul style="list-style-type: none"> <li>PDC <ul style="list-style-type: none"> <li>Early-bird deadline is May 15<sup>th</sup></li> <li>In the process of sending in the CEU application</li> <li>Need someone to pick up Tom Cecich at the train station around 10:00 am</li> <li>Election will be held at the Luncheon along with the SPY Award</li> <li>John Moore will handle getting the food</li> </ul> </li> </ul>	<p>Kevin will complete and submit the CEU application</p> <p>Kevin Earp will get John Moore the final #'s for the food</p>



Public Relations	No report	
Governmental Affairs	No report	
Audit	<ul style="list-style-type: none"> <li>Annual Audit Scheduled: May 18, 2016 3:00 pm-4:45 pm @ Dilworth Grill (meeting invite has been sent out)</li> </ul>	
Member at Large	No report	
<b>Guest Attendees Comments</b>	No report	
<b>Closing Comments</b>	No report	
<b>End time</b>	9:48 am	
<b>Upcoming Meetings</b>	May 26: Tarheel Chapter Professional Development Conference (PDC) June 9: TBD June TBD: EC Transition Meeting July 7: EC Planning Meeting	

Minutes Completed by: Dan Deller  
 Date: 05/07/2016