**Purpose:** As listed in Bylaws – To promote the advancement of the safety profession and development of members in our geographical area.

**Meeting Called By:** Ali LePock, President

**Time:** 12:00 pm

**In Person/Conference Call:** In Person, Panera Bread Greenbrier

**Requested Attendees**

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| Ali LePock | Attended |  |
| Stephanie Neary | Attended |  |
| Erika Thornton | Attended |  |
| Susan Roenker | Attended |  |
| Elizabeth Barnette |  |  |

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| **Topic**  | **Presenter** | **Notes** |
| **Call to Order/Welcome/ Role Call** |  | 12:02 PM |
| **President’s Discussion** * EC Meetings
* Chapter Role Trainings
* COMT Update
* ROC (Sept) – Ali and ?
* Leadership Conference-Free
* Sponsorship Ideas
* Google Drive
* SWOT
 | Ali | * Discussed EC meeting cadence and who is required to be in attendance. **Susan Roenker made a motion to meet quarterly 1.5 hours before our regularly scheduled meetings, and two mandatory conference calls annually. Stephanie Neary seconded. Ali LePock called for a vote. It was unanimously voted into action**.
* Reminder to complete trainings and review chapter roles summary.
* COMT goals due 8/15. Discussed goals for chapter year. **Goals will be to get more student involvement, look into hosting OSHA 10 hour Construction course, and update the GTC ASSP webpage/increase social media communications.**
* Discussed what the ROC regional operating committee is and its importance. Fall ROC in Myrtle Beach September 13th. Ali to attend. Stephanie to plan on 2023 attendance for chapter representation.
* Leadership Conference is Oct 20-21 online- COMT points, free to attend and virtual! Invite others who might want to get connected.
* Original chapter google drive- transitioning to Region VI google drive platform per regulations.
* SWOT analysis for our team requested by region, due 8/19 Each EC member to submit their feedback for each section (does not have to be in format) and email to Ali by EOD 8/18.
 |
| **Vice President’s Update*** 2023 Meetings
* Sponsorship
* Newsletter
* Begin thinking about holiday social
* CEU submission
 | Stephanie | * Discussed meeting ideas for next year and ways we could generate revenue. Professional head shots, resume writing with students.
* High level share about sponsorship ideas- If you know of a company or vendor that might be interested in being a meeting sponsor, talk with them about this.
* Will begin a soft transmission to Erika Thornton for newsletter this year.
* Ali working on lead for Holiday social at the aquarium. Will keep Stephanie looped in. Ali to send Stephanie raffle ticket leads from past socials in advance of December’s social.
* Want to begin applying for CEUs for technical meetings. Stephanie will likely be the one to submit moving forward. Stephanie to pilot process for Oct and Nov meetings 2022. Ali to send Stephanie instructions from society.
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| **Treasurer’s Update*** Financial report
 | Susan | * Monthly statement is: Bank account total=$11, 751.10 Paypal= $1,219.09
* Awaiting invoice from Dan Hurley for Baseball social tickets.
* Received new debit card.
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| **Secretary’s Update*** Minutes template for EC meetings
* **Social media updates**
* **Resume writing for students**
 | Erika | * Meeting idea for 2023- Would like to suggest getting TCC and ODU safety students to a meeting to assist with resume writing.
* Making improvements to the feedback form used by Piedmont chapter to begin using for our meetings. Will be ready for feedback at next EC meeting.
* Learned recently that all LinkedIn posts shall tag the regional and local chapter’s pages and will begin doing that. Got access to the Facebook page and will begin posting there as well. Discussed with all EC officers importance of our social media presence and reach if we each repost about upcoming meetings/events on any platforms we use.
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| **Chapter Communications/ Public Relations*** Distribute meeting notices 3-4 weeks prior to the meeting date
* Hybrid/virtual meeting platform
 | Kristina | * Not in attendance.
* As a whole EC, we discussed future hybrid meeting options and to be on the lookout for an individual wanting to get involved. This could be a stand alone task for someone at future meetings and a way to bring value to our members that can’t always attend.
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| **Website*** Quarterly review of website
* Remove website items over 1 year old
 |  | * Discussed importance of website updates regularly and use of post expiratory/expiry.
* Ali to help assist getting Erika access to website for newsletter transition
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| **Professional Development** * Study group for CHST
 |  | * Ali and Stephanie to ask their respective networks about anyone that teaches a prep course for CHST. Minimum required for attendance? Possible training course option for early spring.
 |
| **Membership*** Update regarding Membership Count
* Student touchpoint contact
 |  | * Did not have a chance to cover. Will cover in next EC meeting.
 |
| **Awards & Honors*** Acknowledge Long Service Award
 |  | * Did not have a chance to cover. Will cover in next EC meeting.
 |
| **Delegate Update** | Elizabeth | * Not in attendance.
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| **Closing Remarks** |  | Adjourned 1:08 PM |
| **Action Item for Next Meeting:** * Each EC member to submit SWOT feedback to Ali by 8/18.
* Ali to send Stephanie past raffle leads from holiday socials and CEU submission instructions.
* Stephanie to submit for Oct and Nov meeting CEUs.
* Social media presence- Request that each EC member to repost on their platforms any GTC ASSP upcoming events. Expand our network reach. Be sure to tag our local GTC page and the regionviassp page as well.
* Looking for hybrid helper and possibility of using GoPro and posting to a GTC YouTube page.
* Ali to assist Erika in getting website dashboard access.
* Stephanie/Ali to look into CHST prep course offering for our members and possibly all of Region VI. Identify who could teach? Min required?
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| Original created and emailed. | Aug 13 2022 8:100 PM | Erika Thornton |
| Revisions-removed topics not covered and speakers not present.  | Aug 15 2022 8:36 AM | Ali LePock |
| Revision-added two conference calls.  | Aug 16 2022 12:25 PM | Erika Thornton |

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| Susan P. Roenker-motion to accept meeting minutes. Aug 15 2022 9:52 AM | Stephanie Neary-seconded motion. Aug 15 2022 12:12 PM |