**ASSP Greater Tidewater Chapter**

**Leadership Meeting Minutes**

**Oct 28, 2022**

**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: 2:00 PM**

**In Person/Conference Call:** Conference Call

**Requested Attendees**

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| Ali LePock | X |  |
| Stephanie Neary |  |  |
| Erika Thornton | X |  |
| Susan Roenker | X |  |
| Kristina Knapik | X |  |
| Elizabeth Barnette | X |  |

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| **Topic**  | **Presenter** | **Notes** |
| **Call to Order/Welcome/ Role Call** |  |  |
| **President’s Discussion** * Reminder- training and chapter emails
* Leadership conference learnings
* CEU submission
* Name badges
* November meeting
* Chapter spy
* Social gathering for EC
* Next EC meeting
 | Ali | * Training completion- **Ensure your ASSP role training is complete and Chapter emails are operational/have been forwarded to your personal accounts**
* Leadership Conference learnings- Susan attended; ASSP website has wealth of ASSP resources for officers
	+ Some key information about the website - - you might know about this but with me being new, I did not.
	+ Community Market kits
	+ Pre-made templets
	+ Crowdsignal survey tool available for use
	+ Suggest annual survey to get member input
	+ To get account submit request to Mark Huleskamp
	+ Post results on chapter site
	+ Student link
	+ There is some info under Comm. Tools then student site
* CEU submission- Update: Previous meetings not submitted for CEUs. Meetings need to be planned out several months in advance for this process. Elizabeth to work with Stephanie and be our CEU submitter for 2023 meetings
* Name badges- **Susan to get pricing for name badges; Ali to get pricing as well.** Once pricing is available, bring to EC to vote on purchase of them for the EC. Consider offering up name badge purchase to members if they are interested.
* Nov meeting- Erika to lead and close, Elizabeth to handle logistics on site and touch base with Adele. Susan to get food.
* Chapter spy- Discussed nominations for 2022. **Elizabeth to plan separate meeting to discuss rollout, and purchase/pickup spy award as well as work on submitting for Region spy.**
* Nov 4th- Social gathering for EC at my house
* Next EC- plan for an in person meeting in Jan
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| **Vice President’s Update*** Regional Communications Bootcamp shares
* 2023 Meetings
* Newsletter – Survey
* Holiday Social
 | Stephanie | * 2023 meetings- Ali received pricing from 2 photographers for headshots- possible Feb or March event for headshots- charge $20-30 for 1 electronic headshot? **Discuss when to schedule once Stephanie works out 2023 meetings. Vote prior to scheduling.**
* Career mixer with ASQ org idea
* Newsletter- just went out for Q3/Q4. **Stephanie sending survey link soon for topic ideas.**
* **Holiday social**: In order to change up the location, style and timeframe of the holiday social this year, a vote was held on the financial spend for the new location.
	+ As a follow up vote to the holiday social discussion during the 10/28 EC meeting, Susan made a motion on Tuesday, November 1st to hold the **holiday social at the Aberdeen Barn on December 16th from 5-7pm**. The chapter will up front to $1800 dollars and then each guest will pay $30 dollars. This will include a $200 deposit to be applied to the total bill. Stephanie seconded the motion and all were in favor.
* **Raffle ideas- Anyone interested in leading this effort?**
	+ Sponsor ideas for social- vendors we work with in the area. $250 dollar sponsorship?
	+ Discussed possibility of getting a gift basket or plaque for Damuth as a thank you for hosting meetings.
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| **Treasurer’s Update*** Financial report
 | Susan | * **Susan to send Ali previous attendance logs for Ali to upload to google drive due to continued technical issues (COMPLETE)**
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| **Secretary’s Update*** Feedback forms
* Social media updates
* Transition vote
 | Erika | * **Erika to send feedback form to Ali for Ali to upload into google drive for future use**
* Virtual feedback form created in MS forms by Jordan for Oct meeting to use for future hybrid meetings
* LinkedIn efforts are skyrocketing! Keep up the good work and consistent efforts by everyone posting/reposting
* Erika is transitioning out of the secretary position due to personal conflicts. She suggested Jordan Taylor for the position and Jordan has accepted.
	+ On November 4, as a follow up to to this announcement during the EC meeting, Susan made a motion for Jordan Taylor to become the new secretary, and executive board member of the Greater Tidewater Chapter American Society of Safety Professionals with an effective date of December 1st, 2022. Elizabeth seconded the motion with all in favor.
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| **Chapter Communications*** New hybrid point person offering help
* November meeting- add hybrid as option
 | Kristina | * Successful Oct hybrid meeting! Point person for future hybrid meetings: Jordan/Meghan have offered help as needed.
* Want to continue occasional hybrid meetings.
* **Agreed to making November a hybrid meeting. Jordan to create invite; then send invite call in details to chapter services with request to add message to those signing up for virtual only to receive a message with the details. (Complete)**
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| **Website*** Quarterly review of website
* Remove website items over 1 year old
 | Stephanie | * Website updates needed (every 1-2 months)
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| **Professional Development** * OSHA 10
 |  | * Want to focus on OSHA 30 offering for spring
* Discuss more at Jan in person EC meeting
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| **Membership & Students*** Student touchpoint contact and student chapter efforts
 |  | * Jordan Taylor to be main touchpoint for students/ODU interactions
* Cheryl Riordan interested in leading ODU student internship efforts/communications
* Meghan at Sumitomo offered to schedule virtual meeting with Dr. Jeng at ODU
* Meghan interested in switching existing SNEHA group at ODU into ASSP Student Chapter if possible
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| **Awards & Honors*** Acknowledge Long Service Award
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| **Advisory Board Update** | Elizabeth | * Operations committee update
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|  |
| **Closing Remarks** |  |  Adjourned 3:03 PM |
| **Action Item for Next Meeting:** * All: Complete chapter role training and email forwards
* Susan and Ali to get pricing for name badges
* Elizabeth to plan chapter spy meeting, purchase and pick up & submit for region spy
* Stephanie to send survey link to members for topic ideas
* **Everyone to reach out to potential sponsors for holiday social; $250 dollar sponsorships and raffle prizes**
* Erika to send feedback form to Ali
* Ali to follow up with Meghan on ODU virtual meeting with Dr. Jeng, Jordan Taylor, Meghan and Cheryl Riordan
* Ali to schedule in person EC meeting for January and invite Jordan to this and future EC events
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| Motion to accept minutes:  | Seconded Motion: |