

**Greater Tidewater Chapter
American Society of Safety Professionals**

<http://tidewater.assp.org/>

Executive Committee Meeting Agenda

DATE: July 27, 2023

Location: Conference call

Time: 1:00-2:00pm

GTC Executive Committee Member Attendance:

Elected Officers	Office	Present?
Alexandria LePock, CSP	President	X
Stephanie Neary	President-Elect	X
Meghan McCall	Secretary	
Susan Roenker	Treasurer	X
Jennifer Miles	Advisory Board	X
Executive Committee Members	Office	
Mike Suminski	Government Affairs Chair (combined with Practices/Standards)	
Stephanie Neary	Newsletter/Website Chair	X
Steve LePock	Membership and Public Relations Chair	X
Jennifer Miles	Nominations and Elections Chair/Past President	X
Cheryl Riordan	Student Affairs Liaison	X
	EC Member at large	
Committee Chairs	Office	
Kristina Knapik	Communications Chair	
Guests	Representing	
Elizabeth Barnette	Northern Area AD	

*Note: A quorum is a majority (three) of the four elected officers or a majority (five) of the **nine** executive committee members with at least two elected officers.*

Executive Committee Meeting

Presiding: Ali LePock, Chapter President

Minutes:

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Ali _____ called the meeting to order at _1:05pm_ (TIME). A quorum was established with _4_ elected officers present and _6_ total EC Members.

Previous Meeting Minutes Approval

Ali LePock presented the minutes from the May EC meeting. __Susan Roenker__ moved to accept the minutes as presented. __Jennifer Miles__ seconded.

Note: Ensure approved minutes are posted to our website. Contact chapter services for assistance with upload.

Approval of Finance Reports

Steve LePock__ moved to accept the _June_ month Finance Reports. __Jenn Miles__ seconded the motion.

Finances

- **Budget review**- Susan cannot edit the link (Ali fixed this 7/29/23)
 - Please review and send any questions or suggested changes via group email
 - Steve LePock moved to spend up to \$500 each year for 1 ROC attendee as part of our annual budget. Stephanie Neary seconded.
 - Susan- please add to the notes in the budget form
- Chapter dues will now come electronically

Meeting Dates for Chapter Formal Meetings

August- August 5th Baseball social- ***Sponsorship form now available***

*****MUST market and get seats filled for baseball social if we want to maintain and use sponsors in the future!***

- ***Steve to send email reminder***
- ***Ali to send reminder LinkedIn post***
- ***Everyone to market market market!***

September 13th-15th- Region VI PDC Myrtle Beach-**Liaisons- Meghan, Susan, Cheryl**
September 21 (?) - ASSP/ODU Meeting at ODU

Room is reserved at ODU, but Stephanie needs to confirm logistics/details with Emily/Meghan

October- Possible Dominion Energy Demo tour; ***If not, Elizabeth offered OSHA 10 General Industry at Damuth week of October 30th (same set up as before)***

November- Possible fire department training tour?

November 13th- Colonial Chapter Joint Meeting/Dinner

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December- TBD Holiday Social

Next year- Stephanie to begin drafting out schedule

Suggestions for Future Meetings/Fundraisers

- Make one meeting a Bring a Friend meeting!
- More tours!
- *Golf Outing: May 1 (Wednesday) or 2 (Thursday), 2024*

Open Items

- **Sponsorships**
 - Ali shared financial opportunity to gain sponsors has paid off!
 - Over \$2K in sponsorships to offset cost of baseball social
 - Discussed importance of getting attendance at baseball social in order to make good impression on our sponsors we've received for this event
 - Received email from Patient First during the call with interest in them being our first meeting "lunch" sponsor as well as becoming an ASSP member
 - Ali to send drafted sponsorship model to EC
- Signs Kristina has for next ODU meeting- Meghan to pick up
- CEU Submission for upcoming events (need this for comt points)- Elizabeth
 - Need event dates sooner in order to obtain CEUs. Should have events 3 months out, per region guidance
 - **Need bios and learning objectives from speakers.**
- Ali plans to begin process of updating bylaws with red line review/comments using our google drive platform.

Nominations and Elections committee

- Discuss succession planning for next 1-2 years
- Note: Would like to invite 1 at large member to join the EC. Any suggestions?

Volunteer Opportunities

- Maritime conference September 27- Stephanie
 - Decided to table this until next year due to travel plans/availability of EC to host booth at this time
 - All agreed it would be a valuable new market to advertise too!

Advisory Board

- No updates

Governance/Practices/Standards

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Award

Membership

- Ways to continue improving membership base- welcome new members with personal thank you note or email and send personal email invites for meetings
- Monthly Membership Spotlight - **Ali Lepock, July... Susan Funk, August**
- Membership Update from July
 - **205** active members, with **13** number in grace period (**218 Total**)
 - **4** new members and **1** member transferred to GTC

Reaching out to all new and transferred Chapter members.

Reaching out to all expired and Grace Period members.

Students

- Next event/call with ODU
 - Cheryl Riordan to touch base with ODU at end of August (after baseball social)

Social Media

- Q3 Newsletter
- Website updates
- Linked In
 - Post upcoming meetings

Communications

- **Steve taking over communications for Kristina until end of August**
- **Ali to send thank yous after the baseball social to our sponsors**
- **Baseball social Sponsorships as of 7/29:**
 - Apex Case Management (GOLD): \$500*
 - Concentra (GOLD): \$500*
 - My Rehab Consultants (GOLD): \$500*
 - Patient First (GOLD): \$500*
 - Belfor Restoration (BRONZE): \$125*
- PDC

Upcoming Dates

- Ops plan uploaded to COMT by Aug 15th- **Ali to submit**
 - **Discussed goals for this year**

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- Want to include sponsorships/financial income as one of our goals, continue to increase social media engagement, student engagement and begin offering CEUs.
- Fall Regional Operating Committee Meeting September 12th (Stephanie -and Ali- to attend)
- PDC Sept 13-15th

Ali LePock moved to adjourn the meeting at __1:54pm__(TIME). _Steve LePock_ seconded. EC Meeting adjourned.

Respectfully submitted,

Meghan McCall

Secretary, Greater Tidewater Chapter