

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

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

Executive Committee Meeting Minutes

DATE: October 31, 2023

Location: Conference call

Time: 12:30 PM

GTC Executive Committee Member Attendance:

Elected Officers	Office	Present?
Alexandria LePock, CSP	President	x
Stephanie Neary	President-Elect	x
Meghan McCall	Secretary	x
Susan Roenker	Treasurer	x
Jennifer Miles	Advisory Board	
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	
Cheryl Riordan	Student Affairs Liaison	x
Austin Temple	EC Member at large	x
Committee Chairs	Office	
Phil Campbell	Communications Chair	x
Guests	Representing	
Elizabeth Barnette	Northern Area AD	

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

Executive Committee Meeting

Presiding: Ali LePock, Chapter President

Minutes:

Ali _____ called the meeting to order at 1238 PM. A quorum was established with **4** elected officers present and **5** total EC Members.

Welcome Phil Campbell and Austin Temple- newest EC members!

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Previous Meeting Minutes Approval

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

Phil moved, Steve seconded the motion

Approval of Finance Reports

Phil moved to accept the YTD Finance Reports. Meghan_____ seconded the motion.

Finances

NEW- Region Assessment - \$2 per chapter member beginning in 2024
Propose raising chapter dues. If approved, include in update to bylaws.
Steve_moved to raise dues to \$20. Phil seconded, the EC accepted.

Meeting Dates for Chapter Formal Meetings

November 8th- VB Fire Dept Training Center Tour
November 13th- Colonial Chapter Joint Meeting/Dinner
December 15th- Holiday Social at Vino Italian Bistro Virginia Beach
January-
February- **tour**
March- **VOSH**
April- **student social**
September- **Region 6 PDC in VB!!!**

Suggestions for Future Meetings/Fundraisers

- More tours!
- Speaker ideas to Stephanie
- ***Golf Outing: May 1 (Wednesday) or 2 (Thursday), 2024***
 - o *Elizabeth believes there would be strong enough interest from Damuth/sales alone for this fundraiser*
 - o *Austin, Steve and Elizabeth to set-up the outing.*

Open Items

- Update on Raffles for Holiday Social- Austin
- Sponsorships- Ali to contact Patient First about follow up for a meeting sponsorship for Holiday Social or Jan meeting
- CEU offering for members- Elizabeth

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- o Need event dates sooner in order to obtain CEUs. Should have events 3 months out, per region guidance
- o Need bios and learning objectives from speakers

Nominations and Elections committee

- o Succession planning for next 1-2 years. Who will be in your role next?
- o **Prepare for 24-25 nominations & elections cycle**
 - **Designate a N&E Committee before Dec 1**
 - Follow Bylaws
 - Chapter and Region SPY nominations due in February

Volunteer Opportunities

Advisory Board

Governance/Practices/Standards

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:
December (Phil Campbell)
- Membership Update from December
 - o **208 active members, with 16 number in grace period (224 Total)**
 - o **3 expired members**
 - o **1 new member in December and 0 transfers to GTC**

Reaching out to all new Chapter members.

Reaching out to all Expired and Grace Period members.

Students

- ASSP Graduation Stoles: Place Your Orders! Graduating in December? Our Oklahoma City Chapter is selling stoles for \$29
- Place your order by Tuesday, Oct. 31. [Learn more](#)

Social Media

- Review website for updates
- Q4 Newsletter
- Linked In & Website
- Post upcoming meetings

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Communications

- New Communications Chair- Phil Campbell. Access has been granted and training in process.
- MUST use Real Magnet for all communications moving forward to avoid fines of over \$50K and remain 'CAN SPAM compliant'. More info [here](#).
- Other resources can be found here [Second Quarter Chapter Slide Deck](#).
 - o Highlight hardship resources for members? Slide 6 above

Upcoming Dates

- Leadership conference November 2nd virtually. Please sign up and attend!
- Nov 11th Focus group for Chapter Presidents on Professional Code of Conduct. Did not see a link but I've reached out for details on how to attend.

Ali___ moved to adjourn the meeting at 1:27_ PM. ___ seconded. EC Meeting adjourned.

Respectfully submitted,

Meghan McCall

Secretary, Greater Tidewater Chapter