**Executive Committee Meeting Minutes**

DATE: December 11, 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) | x |
| 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 1230pm. A quorum was established with \_\_\_4 elected officers present and 6 total EC Members.

**Previous Meeting Minutes Approval**

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

Steve\_\_\_ moved to accept the previous minutes. Mike\_\_\_\_ seconded the motion.

**Approval of Finance Reports**

Steve\_\_\_ moved to accept the YTD Finance Reports. Mike\_\_\_\_ seconded the motion.

**Finances**

* Vote on spend for holiday social - $2K F&B minimum charging $30 per dinner ticket
  + Goal not to make money but offset some cost to provide celebratory event for our members
* How do we communicate the increase in dues to $20 for our members? Will begin April 1st – Elizabeth- send out communication to outline changes

**Meeting Dates for Chapter Formal Meetings**

December 15th- Holiday Social at Vino Italian Bistro Virginia Beach

January- 17th- VOSH Updates at Sussex Development in VB

February- Steven Gray speaking- Topic? February 14th

March- Networking event with Jim Thornton? Keurig Tour?

April- Drivesmart event April 16th. Student social event with AIHA & SNEHA

May- Golf tournament (1st or 2nd?)

June- Code of ethics course for members to fulfill BCSP requirement. VOSH conference at Founders Inn June 9-15th (?)

July-

August- Baseball social

September- Region 6 PDC in VB!!!

**Suggestions for Future Meetings/Fundraisers**

* ***Golf Outing: May 1 (Wednesday) or 2 (Thursday), 2024***
  + ***Austin, Steve and Elizabeth to set-up the outing***
  + ***Who would like to set up first planning call in Jan?*** Austin

**Open Items**

* Nov 11th Focus group for Chapter Presidents on Professional Code of Conduct
  + Good exercise to ensure understanding ASSP Code of Conduct. Requested more resources from society.
* Update on Raffles for Holiday Social- Austin-13 prizes as of today.
* Sponsorships- Ali- Patient First and Concentra are holiday social sponsors (1K total revenue) with chapter sponsor- $500- Sussex Development – kicking off in Jan 2024
  + Sponsorship idea- $300 or $500 – short and simple- sponsors are showing they like options. Good to advance? Everyone agreed with new sponsorship idea
    - <https://louisville.assp.org/sponsorship/>
  + How to ensure we are thanking our sponsors and keeping them happy? Slide to put up before meetings with logos, thank you prior to start, occasional social media post (Logos on bottom of website)
  + Mark to update website with new sponsorship information
* CEU offerings if able to pull 3+ meetings together

**Nominations and Elections committee**

* + Succession planning for next 1-2 years. Who will be in your role next?
  + **Prepare for 24-25 nominations & elections cycle​**
    - **Designate a N&E Committee ​before Jan 1**
    - Follow Bylaws ​

**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:

Phil Campbell-December

Tony Palacios for January?

* Membership Update from July
  + **208** active members, with **16** number in grace period **(224 Total**)
  + **6** expired members
  + **1** new member in December
  + **0** member transferred to GTC

Reaching out to all new Chapter members.

Reaching out to all Expired and Grace Period members.

**Students**

* ODU calls to kick back up in January- Cheryl

**Social Media**

* Review website for updates
* Linked In & Website
* Post upcoming meetings

**Communications**

* Q4 Newsletter- Going out Monday 12/18 to include Holiday social pictures
* Promote social
* Promote January meeting (when to send communication-Phil)
* Membership survey ends 12/14.
  + Proposed idea of $50 dollar giftcard purchase to use as random giveaway prize for those that complete membership survey. Voted via text 11/29/23 - Meghan proposed motion and Stpehanie seconded the motion.
  + Name to be announced at the holiday social and in Q4 newsletter.
    - Phil- send name on 12/15 to EC so we can announce the winner (whether they are present or not)
    - EC members not eligible for giftcard (should go to members)
    - Results should be posted to website under chapter files for visibility to members

**Upcoming Dates**

Ali\_\_\_ moved to adjourn the meeting at 1:05\_ PM. Meghan\_\_ seconded. EC Meeting adjourned.

Respectfully submitted,

Meghan McCall

Secretary, Greater Tidewater Chapter