Executive Committee Meeting Minutes

DATE: January 29, 2024
Location: Conference call
Time: 12:00 PM

GTC Executive Committee Member Attendance:

Elected Officers	Office	Present?
Alexandria LePock, CSP	President	x
Stephanie Neary	President-Elect	
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	Website Chair	
Steve LePock	Membership and Public Relations Chair	x
Jennifer Miles	Nominations and Elections Chair/Past President	
Cheryl Riordan	Student Affairs Liaison	
Austin Temple	EC Member at large	x
Nick Miller	EC Member at large	x
Committee Chairs	**Office**	
Phil Campbell	Communications Chair (includes Newsletter)	
Guests	**Representing**	
Elizabeth Barnette	Northern Area AD	

*Note: A quorum is a majority (three) of the four elected officers or a majority (seven) of the **eleven** 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 1201. A quorum was established with 3___ elected officers present and ___6 total EC Members.

==WELCOME NICK MILLER!==
New additional EC At Large Member

Previous Meeting Minutes Approval

Note: Ensure approved ==DECEMBER== minutes are posted to our website. Contact chapter services for assistance with upload.
__Steve___ moved to accept the previous minutes. _Phil seconded the motion.

Approval of Finance Reports

Steve___ moved to accept the YTD Finance Reports. Phil__ seconded the motion.

Finances

- We voted at Oct 23' meeting to increase chapter dues. This form is due to society ==before March 1st== to show that increase. -==Susan, can you fill out and submit?==
  o   Would indicate total of $5 dollar increase per EC vote
- Review region Assessment/dues increase communication to members - send in early March
- Entertain idea of $250 spend for food/non alcoholic drinks to host joint student social in April with AIHA/SNEHA
  o   Austin moved to accept and Steve seconded the motion.

Meeting Dates for Chapter Formal Meetings

February- Steven Gray - Establishing Safety Culture- February 14th

March- Alex West - 2 Part Event (?) - VOSH contest process and during the 2nd half do a case study on the SeaWorld whale trainer fatality (safety behind the scenes at places like these).
    -What to expect when inspecting
    -March 20th at Sumitomo Drive Technologies

April- Drivesmart event April 16th. Student social event with AIHA & SNEHA- Meghan to get date with Mackenzie.

May- Golf tournament - May 10th- Sleepy Hole Golf Club- ==Austin - Will Friday impact attendance? Discuss -Steve, Herb and Elizabeth had a meeting and decided on the availabile date for the course==
==Drink/alcohol tickets==

June- Ethics course offering for members to fulfill BCSP requirement and provide CEUs- James Boretti (virtual/hybrid). **Do we want a hour or 2 hour course? - Will offer 1 hour**

June- VOSH conference at Founders Inn/**table set-up**
July-
August- Baseball social- Dan working on date
September- Region 6 PDC in VB!!!
November- Joint Colonial Chapter Event with DOLI
December- Holiday Social

Suggestions for Future Meetings/Fundraisers
-AI uses in EHS field- Matt Law with Grainger
-Fall Protection Competent Person Course
-Each meeting could have time for someone to present a challenge/issue to the group for advice or guidance
-Stihl tour
-Norfolk Zoo or VA Aquarium tour
-Rick for Active Shooter

Open Items

- Region SPY nominations due Feb 1
- Sponsorship- https://tidewater.assp.org/sponsorship/
  - Know anyone interested in becoming a chapter sponsor? Share our easy to use link on our website!
- CEU offerings if able to pull 3+ meetings together
- June BCSP ethics meeting will require CEU offering for attendees to meet the intent of the offering for our certified members (or those needing CEUs). James said he can help with this.
- Ali to send bylaws out for review in google doc format. Please add comments before next EC meeting.

Nominations and Elections committee
- Ali submitted N&E committee to ASSP Society
- Succession planning for next 1-2 years. Who will be in your role next?
  - Recruit for chapter leader positions. Stephanie reaching out to discuss interest/intent for next role starting July 1

Volunteer Opportunities

Advisory Board

Governance/Practices/Standards

Award

Membership

- Monthly Membership Spotlight:
  Tony Palacios for February
- Membership Update from July
  - o **210** active members, with **11** number in grace period **(221 Total)**
  - o **5** expired members… **1** Transfer to another Chapter
  - o **4** new member in January
    - Alan Spivey, Brett Brant and Brett Parker from MEB
    - Matthew Slemp from Dominion Terminal Associates
  - o **0** member transferred to GTC

Reaching out to all new Chapter members.
Reaching out to all Expired and Grace Period members.

Students

- Monthly ODU call set up- Cheryl/Meghan
  - o February 5 is the first meeting in 2024
- Student Social in April

Social Media

- Website
  - o Check for needed updates
  - o Website dashboard URL updated for those that update website
    - ▪ tidewater.assp.org/assp2017
- Linked In- Nick Miller now posting for us!
- Post upcoming meetings on website (Stephanie) and LinkedIn (Nick)

Communications

- February meeting reminder
- Q1 Newsletter- Timing? Promote student social and golf fundraiser
  - o Suggestions from membership survey? Phil- send info to EC to review
- New platform for sharing info at society level- email society at
  chapterservices@assp.org and title email 'chapter activity submission'. Great
  place to highlight special events!

Upcoming Dates

Susan moved to adjourn the meeting at _1:05 PM. Austin__ seconded. EC Meeting adjourned.

Respectfully submitted,

Meghan McCall
Secretary, Greater Tidewater Chapter