**Executive Committee Meeting Minutes**

DATE: April 9, 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 | 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 | 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 |
| Nick Miller | EC Member at large  |  |
| **Committee Chairs** | **Office** |  |
| Phil Campbell | Communications Chair (includes Newsletter) | x |
| **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 \_1203\_\_\_\_. A quorum was established with \_\_4\_ elected officers present and \_9\_\_ total EC Members.

**Previous Meeting Minutes Approval**

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

\_Ali\_\_\_\_ moved to accept the previous minutes. \_Susan\_\_ seconded the motion.

**Approval of Finance Reports**

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

-Not ready for approval yet.

-Meghan and Susan to do a Financial audit next week, April 17th after meeting.

**Finances**

* Chapter dues vote approved
	+ We voted at Oct 23’ meeting to increase chapter dues. [This form](https://www.assp.org/docs/default-source/community-leader-resources/chapter-documents/chapter-management/chapter-financials/required-reports/chapter-dues-notification-report34afb2a2d30c682b82ddff00008da7ce.pdf?sfvrsn=2a3da47_6) is due to society before March 1st to show that increase. -Susan, can you fill out and submit?- Was this submitted?
* Entertain idea of splitting cost of spend for boxed lunches for up to 30 students with Sussex Development for ASSP jointly hosted student field trip with Landstown High School to showcase Construction Industry opportunities (including that of a safety professional) - April 30th in Newport News
	+ Ali entertains the idea of spending no more $250 on half. Cheryl moved to accept the motion. Ali seconded the motion. Noone opposed.
* VOSH event
	+ Entertain idea of purchasing swag for event
		- Who will take the lead to purchase?
		- Safety Vest Keytag - estimate $274 (Quant 200)
		- [4imprint.com: Reflective Safety Vest Keychain 132675](https://www.4imprint.com/product/132675/Reflective-Safety-Vest-Keychain)
		- Bandage dispenser – estimate $272.50 (Quant 250)
		- [4imprint.com: Bandage Dispenser - Opaque - Colors - 24 hr 6054-S-C-24HR](https://www.4imprint.com/product/6054-S-C-24HR/Bandage-Dispenser-Opaque-Colors-24-hr)
		- Companion Care First Aid Kit – Translucent – estimate $456 (Quant 200)
		- [4imprint.com: Companion Care First Aid Kit - Translucent - 24 hr 7886-T-24HR](https://www.4imprint.com/product/7886-T-24HR/Companion-Care-First-Aid-Kit-Translucent-24-hr)
		- Cheryl made the motion. Phil seconded. Up to $550 for light up yo-yos (green w/ white letters)
	+ Who can order more material from society?
	+ Will we want more candy for the booth? If so, entertain idea to vote.
		- Stephanie made the motion to spend no more than $25. Steve seconded.

**Meeting Dates for Chapter Formal Meetings**

April 16th- Drivesmart event

April 17th- ODU Meeting- Do we have everything we need?

Student social event with AIHA & SNEHA- May 2nd

May- Golf tournament - May 10th- Sleepy Hole Golf Club- What next?

June- Ethics course offering for members to fulfill BCSP requirement and provide CEUs- James Boretti (virtual/hybrid).

* Stephanie updated existing link with location. Stephanie- can you make sure James (the speaker) is added to the invite?

June- 11 and 12? - VOSH conference at Founders Inn/table set-up- Austin registered for booth, Austin, Stephanie, Susan, Meghan work out a plan

July 24th- Damuth, speaker from Dominion

August- Baseball social Aug 10th

September- Region 6 PDC in VB!!! 16-18th

October TBD

November- Joint Colonial Chapter Event with DOLI - Local event

December- Holiday Social

**Suggestions for Future Meetings/Fundraisers**

**-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**

**-Jefferson Labs**

**Open Items**

* LOGO- rebranding for GTC
	+ <https://www.canva.com/design/DAGBZ41U8y0/Ip7VkDertJlziIVYTghBaQ/edit?utm_content=DAGBZ41U8y0&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton>
	+ Likes, dislikes, other ideas?
		- Number 4
* 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
* $50 gift card for business card raffle at VOSH - April EC Meeting

**Nominations and Elections committee**

* + 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**

* Amazing job to the team for help with Landstown High School and Virginia Beach Technical Career Education Center career fairs last month!

**Advisory Board**

**Governance/Practices/Standards**

**Award**

**Membership**

* Monthly Membership Spotlight:

Who?

* Membership Update from July
	+ **204** active members, with **14** number in grace period **(218 Total**)
	+ **6** expired members
	+ **0** new member in January
	+ **0** member transferred to GTC

Reaching out to all new Chapter members.

Reaching out to all Expired and Grace Period members.

**Spotlight**

March… Tony Palacioz (Retired)

April… Stefan Vacerdea(City of Hampton)

**Students**

* Monthly ODU call set up- Cheryl/Meghan
	+ April 9th 8am meeting
* Student Social in April? (250 approved to spend on food/drink with AIHA/SNEHA)
* Scholarship to hand out at April event?

**Social Media**

* Website
	+ Check for needed updates
* Linked In
* Post upcoming meetings on website (Stephanie) and LinkedIn (Nick)

**Communications**

* Golf outing and April meeting reminder
* 1st newsletter of year- omit quarters
	+ Minimum required 3 newsletters within the year
	+ Highlight golf outing, PDC, baseball social!

**Upcoming Dates**

\_Ali\_\_\_\_ moved to adjourn the meeting at \_1:01\_\_\_PM. Susan\_\_ seconded. EC Meeting adjourned.

Respectfully submitted,

Meghan McCall

Secretary, Greater Tidewater Chapter