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| Purpose: Board Meeting |
| Date & Time of Meeting: | 02/03/2021 09:02 |
| Conference Call/In Person Meeting: | Phone Conference call in - 515.604.9991, access code - 443184 |
| Minutes Prepared By: | B. Bush |

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| **#** | **Member Name:** | **Position:** | **Status:**  |
| 1 | Douglas Hayes | President | X |
| 2 | Linda Zaziski | Vice President | X |
| 3 | Berj Bush  | Secretary | X |
| 4 | Sandy Auferman  | Treasurer/Finance | X |
| 5 | Gregory Zigulis | Chapter Delegate/Webmaster | X |
| 6 | Scott Wagner | Chapter Delegate | X |
| 7 | Jason Griffin  | Chapter Delegate |  |
| 8 | Jessica M Jannaman/Aaron Munoz | Nominations & Elections Chair | X |
| 9 | Eileen M. Foley | Membership Chair  | X |
| 10 | Lisa Macauley | Program Chair |  |
| 11 | Katherine Glodich | Foundation |  |
| 12 | Blake Hess | Student Affairs Liaison/ Professional Development |  |
| 13 | Open | Newsletter Editor/Government Affairs/Communication |  |
| 14 | Rebecca Drzewiecki | Awards & Honors |  |
| 15 | Tara Diesbourg | Oakland University Student Section Faculty Advisor | X |
| 16 | Donald ElswickTim Murphy | University of Findlay Student Section Faculty Advisor |  |
| 17 | Karly  | Student Section Member |  |
| 18 | Hunter James | Student Section Member |  |
| 19 | Carl Granger |  | X |
| 20 | Robert Gantt |  | X |
|  | X- Present | R- Reported Unable to Attend |  |
| Approvals |
| **Quorum Established:** **YES** | Called to Order  | Action Item |
| **President** 1. Call to Order
2. Roll Call
3. Establish a Quorum
4. Introduce & Welcome New Attendees
 | 9:04Quorum EstablishedRoll CallRobert- Chapter President at UoF. Welcome! |  |
| **Secretary:** 1. Approve meeting minutes from last meeting
 | Meeting minutes approved.Doug motion to approve, Linda 2nd |  |
| **Membership Chair:** * 1. Membership Report

  | 492 members reported. Thanks to Sandy for student application reminder (7 additional members), they were submitted to society. |  |
| **Chapter Communications Report:**1. Website Chair –
2. Social Media Chair –
3. Newsletter Chair –
4. COVID-19
 | 1. Keep sending updates.
2. Facebook Group- Free for everyone to use.
3. No update.
4. Doug has some ideas for the newsletter.
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| **Treasurer:** * 1. Review and approve Treasurer’s Report
	2. Budget vs. Actuals and upcoming expenditures
 | Sandy sent out financial statement for review and group discussed financials.Spent $357 on Zoom subscription. Ended Jan. at $53,619$643 dues received.Doug motion to approve, Berj 2nd- approved. | AI: Submit financial reports.  |
| **ASSP Foundation Report:**  | No update.Discussion around donation to Foundation. $2,000 was approved last meeting. Need to write a letter with Kathy to Society for transfer. | Contact Kathy phone/email to discuss foundation. |
| **Awards and Honors Report:**  | No Update.Karly will be the first recipient of the award. SPY award nomination, missed deadline for regional SPY, still able to do Chapter-level award. Need a meeting to pull all this information together, develop a process.Doug, Eileen, & Jessica will have a meeting. Send nominations by this Friday. |  |
| **Student Sections Report:** 1. Oakland University Student Section Advisor
	* 1. OLD Business
		2. NEW Business
 | **President** - Karly St. Aubin**Vice-President** - Derek Evans**Treasurer** - Cole Walls**Secretary** - Natalya GroffErgonomics meeting tomorrow (all meetings are on Zoom). Karly sent out an email list of meetings, a reminder email would be helpful too. Approx. 4 more meetings coming up this semester. Looking for service hours. Working on OSAP award. Thanks Aaron for coming to the last student meeting! |   |
| * 1. University of Findlay Student Section Advisor
		1. OLD Business
		2. NEW Business
 | Both student sections are collaborating over Zoom.Working on symposium, multi-generational workforce speaker series. Doug offered support, send him information. |  |
| **Programs Report:**  |  |  |
| **Vice President:** * 1. Chapter Business
 | Starting rollover for new session, transferring things over. Need to have meeting to discuss new roles/expectations & keeping on track for the schedule. Official date is March 31st for financials, chapter year ends June 30. Need slate of officers no later than 4/1, gives time to announce, send out information etc.Friendly reminder to get vaccinated! 😊  |  |
| **Affiliate Societies Report:**  | Still involved with ESD & universities. Will provide additional details next meeting.   |  |
| **Community Affairs Report:**  | Thank you to everyone who worked on the scholarship committee. Developed guidelines to help students in need. Proposed docs. Group had discussion around the GDC Cares program. Subcommittee will be meeting periodically to review applications, process, etc. Will report out at the monthly meetings.  |  |
| **Professional Development Report:**  | No update.  |  |
| **President:** 1. Chapter business items
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| **Auditing and Nominating Report:** **Delegates:** | No update. Sent out info for slate of officers for group to review. Completed online audit with Treasurer virtually, will send out to the group. |  |
| **Governmental Affairs/Laws & Regs Report:**  |  No update.Doug: Over 30 Covid related fatalities, 59 people total for the year passed away in work-related incidents. |  |
| **Long Range Planning Report:**  | Zoom platform is available for ASSP chapters. |  |
| **Round Table** | Berj: Does the date/time work for everyone? Send out survey monkeyCarl: 4/13,14 MI Safety Conf. There are training sessions to have a virtual booth. 4/23 Regional operating committee 9-1, virtual event. Ask chapter pres/vp/proxy to attend. More info will come out in March. Greg: Keep sending updates for website. There is a need for updating the calendar for the website. This keeps members aware of events, helps planning too (save the date). Can we firm up dates for certain events? Ex: technical meetings/student section meetings. Use the calendar tab on the PDCA. Smaller subgroup to meet on this for sustainability.  | AI: Need to list dates of events on website.  |
| **President:** Time adjourned at 10:10 AM |  |  |
| **Next Meeting 02/03/2021 09:00** |  |  |