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| Purpose: Board Meeting | |
| Date & Time of Meeting: | 04/07/2021 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 |  |
| 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 Elswick Tim Murphy | University of Findlay Student Section Faculty Advisor |  |
| 17 | Karly | Student Section Member | X |
| 18 | Hunter James | Student Section Member |  |
| 19 | Carl Granger |  | X |
| 20 | Robert Gantt |  |  |
|  | 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 | | 9:08  Quorum Established Roll Call |  |
| **Secretary:**   1. Approve meeting minutes from last meeting | | Meeting minutes approved. Note: only officers can vote to approve minutes. |  |
| **Membership Chair:**   * 1. Membership Report | | As of last meeting: 499 members reported.  GDC Cares applications- no changes since last meeting. Could wait until the fall semester for remaining balance. ($2700 remaining). It would also help during summer months when student aid is not available.  Discussion for developing short/medium/long term plan for program. Aaron, Scott, Tara, Eileen, Jessica, Doug to meet further.  Could we write something about how ASSP GDC is making a difference in our community? Post to webpage. Keep the message generic/no specific details on recipients. It would highlight this good cause.  We could make the GDC CARES into the chapters personal brand, good to promote and add other initiatives/programs into it.  Reminder to add documentation to financial folder for awarding funds to CARES program. This will assist during the audit cycle.  EF will send SA the google sheets link with this information. | Write up narrative on the program, highlights, etc. Share with group. |
| **Chapter Communications Report:**   1. Website Chair – 2. Social Media Chair – 3. Newsletter Chair – 4. COVID-19 | | 1. Keep sending updates. Publish meeting minutes to webpage. Ex: Chapter web updates email account. Job postings-can always post to website (ex: Granger).  Idea: Highlight member/member spotlight. Video option available/record short interview. Suggestion to develop process of this member highlight (list of questions, practice run, etc.). Greg/Aaron to discuss further. 2. Facebook Group- Free for everyone to use. 3. No update. 4. Open discussion/round table for technical meeting. |  |
| **Treasurer:**   * 1. Review and approve Treasurer’s Report   2. Budget vs. Actuals and upcoming expenditures | | Mar: $50552.67 +494, -6 checks,  51021.61  Financials were sent out earlier by Sandy. Motion to accept, BB, 2nd LZ.  Annual financial report needs to be submitted. (Fiscal year just ended). 5/31 is the due date.  Leadership report is also due 5/31. Try get it done by 5/15. |  |
| **ASSP Foundation Report:** | | Foundation thanked chapter for generous donation. No additional updates. | Contact Kathy phone/email to discuss foundation. |
| **Awards and Honors Report:** | | No Update. Need a meeting to pull all this information together, develop a process. Doug, Eileen, & Jessica will schedule a meeting. |  |
| **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 Groff  Finished last technical meeting for the semester. 5/1 meet & greet at local park.  OSSA GDC sent letter of rec. |  |
| * 1. University of Findlay Student Section Advisor      1. OLD Business      2. NEW Business | | No update. |  |
| **Programs Report:** | |  |  |
| **Vice President:**   * 1. Chapter Business | | No update. |  |
| **Affiliate Societies Report:** | | Meet with Doug to check status of these. |  |
| **Community Affairs Report:** | | No update. |  |
| **Professional Development Report:** | | Volunteer opportunity for the MI Safety Conference ASSP booth. There is a training session beforehand. All MI chapters have a chance to participate. There is a sign-up sheet available.  Must be registered for the conference. Registration is now open. Discount code request for new members who sign up.  There will be networking breakout sessions/lounges for each industry. |  |
| **President:**   1. Chapter business items | | No update. A few items are coming due next month, as discussed above. |  |
| **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. Completed, need to type up. |  |
| **Governmental Affairs/Laws & Regs Report:** | | No update. |  |
| **Long Range Planning Report:** | | Zoom platform is available for ASSP chapters. Need to set up speaker/time/topic. It is a simple process. Free webinar to engage members & this counts towards COMPT. Advertising other chapters also will count towards that report. Ex: forklift safety program from mid-Michigan chapter. | AM suggested for roundtable discussion/current events to kick off Zoom sessions. 1 month from now. |
| **Round Table** | | Berj: Does the date/time work for everyone? Resend out survey link.  <https://doodle.com/poll/umq8zcxqcq7qeeds?utm_source=poll&utm_medium=link>  Shared information on MI Safety Conference volunteer sign-up.  Note: Need at least 4 technical meetings a year. Advertising other meetings also counts towards this metric. | AI: Need to list dates of events on website. |
| **President:**  Time adjourned at 10:02 AM | |  |  |
| **Next Meeting 05/05/2021 09:00** | |  |  |