



Meeting Attendees					
X	Berj Bush	President	X	Jason Dubyk	Programs Chair
	Linda Zaziski	Vice President	X	Aaron Munoz	Membership Chair
X	Karly St. Aubin	Secretary		Jessica Jannaman	Awards & Honors
X	Hayden Ploss	Treasurer	X	Carl Granger	Chapter Chair - Misc.
X	Gregory Zigulis	Chapter Advisory Group, Webmaster, Comm.	X	Tara Diesbourg	Oakland Univ. Student Section Advisor
X	Ryan Darling	Chapter Advisory Group			Univ. of Findlay Student Section Advisor
	Margaret Warack	Chapter Advisory Group		Van Nguyen	OU Student Section President
	Janae Carter	Student Liaison	X	Tabitha Dluge	Guest
X	Byron Beattie	Community Affairs Chair		Chris Martinez	Guest
	Angela Cook	Guest	X	Kathy Spinks	Guest
X	Ciara Bazinski	Guest	X	Nick Valentine	Guest
X – Present    R – Reported Unable to Attend					

Meeting Date/Time	
Date: 1/9/2025	Time: 2:01 PM
Location: Zoom	Recorded by: Karly St. Aubin

Agenda	
President's Remarks	5 minutes
Secretary – Approve Minutes	2 minutes
Vice President's Remarks	5 minutes
Treasurer's Report	2 minutes
Membership Chair Report	5 minutes
Student Sections Report	5 minutes
Programs & PD Report	5 minutes
Round Table	25 minutes

Notes
Quorum Established: Yes
<b>President's Remarks:</b> <ul style="list-style-type: none"><li>• Establish a Quorum</li><li>• Call to Order</li><li>• Roll Call</li><li>• Register for the ASSP Leadership Conference<ul style="list-style-type: none"><li>◦ Thursday, Jan. 23   11 a.m.–12:30 p.m. CT (<b>12 PM Eastern</b>)   0.1 CEUs</li><li>◦ Kick off the new year with the ASSP Leadership Conference January Jump Start. Designed for volunteer leaders, this engaging 90-minute event offers new ideas, motivation to lead with confidence and camaraderie with peers who share your commitment. <a href="#">Register today</a></li></ul></li><li>• Community Technology Updates<ul style="list-style-type: none"><li>◦ We have a bunch of tools available to our chapter for selecting and managing virtual programming. The Southern Nevada Chapter showed how it uses its YouTube channel to enable members to view meetings. <a href="#">Example.</a></li></ul></li><li>• LAST CALL — ASSP Foundation Supports Your Education</li></ul>



- o College students: If you're enrolled in three credit hours, you can apply for ASSP Foundation scholarships. Applications are being accepted through Feb. 15. Awards will be announced in the spring.  
[Link](#)
- Safety professionals: Support your conference attendance or your pursuit of certifications and industry certificates by applying for ASSP Foundation Career Development Grants. Applications are accepted year-round.
- Important events coming up - to be discussed in Programs section.
- The Nominations & Elections Committee has been formed.
  - o A call will go out to the general membership to see if they are interested in an open position. Secretary position will be open.
  - o Call for SPY Award! Nominate by Feb/March.

**Secretary:**

- *Approve minutes from last meeting*
- Karly S. shared the December 2024 minutes and emailed them to the Board. Berj B. motion to approve minutes, Hayden P. second.

**Vice President's Remarks:**

- No updates

**Treasurer's Report:**

- *Review and approve Treasurer's Report Budget vs. Actuals*
- Hayden P. shared the Monthly Financial Report on screen and emailed it to the Board.
- Hayden is trying to get the CD populated in the report.
- Berj. B motion to approve, Karly S. second.

**Membership Chair Report:**

- *Membership Report*
- Berj B. - How we access the membership roster has changed by ASSP. We now have one single login: the Chapter login. We had some technical difficulties, but our password has been reset.
  - o Members: 467
  - o Expired: 13
  - o New: 4
- Aaron M. will reach out to welcome new members and support expired members.

**Chapter Web / Communications Report:**

- Greg Z. - Will explore anything that needs to be done with the changing of the website platform.

**Student Sections Report:**

- *Oakland University*
  - o Tara D. - First student section meeting was yesterday.
    - There are a few meetings underway - Greg Z. will be the first speaker!
    - Highlighting scholarships for ASSP Foundation and Michigan Safety Conference. The goal is to increase applicants from OU.
    - Tara will email out to see if GDC needs to sponsor any new student memberships.
  - o Byron B. - The MSC Scholarship Committee is reworking the application to attract more students.
- *University of Findlay*

**Programs & PD Report:**

- **Programs**
  - Follow up: Career Quest connection for technical speaker on EV vehicles (Aaron M.)
  - January, February, and March meetings on website... Register today!
  - January 17 at 5 pm - New Year Kick Off
    - o \$15 for members, FREE for Board and extended Board



- Proposal: Allow “plus one” - Approved
  - Plus one to be registered by member with member email address, plus one cost is \$15
- Registration ends tomorrow! Extend registration to January 15.
- 9 people registered currently (planning for 15)
- Jason will be at the event early to set up.
- Karly S. meeting with [OrthoLive](#) next week to discuss presenting.

**Advisory Board Report:**

- Greg Z. - No updates
- Email address for anyone who is interested in getting involved with the governance: [Governance@ASSP.org](mailto:Governance@ASSP.org)

**Roundtable:**

- Zoom Renewal - Berj B.
  - Expecting to be coming up in January
  - Karly S. to check Zoom account
- Safety Day on Oakland University campus - May 30-31
  - Inviting local school groups and Girl Scouts
  - Demo stations of all different kinds of EHS concepts (i.e., confined space)
  - Call for volunteers to give a demo
- Community Affairs - Byron B.
  - Survey Region 7 & 5 as far as occupational support (~30 Chapters)
  - Small Business Training for safety - this is something other Chapters are doing for small businesses that do not have the resources for safety.
  - There is a need for Tornado Spotters in some locations.
  - Food donation and pantry support is something the Chapter could get involved in.
- Government Affairs
- Affiliate Societies
- Awards & Honors
  - SPY Award election ballot will be going out. Send in your elections!
- Community Affairs
- Upcoming 2025 conferences:
  - EGLE No Spills Conference, February 11-12 in Novi
  - Michigan Safety Conference, April 15-16 in Lansing
    - **HAZWOPER Training Class available on April 14 - Registration information is on MSC website**
  - MI State Police Conference, April 22-24 in Boyne Mountain
  - CAM Annual Event in Novi, February 12 in Novi <https://miconstructionexpo.com/attend/>
- *Optional:*
  - *ASSP Foundation*
  - *Awards & Honors*
  - *Advisory Committee*
  - *Affiliate Societies*
  - *Community Affairs*
  - *Auditing & Nominating*
  - *Govn't Affairs*
  - *Long Range Planning*

**Meeting Adjourn: 2:45 PM**

**Action Items**

Item No.	Action Item	Responsible Party	Target Date	Completion Date
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1	Add Mid-MI meeting to COMT	Sandy A.	1/31/2024	1/19/2024
2	Draft first newsletter	Sandy A. / Karly S.	1/31/2024	1/19/2024
3	<i>Decide criteria for student scholarship</i>	<i>Berj B.</i>	<i>7/30/2024</i>	<i>-----</i>
4	Coordinate with other MI chapters to coordinate MSC joint presentation	Sandy A. / Berj B.	2/29/2024	2/16/2024
5	Create and send member interest survey, review results in Feb. board meeting	Karly S. / Sandy A.	2/16/2024	2/16/2024
6	Create and send out Board Member survey for meeting times/days	Karly S.	3/8/2024	2/22/2024
7	Prep for fiscal end of year audit.	Berj B. / Hayden P.	4/30/2024	5/2/2024
8	Start a committee for Student Scholarships - goal to initiate by September			
9	Establish Liaison for ESD and decide whether to renew	Sandy A.	6/6/2024	6/6/2024

### Archived Action Items (2023)

Item No.	Action Item	Responsible Party	Target Date	Completion Date
1	Work with Rich DeLeau for sponsorship information	Greg Z.	11/15/2023	1/19/2024
2	Purchase presentation supplies (speaker, microphone, projector)	Sandy A.	11/15/2023	10/23/2023
3	Collect student memberships and pay	Tara D./Berj B.	10/15/2023	12/15/2023
4	Send out Long-Range Planning Survey	Linda Z./Sandy A.	10/27/2023	12/15/2023