



Meeting Attendees					
X	Berj Bush	President		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
X	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	X	Chandni Thakkar	Guest
X	Holly Woonton	Guest			Guest
X	Ciara Bazinski	Guest			Guest
X – Present R – Reported Unable to Attend					

Meeting Date/Time	
Date: 4/3/2024	Time: 2:03 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
President's Remarks: <ul style="list-style-type: none">• <i>Establish a Quorum</i>• <i>Call to Order</i>• <i>Roll Call</i>• Welcome new attendee: Holly Woonton• Happy Spring Everyone! <p>I'm ready to put the winter gear away and start looking forward to the nicer weather. I had a little delay this week. I was on vacation in Florida and my flight back got cancelled. Thankfully, I was able to enjoy one more day of the sun 😊</p> <p>We have a lot of exciting events and happenings over the next few months. Here's the President update for April:</p> <ul style="list-style-type: none">o ASSP Leadership Conference Virtual Event: Wednesday, April 23 2-3:30 p.m.<ul style="list-style-type: none">▪ This virtual event takes place during National Volunteer Week, and we are looking forward to recognizing and celebrating our volunteer leaders! Enjoy games, learning and opportunities to connect and celebrate with your fellow ASSP leaders.▪ Event Information - ASSP



- o Lansing Brewing Company Chapter Networking Event
 - April 15, 2025
 - 7:00 pm - 10:00 pm
 - All Michigan ASSP Chapter members and Student Sections are formally invited to join us for a social event following day one of the Michigan Safety Conference. This event will be an informal opportunity to network with other chapter members.
- o Lansing Brewing Company – Brewer's Meeting Room (to the right of the bar)
 - Tuesday, April 15, 2025 7:00 – 10:00 p.m.
 - Hours d'oeuvres will be provided. Cash Bar.

[Lansing Brewing Company Chapter Networking Event – ASSP Mid-Michigan Chapter](#)
- o The three Michigan ASSP Chapters held our quarterly MIOSHA Alliance meeting this past month. We are looking to re-sign our alliance agreement to continue the partnership. This agreement is reviewed/renewed every 5 years. We are also looking at scheduling a Coffee with MIOSHA event in August. I would like some volunteers to lead this effort. Ideally, in partnership with Kelly Services like we have been doing in the past.
- o ASSP released a statement on recent cuts to NIOSH:
ASSP is closely monitoring significant cuts to the National Institute for Occupational Safety and Health (NIOSH), which will greatly reduce its workforce and impact its ability to conduct research and develop interventions that protect workers across industries. These changes could have lasting effects on workplace safety, industry innovation and worker well-being.
- o A strong partnership between the public and private sectors is essential to advancing occupational safety and health. ASSP urges policymakers to closely examine this issue and take steps to ensure NIOSH can continue its critical mission. ASSP remains committed to advocating for evidence-based safety practices that protect workers and strengthen businesses.
 - [For more details, read our full statement from ASSP President Pam Walaski.](#)
- o COMT meeting to be scheduled on June 5 directly following board meeting, to be scheduled at Oakland University. 2-4 PM
- o The end of our chapter year is quickly approaching:

May	May 12 - Board Connection Series Virtual Meeting 11:00 a.m. – 12:00 p.m. May 31: <ul style="list-style-type: none">• Previous fiscal year's annual financial report uploaded to Question 3 of the COMT.• Annual Leadership Form for incoming leaders uploaded to Question 2 of the COMT• Regions to submit financial report to Chapterservices@assp.org	Current Chapter, Area, and Regional Treasurers President/Executive Committee President RVP/Treasurer
June	Host transition meeting in election years and plan for installation ceremony . Review Chapter bylaws with incoming leadership team. When changes to bylaws are under consideration, provide a draft to Society for review/approval before the Chapter votes on the changes. Chapters transfer all administration materials to incoming chapter officers June 30 - COMT REPORT DUE NO LATER THAN THIS DATE	Current Chapter President Current Chapter President All outgoing Chapter Officers Current Chapter President
July	July 22-24 <ul style="list-style-type: none">• Safety25 Orlando, FL	ALL

Secretary:

- Approve minutes from last meeting



- Berj B. motion to approve, Hayden P. second.

Vice President's Remarks:

- New Board Elections
 - Survey was reviewed with Board
 - Survey is ready to be sent Monday AM
 - All comments or further review must be forwarded to Karly S. prior to EOD 4/6

Treasurer's Report:

- *Review and approve Treasurer's Report Budget vs. Actuals*
- New: ASSP requires us to use a new fee collection service (i.e., PayPal, Square) in a professional capacity; there will be new costs associated with that.
- Meeting today to complete Financial Audit
- Hayden P. shared:
 - Audit Powerpoint
 - Treasurer Report
 - Bank Report
 - CD Report
- Berj B. motion to approve Report Budget, Greg Z. second.

Membership Chair Report:

- *Membership Report*
- Total: 467
- Expired: 19
- New: 6
 - Welcome Letter to be sent to new members

Chapter Web / Communications Report:

- Minutes will be posted to website soon

Student Sections Report:

- *Oakland University*
 - Karly S. spoke to the student section about Battery Safety last week for a technical meeting. It was well received/attended.
 - OSSA Application was submitted on Tuesday. Minimum requirements are expected to be met (with a reward of \$500).
 - The year is finished for the student section - no more events hosted by the student section past MSC.
 - 8 OU students will be volunteering at the MSC! 😊
- *University of Findlay*

Programs & PD Report:

- **Programs**
 - Email blast sent out regarding All Chapter Lunch & Learn
 - Summer Social
 - Karly S. shared planning notes
 - Karly S. to book shelter
 - Approved budget: NTE \$2,500
 - 70th Anniversary Celebration
 - Will be scheduled in November/January
 - Venues: Meadowbrook Hall, Henry Ford
 - Discuss during the COMT meeting

Advisory Board Report:



- Margaret W. - February meeting discussed clear values, Code of Professional Conduct; maintaining integrity and professional conduct, lifelong and continuous learning and knowledge, following applicable laws, and sustainable workplaces.
 - o Discussed ASSP member experience - What are our individual member experiences? Have you ever experienced or noticed someone being left out; what did you do about it?
 - 54% of participating members answered “yes”
 - No mentorship, social interactions based on personality, small groups not inviting
 - Recommendations: peer membership, structured networking, ice breakers, Chapter Leaders need to demonstrate Code of Conduct and leadership
 - o Are members aware of Code of Conduct?
 - 56% said they were familiar, 44% said they had heard of it but needed a better understanding
 - o Next meeting in June

Roundtable:

- Government Affairs
- Affiliate Societies
- Awards & Honors
- Community Affairs
 - o Byron B. - Thoughts on the list of potential opportunities in Community Affairs?
 - Berj B. - We need volunteers to get involved and support. Make a call to the general membership.
 - Byron B. to draft a proposal, send to Berj B. & Karly S. to comm. Will allocate a budget for the 2025-26 year for Community Affairs.
- *Optional:*
 - o *ASSP Foundation*
 - o *Awards & Honors*
 - o *Advisory Committee*
 - o *Affiliate Societies*
 - o *Community Affairs*
 - o *Auditing & Nominating*
 - o *Govn't Affairs*
 - o *Long Range Planning*

Meeting Adjourn: 3:00 PM



Action Items

Item No.	Action Item	Responsible Party	Target Date	Completion Date
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