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| Purpose: Board Meeting |
| Date & Time of Meeting: | February 9, 2018 at 3pm  |
| Conference Call/In Person Meeting: | Phone Conference call in - 515.604.9991, access code - 443184 |
| Minutes Prepared By: | Zaziski |

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| **#** | **Member Name:** | **Position:** | **Status:**  |
| 1 | Jessica Jannaman | Past President; Nominations/Elections | x |
| 2 | Aaron Munoz | President | x |
| 3 | Linda Zaziski | Secretary  | x |
| 4 | Doug Hayes | Vice President | x |
| 5 | Kathy Glodich | Foundation  |  |
| 6 | Dave Andrews | Student Section – Oakland  | x |
| 7 | Kim Lichtveld | Student Section - Findlay |  |
| 8 | Lisa Macauley | Programs  |  |
| 9 | James Burk | Affiliate Society  |  |
| 10 | Oscar Milian | Newsletter  |  |
| 11 | Carl Granger | By-Laws | x |
| 12 | Becca Drzewiecki | Awards & Honors  | x |
| 13 | Greg Zigulis | Delegate/Webmaster | x |
| 14 | Brenda Clarke | Long Range Planning  |  |
| 15 | Anthony McKenzie  |  |  |
| 16 | Hailey Fulton  | Treasurer  | x |
| 17 | Blake Hess | Professional Development  |  |
| 18 | Garrett Stricker | Delegate  |  |
| 19 | Sandy Aufermann | Government Affairs | x |
| 20 | Eileen Bullen  |  |  |
| Approvals |
| **Quorum Established:** YES | Member Meeting prior - very successful 7.5 avg. | (1-10 scale) |
| Treasurer’s Report – Finance  | * Reviewed Finance Reports for: December, Motion to approve as written, Seconded -  **To be approved via Evote.**
* Reviewed Finance Reports for January - Motion to Approve as written, Seconded Approved.
* CAM check;
* Need to determine a process for finance and outline a strategic process on how monies are distributed and assigned for student section and requests. Consider including in bylaws as cadence for decisions. Budget to be set up in June/July. Becca to coordinate.
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| Secretary’s Report – Minutes  | * **MOTION** to approve December BOD minutes as presented: Aaron motioned to approve as written, Greg Second. **MOTION APPROVED. - To be approved via Evote**
* January meeting - Quorum not established, BOD not conducted; Member meeting only
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| Updates |
| **Report** | **Status/Numbers/Next Meetings/Events** |
| Membership  | Total: 505, New 13, Expiring 30, Transfers in 0, Transfer Out 8 * Turn sponsorship into a regular function
* Personal email from president - Aaron to write up letter. Carl suggested to look in Officer Central for template. Greg has done this with other groups - why joined and what they hope to get out of the group. Greg to send sample. List new members on website.
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| Student Sections | **Oakland:** * Rough year. February newsletter distributed. Turn out to last presentation not too bad.
* Next meeting Feb 15, Marathon to present. Intern opportunity
* March 27th meeting - speaker to be announced
* Outstanding student section award - meeting shortly; may receive a letter for recommendation; look for in March.
* Volunteer activity for lighthouse of Oakland county. Looking for community events for current semester. Looking for suggestions.
* Suggestion: Event Driven: Perhaps students can have joint event to run board meeting at that same time
* Volunteer opportunities at MI Safety conference. 2nd day of final exams. Timing is just not good. Lots of student activities that are taking place this year. Communicated in Newsletter, will enhance communication in other ways.
* Consider scholarship awards out at MI Safety Conference. Further incentive if Findley students are attending.

**Findley:** Been doing well. * Coming up meetings in Royal Oak… pushing hard to win student section award
* Symposium fund raiser March 1st, at Winebrenner Auditorium. Information on website. Topics: PIT, OSH updates monitoring Have requested $600 assistance/support. Motion to provide financial support for symposium. **MOTION** to provide $600; Aaron motioned, Linda Seconded; APPROVED. To include disclaimer one-time donation.

**ACTION:** Linda to write cover letter for Findley donation * Consider providing travel cost for Findley/OU student leadership. **MOTION** to provide $100 for 2 students for travel Aaron Motioned, Hailey Seconded. **APPROVED**

**Lawrence Tech:** Doug connected with Lawrence Tech - will continue to engage for events and other activities. **ACTION:** Need Board members attend meetings* Student leaders asked about possible expense reimbursement.
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| * Newsletter/Website
 | * Changing website with new name.
* Greg taking lead on website design and template form
* Push members to website. Include professional corner, recognized.
* Consider Northern Ohio sends out snapshot of upcoming meeting.
* Make sure we can show: ‘Are we communicating with members on a regular basis?’
* Provide link to student section, activity link
* Social media will need to show name change (facebook, twitter etc…) Needed by June.

**ACTION:** Put sponsorship in the Newsletter/Website **ACTION:** Greg to choose design/template; all support of his lead/decision. **ACTION:** Provide information, updates and articles, best in class/best practice, member spotlight to Oscar |
| Programs | **ACTION** Doug will close out his PayPal - will coordinate with Hailey. **ACTION:** OHST class - Joint class with Lansing. Late 2018. Group thinks this is an excellent idea. Carl to continue discussion. **ACTION:** Board Members interested in being a Mentor/Mentee – Contact Doug **ACTION:** Need to put program listing together and publish on website; * Nov 27-20 Northern Chapter - Dave Langley prep class - OSHT prep course. Additional information to be provided. GDC to sponsor.
* Traumatic Incident Response Training. Aaron and Linda to joint present.
* Upcoming value added topics: ISO45001, ASSE/ANSI Z10, and GI corollary to Silica standard (Greg volunteered to instruct).
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| Bylaws  | ACTION: Aaron to get ahold of ASSE to send vote on our behalf.  |
| Foundation  | * No Update
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|  Auditing  | * Jessica to lead/coordinate
* Need to have board (Doug/Hailey) and volunteers to connect
* 2nd Week of March for targeted audit date
* 4th person should not be involved in board or active role in organization.

**ACTION** Hailey and Doug to connect to prepare for actual audit |
| Affiliate Society and Professional Development | ADC - Young Professionals. * Stand up for OSHA
* Presentation for students on MIOSHA
* Tour of fuel cells; technical section
* Series on spider cranes
* Automotive industry action growth - Doug to keep us posted

**ACTION:** Doug to extent invite to ESD to attend our board meeting  |
| Delegate  | * No update
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| Nominations  | * Jessica to coordinate nomination and succession plan process
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| Government Affairs and Community Affairs | * Consider connections with local government officials - speaking as constituents and taxpayers - Possible Jan/Feb event. Becca has some names for possible leads.
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| Awards & Honors | * Technical paper underway. On website. Becca simplified this year.
* Carl, Eileen, Jessica and Becca to review and select
* Received (3) OU, (2) Findley. Distributed for review. Feb 26 for tallies meet to discuss for color commentary. Feb 28th will know who winners will be.
* Doug needs help in completing Jessica’s nomination
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| Long Range Planning | * No Update
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| **General Discussion**1. ASSP Changes - Lots to do….
2. Schedule Mini ROC
3. Schedule Finance Audit

Carl discussed history of CAM conference support. Has been a 50/50 split (CEU, planning, speakers). Always has been a joint venture. $2500 was provided to us this year. Profit for event was $10,000, only $2,500 was allotted to us for support not the 50/50 as has been in the past. Expectation to be defined in writing for future meeting. Request: Signing an alliance agreement moving forward. Approve to cash check. Further discussion on alliance request. * **ACTION:** Need to identify the dates and responsibilities for name change - bylaws, new bank account, update all info. Carl, Doug and Aaron to review webinar and will advise. Blake to work with Aaron to create checklist of what is needed.
* **ACTION:** Jessica to send out doodle poll for dates to have Mini ROC strategic planning session.

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| **Adjourn Time/Next Meeting**  |
| **Start Time: 3:03 pm** |  |  |  |
| **Adjourned: 4:37 pm**  | **Motion** to Adjourn: Linda Motion Seconded: Aaron  **MOTION ACCEPTED** |
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