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| Purpose: Board Meeting |
| Date & Time of Meeting: | May 10, 2018 at 2pm |
| 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  | x |
| 18 | Garrett Stricker | Delegate  |  |
| 19 | Sandy Aufermann | Government Affairs |  |
| 20 | Eileen Bullen  | Membership |  |
| 21 | Marta Jablecki | Oakland U | x |
|  | Issiac Robinson | Young Professional Liason |  |
| Approvals |
| **Quorum Established:** **YES** |  |  |
| Treasurer’s Report – Finance  | * Reviewed Finance Reports for: December, January, February, March, April. Linda, **MOTION:** To collectively meet face to face at financial audit meeting to assess/determine and approve. Doug Seconded; **APPROVED**. Hailey to set up date next week Mon, Tues or Friday
* 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. To be developed/discussed/drafted at financial meeting. Consider a % based on dollars. Meet at Jessica’s office May 12th.

**ACTION** Doug will close out his PayPal - will coordinate with Hailey.  |
| Secretary’s Report – Minutes  | * March Minutes; Aaron - **MOTION** to approve as written, Doug seconded. **MOTION APPROVED**

**ACTION:** Aaron to submit minutes from April for evote |
| Updates |
| **Report** | **Status/Numbers/Next Meetings/Events** |
| Membership  | Total: 507, New 9, Expiring 19, Transfers in 0, Transfer Out 2 **ACTION:** Michigan Safety Conference: Personal email from Aaron - 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**.**  |
| Student Sections | **Oakland:** * No update
* Application turned in - did not win. Indiana Bloomington won. The student section and board did a great job! Marta/Dave creating a strategy for 2019 success!
* 4 Awesome board members already named for next year!

**Findley:**  * No Update

**Lawrence Tech:** Doug connected with Lawrence Tech - will continue to engage for events and other activities. **ACTION:** Need student Board members attend GDC meetings**ACTION:** Graduating students supporting membership to ASSE. Provide application, payment screen; send to GDC for support payment. Dave and Marta to market more effective**ACTION:** Set up/establish meeting dates and schedule early for involvement and planning **ACTION:** Consider a planning meeting/Mini ROC for students in early July. **ACTION:** Commitment from board to attend/support. Marta to help support with additional communications.  |
| * Newsletter/Website
 | * June 1 - currently newsletter/website being migrated.
* Push members to website. Include professional corner, recognized.
* 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.
* Member emails; contact society if concerns; need to go into system and update as needed.

**ACTION:** Put sponsorship information in the Newsletter/Website **ACTION:** Send newsletter to Greg for posting, Aaron to send email with newsletter to members as website is being migrated. **ACTION:** Provide information, updates and articles, best in class/best practice, member spotlight to Oscar |
| Programs | * Coffee w/MIOSHA - Successful!
* Last Friday of every month - Networking meeting; Royal Oak Brew House.
* Past networking meeting - Successful. Traumatic Incident Response Training.
* Upcoming value added topics: ISO45001, ASSE/ANSI Z10, and GI corollary to Silica standard (Greg volunteered to instruct).
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| Bylaws  | * No Update
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| Foundation  | * No Update
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|  Auditing  | * Financial Audit - Hailey to schedule next week
 |
| Affiliate Society and Professional Development | Young Professionals Section. Isaac Robinson Region 7 liaison* Common interest group; early career professional (1-5 yrs.) or student in Occupational Safety Group would make up the common interest group. Currently - 4000+ members. Members not actively participating in society, local/regionally etc.…
* Robinson is a chapter liaison to establish a chapter chair on each board for initiative - communication, connect with members of common interest group, mentoring.
* Doug, Jessica and Hailey are currently heading up mentoring program

**ACTION:** Find a way to incorporate current student sections as a transition phase to GDC/Young Professional Section**ACTION:** Name interest group member as Young Professional committee chair to lead efforts within the chapter. Issiac to contact Doug to work out details. **ACTION:** Anyone interested in being a mentor - Contact DougESD* 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 **ACTION:** Doug to research option for a fuel cell topic/forum**ACTION:** Looking to make video consider involvement; work with MIOSHA* **Professional Development**
	+ OHST class discussion Nov 27-29, Okemos. 25 seats available. Carl to send to Aaron for distribution.
	+ ASP Prep Class Dec 4-6; Joint w/CAM; at CAM office
	+ Consider doing CSP in conjunction with Michigan Safety Conference next year; Grand Rapids. Proposal to follow.
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| Delegate  | * Waiting on results of creation of a new council, responsible to oversee academic and research materials/student engagement, academic affairs, research related activities.
* Greg and Aaron to attend as our delegate representative to the June meeting

**ACTION:** Review the items for Delegate vote. Provide comments/questions to Greg - Strategic Plan (2018-2020), ASSP |
| Nominations  | * Jessica to coordinate nomination and succession plan process

**ACTION:** Current officers to get back to Jessica  |
| 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 | * Student Paper winners posted in Newsletter
* Jessica chapter SPY Goddess has arrived. Jessica also received Regional SPY award - **Woot Woot!!!**
* Awards Dinner - student award - reconsider timing/opportunity
* Consider moving to the Fall.
* Consider coordinating with an already scheduled student meeting. Anticipate July/August for timeframe that meeting dates become available.

**ACTION:** Consider contributing to a Frank Cleary Memorial Fellowship opportunity for Oakland University; Annual scholarship and banquet. Currently requesting support for one-time donation of $6000 contribution. Consider as a chapter initiative and/or a Michigan Chapter collective. Carl to reach out to Mid-Michigan Chapter to see if they can support. Consider a dollar match for membership.  |
| 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
* **ACTION:** Need to identify the dates and responsibilities for name change - 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: 2:02 pm**  |  |
| **Adjourned: 3:30 pm** | **Motion** to Adjourn: Aaron Motion Seconded: Carl  **MOTION ACCEPTED** |
| **Next Meeting** | **Royal May 25th 1pm Networking Opioids, Board Meeting to follow; 3pm**  |