

|  |  |
| --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **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). | | | |
| Bylaws | | | * No Update | | | |
| Foundation | | | * No Update | | | |
| 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 Doug  ESD   * 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. | | | |
| 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. | | | |
| 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 | | | |
| **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. | | | | | | |
| **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** | | | | |