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| Purpose: Board Meeting |
| Date & Time of Meeting: | March 27, 2018 at 8am |
| 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 |  |
| 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  |  |
| 7 | Kim Lichtveld | Student Section - Findlay |  |
| 8 | Lisa Macauley | Programs  |  |
| 9 | James Burk | Affiliate Society  |  |
| 10 | Oscar Milian | Newsletter  | x |
| 11 | Carl Granger | By-Laws | x |
| 12 | Becca Drzewiecki | Awards & Honors  |  |
| 13 | Greg Zigulis | Delegate/Webmaster | x |
| 14 | Brenda Clarke | Long Range Planning  |  |
| 15 | Anthony McKenzie  |  |  |
| 16 | Hailey Fulton  | Treasurer  |  |
| 17 | Blake Hess | Professional Development  | x |
| 18 | Garrett Stricker | Delegate  |  |
| 19 | Sandy Aufermann | Government Affairs | x |
| 20 | Eileen Bullen  |  |  |
| Approvals |
| **Quorum Established:** **YES** |  |  |
| 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. **To be approved via Evote.**
* Reviewed Finance Reports for February - **Motion to be approved via Evote**
* 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  | * January and February **MOTION** to approve as written Aaron, seconded; Doug. **MOTION APPROVED**
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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:** * No update
* 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
* Student section award - applying. Doug working on letter

**Findley:** Been doing well. * Coming up meetings in Royal Oak… pushing hard to win student section award

**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.
* Web format selected; submitted. Not really had much of a choice. Selection keep columns the same; change in color choice - green is the color of choice.
* 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.
* Concern with receiving member emails; contact society if concerns; need to go into system and update as needed.

**ACTION:** Put sponsorship in the Newsletter/Website **ACTION:** Oscar to work on Newsletter **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; * Michigan Safety Conference - Larry/Smith presentation on Safety Partnerships. Looking for good turn-out; lunch meeting. Head over to banquet room 2/4. Networking the day before and following the presentation. Stay tuned for social activities.
* Coffee w/ MIOSHA; April 24 (Troy; Kelly Services) and May 1 (Ann Arbor)
* Last Friday of every month - Networking meeting; Royal Oak Brew House.
* Past networking meeting - Successful. Gun locks, swag, hand sanitizers; discussions on active shooter. Approximately 20 attendees. Open discussion. Successful event.
* 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  | * Bylaws approved 2/3 vote
* New name approved to take place post Safety Conference this year.
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| Foundation  | * No Update
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|  Auditing  | * Jessica to lead/coordinate
* Need to have board (Doug/Hailey) and volunteers to connect
* 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 **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 4-7; Jason to donate room, minimal expense on electronics. Further conversations to follow.
	+ Consider doing CSP in conjunction with Michigan Safety Conference next year; Grand Rapids. Proposal to follow.
	+ Applying for CEU’s for 3 events
* **ACTION:** Support needed for MI Safety Conference
	+ Carl needs additional assistance for managing booth. Carl to send out booth needs.
	+ Carl needs assistance on presentation set up/tear down and other functions.
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| Delegate  | * House of Delegates vote; create a new council, responsible to oversee academic and research materials/student engagement, academic affairs, research related activities. $30,000 a year estimated cost. Underserved academic community and booster society commitment/eliminate silos. Vote needed by April 11. Already approved ASSE Board and Bylaws committee
* All in favor of positive vote
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| Nominations  | * Jessica to coordinate nomination and succession plan process
* **ACTION:** Current officers to get back to Jessica
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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 | * Carl, Eileen, Jessica, Carl and Becca to review and selected winners
* 2 winners - Steven L (OU), and Brent K (Findley)
* **ACTION:** Becca to send certificate, checks and letter to be sent to winners.
* Becca to order SPY statue for Jessica
* Awards Dinner - not doing a full-fledged awards dinner.
* Consider moving to the Fall.
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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
* **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.
* Kudos to Carl
* **ACTION;** Texas - June; Greg registered as Delegate. Aaron to Reach out to Garrett; need to proxy if he is not able to attend. Consideration for support; Motion for consideration to be sent to board.
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| **Adjourn Time/Next Meeting**  |
| **Start Time: 8:04am** |  |  |  |
| **Adjourned: 9:01am**  | **Motion** to Adjourn: Linda Motion Seconded: Doug  **MOTION ACCEPTED** |