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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. | | | |
| Secretary’s Report – Minutes | | | * January and February **MOTION** to approve as written Aaron, seconded; Doug. **MOTION APPROVED** | | | |
| 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. | | | |
| 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. | | | |
| * 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). | | | |
| Bylaws | | | * Bylaws approved 2/3 vote * New name approved to take place post Safety Conference this year. | | | |
| Foundation | | | * No Update | | | |
| 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. | | | |
| 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 | | | |
| 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 | | | * 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. | | | |
| 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. * 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. | | | | | | |
| **Adjourn Time/Next Meeting** | | | | | | |
| **Start Time: 8:04am** | |  |  | | |  |
| **Adjourned: 9:01am** | | **Motion** to Adjourn: Linda Motion Seconded: Doug  **MOTION ACCEPTED** | | | | |