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| **Date**: 09/30/22 | **Location:** Virtual Meeting |
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| **Board Members in Attendance:** Tom Metzner, Ravi Narayan, Mindy Prichard, Derek Farmer |
| **Guests in Attendance:** Aaron Paris, Ashley Craddock, McKenzie Turner, Phil Shoemaker, Laurel Harris, Nancy Strano, Karen Santoyo |
| **Committee Chairs in Attendance:** Mindy Prichard, Derek Farmer, Phil Shoemaker, Aaron Paris, McKenzie Turner, Laurel Harris |
| Diversity, Equality & Inclusion | Dan Snyder  |
| Events Coordinator/Vendors:  | Jennifer Dennis |
| Social Media/Communications: | Derek Farmer / Aaron Paris |
| Student Section: | Dan Snyder / Phil Shoemaker |
| Website: | Dave Hallerud / Derek Farmer |
| Scholarship: | Dave Hallerud / Phil Shoemaker |
| New Members: | Open |
| PDW Committee Chair: |  Mindy Prichard |
| Newsletter: |  McKenzie Turner |
| WISE: |  Laurel Harris |
| Vendor Promotions: |  Cory Rohs |
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| **Call to Order:** 8:30 am | **Chapter Meeting Attendance** |
| **Motion**: Tom Metzner | Members: N/A |
| **2nd:** Mindy Prichard | Students: N/A |
| **Adjourn:**  9:30 am | Non-Members: N/A  |
| **Motion**: Tom Metzner | Guests: N/A |
| **2nd:** Derek Farmer | **TOTAL:** N/A |

**Financial Report:**

* Ravi reviewed the financial reports for July and August. Tom and Derek learned at ROC that we should not be publishing our financial reports in our minutes. Tom made a motion to approve the July and August financial reports. Mindy 2nd the motion. Motion approved.
* Tom asked how often we receive membership dues. Ravi said we receive the dues monthly, but there is a month lag time.

**New Business**:

* **SPY – Safety Professional of the Year**
	+ ASSP SPY (due 11/1) – This is awarded at the “Society Level.” Tom said we typically are not participating at this level.
	+ Region SPY (due 12/1) – we have approached people in the past and submitted paperwork and typically they have denied. Derek is going to approach chapter members who have previously won Chapter SPY to see if they are interested. We are asking Ravi to throw his name in the hat.
	+ Chapter SPY (due date – no hard and fast due date). Derek will lead this committee with help from Ravi and Mindy. Tom said you can’t run for it if you are currently a board member. Ravi said these awards are very nice but sadly 80% of the paperwork is required by the nominee to fill out.
* **ASSP Fellow Nomination**
	+ Georgi Popov and Bruce Lyon – Tom wrote a letter of endorsement for both of them.
* **New Bylaws –** Tom said everyone should have received a link on this by now. We are switching from House of Delegates to an Advisory Group. Electronic vote will come mid-October.
* **WISE** – Laurel – would like to schedule an event in October to generate interest level. If the interest level is good, she will schedule a team building event like at an escape room, or a happy hour. Laurel stated other chapters are doing coat drives, PPE drives for schools, or Habitat for Humanity. The idea is to plan something small each month to bring value to our organization by giving back. St. Louis Chapter has an active WISE committee in place. Brittany Morehead and Karen Santoyo have expressed interest in developing WISE for our Chapter.
* **Newsletter –** McKenzie – introduced herself. She is with Wagner Logistics (EHS). She is now in charge of putting the monthly newsletter together. Welcome and thank you, McKenzie!!
* **ROC Considerations** – (Regional meeting in Des Moines that Tom and Derek attended)
	+ Vendor Promotions – Cory (not present) – tabled until the next meeting.
	+ Website Review and Scoring Initiative (ROC) – regional will be judging our website. We are falling short on student engagement section.
	+ Tours – they are very popular. Boulevard Brewery tour was a success. Water One meeting will be a meeting/tour in November. Let us know if you know of any other opportunities for a tour.
	+ Harvesters Food Truck – Tom mentioned possibly having a food truck following our volunteer project at Harvesters.
	+ HOA One Drive or Google Drive – Derek would like to put together a shared drive that we could all go to and work from as an Executive Committee. One Drive seems to be the easiest one to use according to some. Derek or Laurel may set this up under their own One Drive accounts.
	+ Executive Committee Team Building – be thinking of something you may want to do. As a team. We are fortunate to have such a cohesive team right now.
	+ Student Section Support
		- Financial (travel) support – Future Safety Leaders (Safety 2023) – whatever is not reimbursed through the school, we can help defray the cost (i.e., gas).
		- Student Competition – tabled to future meeting

**Old Business**:

* **Survey Results** – The last survey went out for Dr. M’s presentation and the overall feedback was very good. Tom will send the results out.
* **HOA Expenses and Reimbursement** - Ravi
	+ Mileage – we will use the IRS reimbursement rate
	+ $50 per day for food
	+ Access to PayPal to make changes (contact with Shelly Killingsworth)
* **Scholarship Funding** – Mindy and Dave (absent)

At our last meeting, we discussed whether or not we should add $500 to each scholarship from our Chapter account without going through the ASSP Foundation. We found out from the foundation that this is acceptable to do and up to the Chapter. Mindy made a motion to add $500 to the UCM Scholarship award and $500 to the PSU Scholarship award beginning Spring 2023. Ravi 2nd the motion. Motion passed.

* **Third-Party Financial Audit –** Tom asked Ravi for a follow-up on a third-party audit of our chapter finances. It was recommended we try and have a third-party audit every 3 years. Ravi has this on his to-do list.
* **Social Media** – Derek and Aaron – Derek has been heading this up. Strategy is to post upcoming events and new jobs (monthly). Derek is trying to make 2 – 3 posts per week. If anyone took pictures of Dr. M’s presentation, please forward pictures to Derek. Tom will send pictures to Derek. Our LinkedIn page Derek created currently has 83 followers.
* **Safe & Sound Week: August 15-21**
	+ “How I got into safety” submission with gift card? Tom said that there were no submissions so nobody won the $50 gift card.

* **Members without Emails on File** – Ongoing. Mark Huelskamp (Web Developer/Designer) can run a report of which announcements were “undeliverable.”

**COMT Status**: 3,070 points (Platinum: 9,000) – Our Chapter year runs from July 1 to June 30. We are already ahead of last year’s schedule.

**Committee Reports**:

* **DEI** – Dan – not present. No new updates.
* **Topics/Speakers** – Mindy
	+ October 28th – OSHA Update – Halbrook Wood, PC
		- Need to work on food/beverage order and list of attendees for Security
	+ November – Guy Snowdy Presentation – Water One Treatment Plant (Tour)
	+ December 15th – Harvesters Volunteer Opportunity
	+ January 20th – Risk Reduction through Preventative Maintenance
	+ February – Wearable Technology – Professional Development Workshop (TBD)
	+ March – Bruce Lyon & Georgi Popov (TBD)
	+ April – UCM/PSU Student Chapter Presentations (TBD)
	+ May – MARC (Mid America Regional Council) Tour of Command Center – TBD
* **Election Committee** – Tom – tabled until next meeting
* **Website/Social Media** – Derek/Dave/Aaron – update provided above
* **Member Engagement** – Open
* **Newsletter** – McKenzie
* **Scholarship** – Dave/Phil
* **Student Section** – Phil attended the UCM Advisory Board Meeting a few weeks ago. Phil said they would like more clarification on what our goal is. Tom reminded the group that Monica Nevels wanted to talk to peer chapters on how they can get students involved. Meetings are actually live again at UCM. Harder to engage PSU. 58 students in online program. Can we get minutes from student meetings? Get name of student secretary and get a schedule of their meetings and try to attend them if we can. 50th Anniversary of Safety at UCM – Phil and his wife are going and Mindy and Ravi may go.
* **WISE –** update provided above.
* **General Notes:** N/A
* **Vendor Promotions:** Cory

Adjourn: 9:30 am