**ASSP HoA Board & Executive Committee Meeting Minutes**

**April 24, 2025**

**Call to Order (first/second/time):** Derek/Mindy/8:06 am

**Board Members Present:** Mike Carlson, Mindy Prichard, Ravi Narayan

**Executive Committee Members Present:** Derek Farmer, Eric Hallerud, David Hallerud

**Guest(s):** Ashlie Walker-Deffenbaugh, Shelly Higgins, Ashley Parker, David Marshall, and Mike Combs. Thank you all for joining our meeting!!

**Approve February Minutes (first/second):** Mindy/Eric

**Financial Report:** Ravi gave the financial summary for checking and savings. Everything looks good.

**New Business**

* **COMT (Chapter Operations Management Tool) Status**: 6,840 points – deadline for earning points is June 30th. Mike updated the team with our current status on COMT points. Derek listed other opportunities for us to reach 9,000 points, which is Platinum Status. Our Chapter has been achieving Platinum status since 2017-18 when Ravi led us there as President. We have three required submissions due before year-end, for a combined 1,200 points (Leadership Report, Annual Financial Report, and the Election). We are confident we will get Platinum again.
  + 400 pts. for election that will start tomorrow
  + 40 pts x 2 for a meeting in June and July – we discussed a meet-up with CSG/AIHA/AHMP
  + 40 pts if anyone attends the ASSP Leadership Conference. Mindy and Ravi attended the fall session. There is a Leadership Conference – Volunteer Recognition next Wednesday, April 23rd per Mindy. She posted a link in the chat.
  + 90 pts for ROC Update **–** Mike will share an update tomorrow during opening remarks at the meeting.
* **ASSP Meeting Schedule** – Mindy
  + May 22 – Contractor Management @ The Builders Education & Training Center presented by Derek. Mindy will be announcing the top 3 winners for “most attended meetings.”
  + Summer Meetings – we discussed having a gathering in June or July and offer free headshots to members. Eric said he could take the pictures and help coordinate event. Ashley P. said she knows CSG will partner with us (Ashley is current President of CSG) and she could reach out to AIHA and AHMP. Mindy will provide contact names.
  + Ashley P. said she would be available for a future ASSP meeting to do a virtual reality training.
* **Safety Excellence Award**
  + Region V – Congratulations to Tom Metzner for receiving the Safety Excellence Award. We will present the award to him at a future meeting.
* **Executive Committee Dinner** – TBD – June or July
* **Newsletter** – Mike said this is on track with the next one coming out mid-May. We do need someone to take on this responsibility long-term. It’s not part of the President’s responsibilities.
* **Student Section** –
  + **UCM** – Mock Accident Investigations went great and was attended by Derek, Ashley P., Dave, Eric, and Shelly. Pictures are posted on our website per Dave.
  + **Pitt State** – no new updates.
  + **Construction Safety Group** – Ashley P. said they raise between $11 – 15K for student scholarship awards for UCM and PSU on an annual basis. They have a golf tournament fund raiser every year and hand out all the money from the fundraiser.
* **Transition from VP to President** – we have 3 amazing candidates that are running: Mike Combs, Shelly Higgins, and Ashley Parker.
* **Committee Reports** – discussions on where we are at on committees in place:

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| Events Coordinator/Vendors: Active | Mindy Prichard / **OPEN** |
| PDW Committee Chair: Active | Mindy Prichard / **OPEN** |
| Social Media/Communications: Active | Derek Farmer |
| Student Section: Active | Phil Shoemaker / Eric Hallerud |
| Website Updates: Active | Dave Hallerud |
| Scholarships: Active | Phil Shoemaker / Dave Hallerud |
| New Members/Member Engagement: Active | Eric Hallerud – Eric also plans to reach out to Steve Ratliff as he expressed an interest in helping our Chapter. |
| Newsletter: Active | Mike Carlson / **OPEN** |
| Vendor Promotions: | **OPEN** – we need someone to recruit for sponsors and keep track of our commitment with current sponsors. |
| Election Committee: Active | Derek, Mindy, Tom (this position is always done by past president) |
| Emerging (Young) Professionals **NEW** | TBD |

**Old Business:**

* Future events and/or topics for monthly meetings:
  + Lunch & Tour at Faith Technologies – Mindy confirmed this can happen with Faith’s Senior Safety Manager, Mark Carlson.
  + Toastmasters Meeting – Ravi as host
  + Virtual Reality – Ashley Parker

**Adjourn** (first/second/time): Mike/Mindy 9:01 am