

8/11/2023

# Meeting Minutes

*August E-Board Meeting*



Tyler Traweck  
SECRETARY

# Meeting Summary

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**Date:** 08/11/23

**Time:** 0900-1300

**Location:** GBRIA Office

**Meeting called by:** Chris McGlynn

**Type of Meeting:** E-Board

**Facilitator:** GBRIA

**Notetaker:** Tyler Traweek

# Minutes with Action Items

Meeting Minutes		
Presenter: Chris McGlynn		
Discussion	<ul style="list-style-type: none"> <li>- Call to order 0900</li> <li>- Introductions</li> <li>- Committee Chair Report 0910-1015 (See Committee report notes section)</li> <li>- Meeting Mins Accepted: <b>Motion-C. McGlynn 2<sup>nd</sup>- B. Dove Vote-Approved</b></li> <li>- E-Board ASSP Leadership Training Completed by All</li> <li>- Leadership Virtual Orientation on 9/6 at 11am</li> <li>- Website Update from B. Smith</li> <li>- Committee Survey Results Reviewed</li> <li>- GBR Meeting Calendar Finalization: Completed up to February; March-May Tabled</li> <li>- Financials 1130-1210 (See Financials Report notes Section)</li> <li>- First Meeting Launch Plan               <ul style="list-style-type: none"> <li>o PPT Template</li> <li>o Meeting Notice for 8/18/23</li> <li>o A/V equipment</li> <li>o First Newsletter 9/12/23</li> <li>o Payments at Meeting</li> <li>o Meeting "Backpack" – Promos/Pens/Markers/Signin sheets, etc.</li> <li>o Registration Table                   <ul style="list-style-type: none"> <li>▪ Membership Chair / Treasurer / Program Chair</li> </ul> </li> <li>o How food is ordered</li> <li>o 30mins Networking</li> <li>o Finalize Agenda</li> <li>o Timekeeper</li> </ul> </li> <li>- Newsletters to be sent out 1 week prior to next chapter meeting</li> <li>- Meeting Notices announced at Chapter meeting and emailed out next day following Chapter meeting</li> <li>- Next EBoard Meeting on 9/15/23 at 8:30am at La Madeline's off of Perkins</li> <li>- Slack Communication Channel</li> <li>- Meeting Closed at 1300</li> </ul>	
Conclusions	Motion to Adjourn: B. Dove 2 <sup>nd</sup> : T. Cagle Vote: approved at 1300	
Action Items	Owner	Target Due Date

*Action Items Continued to Page 3...*

<b>1. Chapter email addresses set up</b>	1. Thai	1. 9/15
<b>2. First Newsletter</b>	2. B. Smith	2. 9/12
<b>3. Follow up with Survey Responders</b>	3. Emma	3. 9/15
<b>4. Eventbrite Research</b>	4. Erin	4. 9/15
<b>5. Sept Meeting Notice</b>	5. B. Smith	5. 8/18
<b>6. LSU Agenda and Communication Plan</b>	6. Chris/Tyler/Alex	6. 9/15
<b>7. Confirm November Speaker</b>	7. T. Cagle	7. 9/15
<b>8. Sign L 'Auberge Contract</b>	8. Erin/Will	8. 9/15
<b>9. AIHA/ASSP Meeting Plan</b>	9. Chris	9. 10/13
<b>10. Confirm Sno's for Jan Meet</b>	10. Erin	10. 9/15
<b>11. Confirm Library for Feb Meet</b>	11. Erin	11. 9/15
<b>12. Confirm ABC room for March Meeting</b>	12. B. Smith	12. 10/13
<b>13. First Meeting PPT</b>	13. Emma/Chris	13. 9/15
<b>14. Confirm A/V at Mike Anderson's</b>	14. Erin	14. 9/15
<b>15. Add meeting dates to website</b>	15. B. Smith	15. 9/15
<b>16. Meeting "Backpack" to Erin</b>	16. Will	16. 9/8
<b>17. Nametags</b>	17. Thai/Chris	17. 9/15
<b>18. Finalize First Meeting Agenda</b>	18. Emma	18. 9/15
<b>19. EBoard meeting invites</b>	19. Chris	19. 8/18
<b>20. LSU Invite to EBoard</b>	20. Chris/Tyler	20. 8/18
<b>21. March Meeting Panel Facilitator – James Fish from DOW?</b>	21. Tyler	21. 9/15
<b>22. Finalize March-May meetings</b>	22. EBoard	22. 10/13

Chapter Finances		
Presenter: B. Dove		
<b>Discussion</b>	<ul style="list-style-type: none"> <li>- Opened at 1130</li> <li>- Financials Update / Overview by B. Dove <ul style="list-style-type: none"> <li>o \$86,007 Total</li> <li>o ~\$25k for Golf Tournament</li> <li>o \$30k for Reserves</li> <li>o ~\$31k for Chapter</li> </ul> </li> <li>- Still having some issues getting access to the accounts. Notarized document signed by EBoard needed.</li> <li>- Official Financial Report format for next meeting</li> <li>- 3 New Sponsors for Golf Tournament</li> <li>- Call for Sponsors Email Blast</li> <li>- Closed at 1210</li> </ul>	
Action Items	Owner	Target Due Date
<ol style="list-style-type: none"> <li>1. Add people to account</li> <li>2. Sign and Notarize Bank Document</li> <li>3. Finalize official Financial Report Template</li> <li>4. Call for Sponsor Email Blast</li> <li>5. Call/Email previous Sponsors</li> </ol>	<ol style="list-style-type: none"> <li>1. Thai &amp; Chris</li> <li>2. All</li> <li>3. B. Dove</li> <li>4. B. Smith</li> <li>5. Emma/Garrett</li> </ol>	<ol style="list-style-type: none"> <li>1. 9/15</li> <li>2. 9/15</li> <li>3. 9/15</li> <li>4. 9/15</li> <li>5. 9/15</li> </ol>

Committee Chair Report		
Presenter:		
<b>Discussion</b>	<ul style="list-style-type: none"> <li>- Opened at 0910</li> <li>- Chair/Mentor Roles and Responsibilities (R&amp;Rs)</li> <li>- Community Outreach Ideas <ul style="list-style-type: none"> <li>o Toys for Tots / Habitat for Humanity / Food Drive / Build Your Future event with ABC / High School Outreach with ABC?</li> </ul> </li> <li>- OSHA Alliance Renewed</li> <li>- Reviewed Award Types from ASSP</li> <li>- Committee Position Survey Results</li> <li>- Internal Communication w/ Committees and E-Board (Slack?)</li> <li>- Committee Chair Dismissed at 1015</li> </ul>	
Action Items	Owner	Target Due Date
<ol style="list-style-type: none"> <li>1. Committee Chair Headshots to B. Smith</li> <li>2. Reach out to Society for Marketing Materials</li> <li>3. Chapter rosters process</li> <li>4. Submit Committee Chairs to Society</li> <li>5. Identify current SELU President</li> <li>6. Student Chapter Finances Access &amp; Review</li> <li>7. Survey Results to Tyler</li> <li>8. Internship section on website</li> </ol>	<ol style="list-style-type: none"> <li>1. Comm Chairs</li> <li>2. Leremy</li> <li>3. Chris / M. Dodds</li> <li>4. Chris</li> <li>5. Jake</li> <li>6. Jake/B. Dove</li> <li>7. B. Smith</li> <li>8. Alex/Jake</li> </ol>	<ol style="list-style-type: none"> <li>1. 9/10</li> <li>2. 9/15</li> <li>3. 9/15</li> <li>4. 9/15</li> <li>5. 9/15</li> <li>6. 9/15</li> <li>7. 8/11</li> <li>8. 9/19</li> </ol>

E-Board Meeting Attendance														
	X = Present at Meeting				A = Absent			CI = Call-in		E = Excused				
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	%
Chris McGlynn	X	X	X											
Emma Bataineh	X	X	X											
Brandon Dove	X	X	X											
Tyler Traweek	X	X	X											
Thomas Cagle	X	X	X											
Thai Tran	X	X	X											
Will Rosette	A	X	X											
<b>Total Attendance</b>	<b>6/7</b>	<b>7/7</b>	<b>7/7</b>											

Committee Chair Attendance														
	X = Present at Meeting				A = Absent			CI = Call-in		E = Excused				
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	%
Erin McAlister (Programs)	E	X	X											
Garrett Leeper (Sponsorship)			E											
Karen Saurage (Golf)	CI	X	X											
Anette Springer (Golf)	E	E	E											
Laremy Stilley (Outreach)			E											
Michael Dodds (Membership)			X											
Greg Landry (Awards)			E											
Alex Write (Communications)			E											
Logan Heldenbrand (Comm Support)			E											
Jake Frelich (SLU Student Section)			X											
Hunter Pinion (OSHA)			E											
<b>Total Attendance</b>			4/11											

Others in Attendance:
<ul style="list-style-type: none"> <li>- L. Roux</li> <li>- B. Smith</li> </ul>