

10/13/2023

Meeting Minutes

May E-Board Meeting



Tyler Traweek
SECRETARY

Meeting Summary

Date: 10/13/23

Time: 8:40a-11:05a

Location: La Madeline & Remote via Zoom

Meeting called by: Chris McGlynn

Type of Meeting: Executive Board Meeting

Facilitator: Chris McGlynn

Notetaker: Tyler Traweek

Minutes with Action Items

Meeting Minutes		
Presenter: C. McGlynn		
Discussion	<ul style="list-style-type: none"> • Meeting opened at 8:40am by C. McGlynn • Roll Call • Motion to accept last meeting minutes made by Thomas. 2nd by Chris • October Meeting Discussion <ul style="list-style-type: none"> ○ EBoard to meet at 12:30p for meeting set up ○ Setup plans discussed ○ Event Insurance required. \$105 ○ Resend meeting notice and attach parking map to members ○ Raffle plans confirmed ○ Name Tags • November Meeting Discussion <ul style="list-style-type: none"> ○ Seating setting options discussed based on # of people attending ○ Agenda for meeting reviewed ○ Speaker is confirmed. Need bio* ○ Menu = Chic-fil-A covered by chapter. Deliver for 7:00am • Eventbrite <ul style="list-style-type: none"> ○ Discussed high fees and if we should switch. Charging 20-25% ○ Square and Event Espresso proposed • December Meeting Discussion <ul style="list-style-type: none"> ○ Dress/Attire – discussed being more formal. Tabled ○ Discussed free event vs. charged admission. Tabled to budget meeting discussion. Leaning towards free admission. ○ Venue determined to be Blend. \$2500 minimum ○ Entertainment – live artist – Ray Boudreaux \$800 ○ Menu Options. Tabled until budget meeting • **Vote on ASSP's involvement with partnering with Acadian Ambulance to plan and participate in large-scale Active Shooter Drill: Unanimous Yay Vote. <ul style="list-style-type: none"> ○ Announce in Oct. meeting and establish event sub-committee • OSHA Alliance Conference – summary given by Chris but detailed discussion tabled due to time • By-Laws – need to be updated. Summary given by Chris but detailed discussion tabled due to time • Sponsorship - need to be updated. Summary given by Chris but detailed discussion tabled due to time • CSP Prep course funds – Thai provided overview of program but details to be sent to EBoard for review • Meeting closed at 1105 	
Conclusions	Motion to close by Brandon / 2 nd by Emma. Meeting closed at 1105	
Action Items	Owner	Target Due Date
<ol style="list-style-type: none"> 1. Order food for Oct meeting 2. Drinks and candy for Oct meeting 3. Oct event insurance payment 4. Resend meeting notice w/ parking map 5. Nov meeting speaker's bio needed 6. Determine event invite/payment system 7. Confirm Ronnie for Jan meeting 8. Send CSP Prep course program outline to EBoard 9. Confirm Dec. Social Entertainment 10. Establish Active Shooter Drill Planning committee 	<ol style="list-style-type: none"> 1. Chris/Tyler 2. Chris 3. Chris 4. Alex/Emma 5. Thomas 6. Chris 7. Chris 8. Thai 9. Tyler 10. Tyler/Leremy 	<ol style="list-style-type: none"> 1. 10/16 2. 10/16 3. 10/13 4. 10/13 5. 10/16 6. 11/1 7. 11/1 8. 11/1 9. 10/13 10. 11/1

Chapter Finances		
Presenter: B. Dove		
Discussion	<ul style="list-style-type: none"> • 10:05 opened • Sept Report Total: \$98,245 • 2 New Sponsors added • Budget sheet still under construction. Previewed current version. • Speaker Gifts Proposed. Will to get pricing. • Dedicated Budget meeting determined to be needed • Need more information on Scholarship Programs and how funds are allocated from Golf Tournament • Discussed Purchasing Awards – Need to have Awards Committee established by Jan. • Golf Net Profit: \$23,101.86 • Discussed opening a separate account to manage Golf funds. Tabled • "Rainy Day" funds discussed. Where originated? Scenarios? Written anywhere? • Budget for December social discussed. Tabled until budget meeting • Closed at 11am 	
Action Items	Owner	Target Due Date
<ol style="list-style-type: none"> 1. Set Budget Focused Meeting 2. Pricing for Speaker Gifts 3. Scholarship program research 4. Establish Awards Committee 5. Golf Tournament Fund history research 	<ol style="list-style-type: none"> 1. Chris 2. Will 3. Brandon/Thai 4. Emma 5. Thai 	<ol style="list-style-type: none"> 1. 10/16 2. 10/16 3. 11/3 4. 12/31 5. 11/1

Committee Chair Report		
Presenter: Erin		
Discussion	<ul style="list-style-type: none"> • Jan meeting at Sno's. Deposit needed. • Meeting calendar review • Contact sponsors to select meeting for them to present • Communications – No more Slack. Utilize Group Text Messaging • Point made on improving the process for tracking and communicating sponsors and collecting logos • Golf Tournament <ul style="list-style-type: none"> ○ **Vote made to determine date of annual golf tournament. Unanimous to keep in April 	
Action Items	Owner	Target Due Date
<ol style="list-style-type: none"> 1. Pay deposit for Sno's 2. Sponsors to select meeting to present 3. Inform Committee Chairs of Switch from Slack 	<ol style="list-style-type: none"> 1. Will 2. Garrett 3. Emma 	<ol style="list-style-type: none"> 1. 10/16 2. 10/31 3. 10/31

E-Board Meeting Attendance														
	X = Present at Meeting			A = Absent			CI = Call-in			E = Excused			Total	%
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	%
Chris McGlynn	X	X	X	X	X									
Emma Bataineh	X	X	X	X	X									
Brandon Dove	X	X	X	X	X									
Tyler Traweek	X	X	X	E	X									
Thomas Cagle	X	X	X	X	X									
Thai Tran	X	X	X	X	X									
Will Rosette	A	X	X	A	X									
Total Attendance	6/7	7/7	7/7	5/7	7/7									

Committee Chair Attendance														
	X = Present at Meeting			A = Absent			CI = Call-in			E = Excused			Total	%
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	%
Erin McAlister (Programs)	E	X	X	X	X									
Garrett Leeper (Sponsorship)			E	E	E									
Karen Saurage (Golf)	CI	X	X	X	E									
Anette Springer (Golf)	E	E	E	E	E									
Laremy Stille (Outreach)			E	E	E									
Michael Dodds (Membership)			X	E	E									
Greg Landry (Awards)			E	E	E									
Alex Write (Communications)			E	E	E									
Logan Heldenbrand (Comm Support)			E	E	E									
Jake Frelich (SLU Student Section)			X	E	E									
Hunter Pinion (OSHA)			E	E	E									
Total Attendance			4/11	2/11	1/11									

Others in Attendance:
<ul style="list-style-type: none"> N/A