

11/10/2023

Meeting Minutes

May E-Board Meeting



Tyler Traweek
SECRETARY

Meeting Summary

Date: 11/10/23

Time: 8:30a-10:30a

Location: Alliance Safety Council Emerging Technology Center
11030 industriplex Blvd., Baton Rouge, LA

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 Chris. 2nd by Brandon • Chair Updates 0846-0944 • Discussed having a meeting where we encourage members to "bring a friend" that is not currently a member • Chapter Finance 0945-0950 • New Business <ul style="list-style-type: none"> ○ November meeting planning complete ○ December meeting discussion – final decision on budget tabled ○ Discussed making BCSP Prep Course a door prize – tabled ○ Revising Chapter By-Laws big initiative for this chapter year <ul style="list-style-type: none"> ▪ AJ - lead ▪ Tyler – support ○ Discussed adding a New Orleans Liaison position ○ Panel Meeting Discussion – Emma taking lead ○ Revising Chapter Sponsorships – Garrett and Dove to lead ○ Discussed planning a Chapter Night Out Social <ul style="list-style-type: none"> ▪ "Off Season Pow-Wow" • Meeting closed at 1037 	
Conclusions	Motion to close by Brandon / 2 nd by Thai. Meeting closed at 1037	
Action Items	Owner	Target Due Date
<ol style="list-style-type: none"> 1. Determine a "Bring a Friend" meeting 2. Determine final budget for Dec meeting 3. Revise By-Laws 4. Revisit New Orleans Liaison position discussion 5. Finalize Panel for Panel Meeting and Identify Host 6. Revise Chapter Sponsorships 	<ol style="list-style-type: none"> 1. Chris 2. EBoard 3. AJ/Tyler 4. EBoard 5. Emma 6. Garrett/Dove 	<ol style="list-style-type: none"> 1. 12/31 2. 12/1 3. 3/31/24 4. 3/31/24 5. 12/31 6. 2/1

Chapter Finances		
Presenter: B. Dove		
Discussion	<ul style="list-style-type: none"> • Open at 0945 • Reviewed Allocation of Golf Tournament funds process • Discussed creating a new account just for Golf funds • EvenBrite terminated due to fees. Switched to Espresso • CORE sponsoring April Top Golf Social • May Awards Ceremony • Cagle asked if we can use professional development funds to sponsor memberships? Tabled • EBoard discussed options for professional development events • Discussed creating a Professional Development Chair - Tabled • Closed at 0950 	
Action Items	Owner	Target Due Date
<ol style="list-style-type: none"> 1. Explore option of adding a new account for Golf Funds 2. Explore Professional Development Chair 	<ol style="list-style-type: none"> 1. Brandon 2. EBoard 	<ol style="list-style-type: none"> 1. 12/31 2. 12/31

Committee Chair Report

Presenter: All Chairs

Discussion

- Open 0846
- Membership – Dodds
 - 8 New Members
 - Gap analysis on inactive members being conducted
 - 15 non-members attended meetings YTD
 - LSU students attended meetings
 - No SELU emails used for registration but we know students have attended
- Golf – Karen
 - Raised ~\$23k with last tournament
 - Next Tournament date set for March 15, 2024 at the Island
 - New people helped out at last tournament and good support from the EBoard
 - Asked for each EBoard member to find a contest sponsor - \$350 for contest sponsorship
 - Advised to start looking for people to donate door prizes
 - Discussed setting tangible goals for 2024 Golf Tournament
- Communications – Alex
 - "Overall it is going well" – Alex
 - 2 more people offered to help
 - Asked that anyone who submits recommendations for content in the Newsletters to provide context
 - Asked everyone to put as many pics on Box as they can
 - Sponsor logos preferred to be a certain size and w/ white background
- Student – Jake
 - Presented last month on "What to Expect as a New Safety Professional"
 - Students most interested in topics like this
 - Started planning for GSP Ceremony
 - Looking for Sponsors
 - No December Meeting
 - Next meeting is Nov. 21
 - Challenges:
 - Budget: Only \$200-\$300 in account
 - Covering meal costs
 - Hard to get a count of how many OSH students are in the chapter
 - Recommend a meeting bt SELU and EBoard regarding support
- Sponsorships – Garrett
 - Slowing down now as year is going on
 - 13 total (10 premier & 3 supporting)
 - OMI possibly signing up this year – Emma working
 - Need to send out Surveys to Sponsors
 - Reaching out to supporting sponsors about meetings and how they can prepare
- Programs – Erin
 - 26 registered for Nov meeting as of today
 - Food for Nov meeting ordered
 - Send roster to Dove
 - Jan meeting live on website
 - Need to send registration code to AIHA
- OSHA – Hunter
 - Most involvement required at the end of the year
 - Meeting next week for Quarterly Meeting – Jerome attending
 - Community Outreach Report due September 2024
- Awards – Greg & Brad
 - EBoard set budget for Award purchase
 - Thai will mentor process
 - GoldStar has award designs
 - Create Timeline
- Close 0944

Action Items	Owner	Target Due Date
<ol style="list-style-type: none"> 1. Identify contest sponsors 2. Start collecting door prizes 3. Determine 2024 Golf Tournament Goals 4. Provide EBoard with a document outlining the Golf Tournament (Sponsorships, opportunities, contests, etc.) 5. Include volunteers in communication committee 6. Add pics to box 7. Schedule SELU/EBoard Meeting 8. Survey for Sponsors 9. Contact Supporting Sponsors about meeting prep 10. Send AIHA registration Code 11. Community Outreach Report 12. Create awards Timeline 	<ol style="list-style-type: none"> 1. EBoard 2. All 3. Karen 4. Karen 5. Alex 6. All 7. Chris/Jake 8. Chris 9. Garrett 10. Chris 11. Hunter 12. Thai 	<ol style="list-style-type: none"> 1. 2/1 2. N/A 3. 2/1 4. 2/1 5. ASAP 6. N/A 7. 12/31 8. 12/31 9. 12/31 10. 12/3 11. 9/1/24 12. 12/31

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	X								
Emma Bataineh	X	X	X	X	X	E								
Brandon Dove	X	X	X	X	X	X								
Tyler Traweek	X	X	X	E	X	X								
Thomas Cagle	X	X	X	X	X	X								
Thai Tran	X	X	X	X	X	X								
Will Rosette	A	X	X	A	X	A								
Total Attendance	6/7	7/7	7/7	5/7	7/7	5/7								

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	CI								
Garrett Leeper (Sponsorship)			E	E	E	CI								
Karen Saurage (Golf)	CI	X	X	X	E	X								
Anette Springer (Golf)	E	E	E	E	E	E								
Laremy Stille (Outreach)			E	E	E	CI								
Michael Dodds (Membership)			X	E	E	X								
Greg Landry (Awards)			E	E	E	X								
Alex Write (Communications)			E	E	E	X								
Logan Heldenbrand (Comm Support)			E	E	E	E								
Jake Frelich (SLU Student Section)			X	E	E	X								
Hunter Pinion (OSHA)			E	E	E	CI								
Total Attendance			4/11	2/11	1/11	9/11								

Others in Attendance:
<ul style="list-style-type: none"> Brad Bowlin