

12/15/2023

Meeting Minutes

May E-Board Meeting



Tyler Traweek
SECRETARY

Meeting Summary

Date: 12/15/23

Time: 8:30a-11:15a

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 0852 by C. McGlynn • Motion to accept last meeting mins motion by B. Dove / 2nd by Chris. All approved. • Committee Chair report from 0855am – 0905 • Chapter Finances Update from 0905-0915 – B. Dove • Further discussion on Dec. Social <ul style="list-style-type: none"> ◦ Beer & Wine options ◦ Total Budget Discussion ◦ Check to Present (Thai) • Jan Meeting Approved for CEUs – Emma/Leremy <ul style="list-style-type: none"> ◦ 0.1 CEUs per approved meeting ◦ Instructions on how to capture CEUs will be emailed to members ◦ Cash Bar ◦ Jan 12 Next EBoard Meeting / Jan 16 Next Chapter Meeting • Tumblers for Speakers shipped to Emma. Arriving 12/18 <ul style="list-style-type: none"> ◦ Qty. 25 at \$450 total • Need to Cancel Survey Monkey Account (Thai) and replace link on chapter website • Discussion on adding separate bank account for Golf Funds <ul style="list-style-type: none"> ◦ B. Dove to decide if 2 accounts will be a benefit • Active Shooter Drill Update – Waiting on LSU to set date. Leremy to start looking at companies who would be interested in setting up booth • BCSP Credit <ul style="list-style-type: none"> ◦ 4 Credits in Total Unused ◦ 1 to C. Donely & 1 to Erin ◦ 2 available ◦ Send email out to members • By-Laws Revision – Tabled • Panel Meeting in March being lead by Emma – Tabled • GSP Ceremony for SELU scheduled for May – Jake leading <ul style="list-style-type: none"> ◦ What capacity will GBR ASSP Chapter assist? – Tabled ◦ 12 paid SELU members out of 71 students in Safety Program ◦ Ideas to spark Interest? – Tabled • ROC/PDC 4/30 & 5/1-2 in Orlando, FL <ul style="list-style-type: none"> ◦ Chris attending w/ his company paying for trip ◦ ASSP to send 1 person w/ Golf Funds ◦ *Vote: \$2,000 budget – Unanimous Yay ◦ \$10,000 current Professional Development Budget • Awards Banquet Venue Discussion – Park73 likely. Quote \$3,790 for 80 and includes catering • "Chapter Night Out" discussion. Plan to have around Hammond to get SELU students involved. Jake/Emma to research options. • "Off-Season Bash" – Tabled • Nominations/Elections Chair <ul style="list-style-type: none"> ◦ *Vote: Replace Will from Nominations/Elections Chair – Unanimous Yay ◦ *Vote: Thai as Chair of Nominations/Elections Chair – Unanimous Yay • Roundtable Discussions • Meeting closed at 1115 | | |
| | <p>Conclusions</p> <p>Motion to close by T. Traweek / 2nd by B. Dove. Meeting closed at 1115</p> | | |
| Action Items | | Owner | Target Due Date |

| | | |
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| <ol style="list-style-type: none"> 1. Checks to Present at Dec. Social 2. AIHA Meet & Greet Meeting for Jan. 5 3. Cancel Survey Monkey Account & replace link 4. New Golf Account Decision 5. Email notification for BCSP credits 6. Ideas to spark interest for SELU participation 7. Finalize Awards Banquet Venue 8. Chapter Night Out w/ SELU Students Ideas | <ol style="list-style-type: none"> 1. Thai 2. Chris 3. Thai 4. Dove 5. Alex/Emma 6. Emma/Jake 7. Emma 8. Emma/Jake | <ol style="list-style-type: none"> 1. 12/19 2. 12/19 3. 1/12 4. 1/12 5. 1/12 6. 1/12 7. 2/16 8. 2/16 |
|--|--|--|

| Chapter Finances | | |
|---|--|-----------------|
| Presenter: B. Dove | | |
| Discussion | <ul style="list-style-type: none"> • Open at 0905 • Reviewed Budget Spreadsheet – In positives (green) • \$500 in dues vs. \$700 expected– Decrease due to annual membership renewals • Meeting Fees – Expected 35 w/ 48 show. Many of the shows were sponsors and had free admission. • Food for 2 meals in Nov. Expected \$700 w/ actual of \$800 • Overall for Nov. +\$1,100 • Expected loss in Dec. due to Free December Social • Closed at 0915 | |
| Action Items | Owner | Target Due Date |
| 1. Write Foundation Checks from Golf Money (2x) | 1. B. Dove | 1. 1/12/24 |

| Committee Chair Report | | |
|---|--|--|
| Presenter: All Chairs | | |
| Discussion | <ul style="list-style-type: none"> • Open 0855 • Programs Chair, Erin: <ul style="list-style-type: none"> ○ 66 guests registered for Dec. Social ○ Leremy leading Pat's Coats initiative ○ Meet for setup at 1530 for Dec. Social Setup ○ January meeting venue and food selection complete ○ Feb. Meeting – need to make final decision on meal options • Close 0905 | |
| Action Items | Owner | Target Due Date |
| <ol style="list-style-type: none"> 1. Catering options for Feb Meeting 2. Boxes from Pat's Coats needed for Dec. Social 3. Tree Decorations (Safety items) 4. Confirm "Big Room" at Sno's for Jan Meeting | <ol style="list-style-type: none"> 1. Erin 2. Leremy 3. Emma/Dove 4. Erin | <ol style="list-style-type: none"> 1. 1/12/24 2. 12/19 3. 12/19 4. 1/12/24 |

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

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

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