

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

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

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

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

<b>E-Board Meeting Attendance</b>															
	<b>X = Present at Meeting</b>				<b>A = Absent</b>			<b>CI = Call-in</b>		<b>E = Excused</b>					
	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								
<b>Total Attendance</b>	<b>6/7</b>	<b>7/7</b>	<b>7/7</b>	<b>5/7</b>	<b>7/7</b>	<b>5/7</b>	<b>7/7</b>								

<b>Committee Chair Attendance</b>															
	<b>X = Present at Meeting</b>				<b>A = Absent</b>			<b>CI = Call-in</b>		<b>E = Excused</b>					
	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 Stille (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								
<b>Total Attendance</b>			4/11	2/11	1/11	9/11	1/11								

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