

2/16/2024

# Meeting Minutes

*May E-Board Meeting*



Tyler Traweek  
SECRETARY

# Meeting Summary

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**Date:** 2/16/24

**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:** Brandon Dove

# Minutes with Action Items

Meeting Minutes		
Presenter: C. McGlynn		
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Feb Meeting – Starts at 11, Board to show up at 10. Emma to bring Pop up sign, money bag, swag bag, and Glenn Young mugs</li> <li>• March Meeting – Venue does not have sound system, would need to rent for \$600 -Emma (Thomas, Tyler, Brandon and Emma vote in favor of spending). Food TBD. CEU's are being worked - Bio's are being obtained at this time (3/5 sent in so far). Questions need to be obtained. Need to meet with moderator to discuss flow of meeting- Emma.</li> <li>• Professional Development → Table discussion on RCA training until April meeting</li> <li>• PDC – Emma Bataineh going.</li> <li>• Survey Members/Sponsors – Table until March e-board. Michael to develop and Alex send out</li> <li>• Sponsorship Revamp/Bylaws – McGlynn is taking charge</li> </ul>	
<b>Conclusions</b>	Motion to close by Thai / 2 <sup>nd</sup> by T. Traweek. Meeting closed at 1030	
Action Items	Owner	Target Due Date
<ol style="list-style-type: none"> <li><b>1. Rent Sound Equipmetn (\$600)</b></li> <li><b>2. Meet with Moderator (J. Fish)</b></li> <li><b>3. Revamp Chapter Bylaws</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Emma</li> <li>2. Emma</li> <li>3. Chris</li> </ol>	<ol style="list-style-type: none"> <li>1. 3/15/24</li> <li>2. 3/15/24</li> <li>3. 5/1/24</li> </ol>

Chapter Finances		
Presenter: B. Dove		
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• <b>Treasurer Report</b> – Big upcoming expenses – ROC/PDC, Remaining awards ceremony, Pop up sign. McGlynn to go to Chase to cleanse account. Account Currently sits at \$79,789.47</li> </ul>	
Action Items	Owner	Target Due Date
1. N/A	1. N/A	1. N/A

Committee Chair Report		
Presenter: All Chairs		
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• <b>Community Outreach Update-</b> Geaux Jobs expo in Hammond March 28<sup>th</sup>. Request to bring materials to event for ASSP chapter promotion (Gerri Gelonka can assist with getting materials). Laremy Awaiting response from group. Reaching out to Habitat for Humanity to build up a project for Chapter. Could work to make that a bridge event during off months. (Reach out to Justin Barksdale for virtual meeting gear that belongs to ASSP)</li> <li>• <b>Student Section</b> – May get involved with Geaux Job expo event. Potentially look at holding meeting at SELU vs potentially have an event in Hammond after a student chapter meeting. Asked Chapter to promote internships as possible. Asked chapter to offer aid to students for chapter fees (E-Board to discuss parameters around this. Potentially designate amount to give student chapter per year for student enrollment purposes). Faculty at SELU is working to get more involved, set up ASSP room for members.</li> <li>• <b>Golf Tournament</b> – 11 paid teams, 9 potentials coming in. Still in need of door prizes. Hard deadline for all sponsorships/donations would be March 8. No concern with volunteers for this event.</li> <li>• Awards and Honors – Kelvinn Gray nominated for SPY. Awards committee to meet early next month to discuss nominees for remaining awards. Venue booked (Parc 73), deposit made. McGlynn to order SPY award.</li> <li>• Communications – Communications process going more smoothly now with higher logic. Dedicated award communication for SPY winner will be coming out within next few weeks. Will send out weekly communication dedicated to golf tournament. McGlynn/Alex to update Chapter News page.</li> <li>• Nominations - New Board member nominations communication is going out by Monday, Feb 19th at the latest via Thai.</li> <li>• OSHA Alliance/CEU – 0.2 CEU's approved for February meeting. Will scan sign in form to Alex Wright for CEU email for attendees. First meeting for OSHA Alliance March 28th. Committee will work on alliance document after that time.</li> <li>• Awards and Honors – Kelvinn Gray nominated for SPY. Awards committee to meet early next month to discuss nominees for remaining awards. Venue booked (Parc 73), deposit made. McGlynn to order SPY award.</li> <li>• Communications – Communications process going more smoothly now with higher logic. Dedicated award communication for SPY winner will be coming out within next few weeks. Will send out weekly communication dedicated to golf tournament. McGlynn/Alex to update Chapter News page.</li> <li>• Nominations - New Board member nominations communication is going out by Monday, Feb 19th at the latest via Thai.</li> <li>• OSHA Alliance/CEU – 0.2 CEU's approved for February meeting. Will scan sign in form to Alex Wright for CEU email for attendees. First meeting for OSHA Alliance March 28th. Committee will work on alliance document after that time.</li> <li>• <b>Programs Chair</b> – Feb meeting food from Jasmines confirmed ~ \$1550.00 No cost to venue. 150.00 tip. March food TBD.</li> </ul>	
Action Items	Owner	Target Due Date
<ol style="list-style-type: none"> <li>1. <b>Request to bring materials to event for ASSP Chapter promotion</b></li> <li>2. <b>Reach out to justin Barksdale for Virtual meeting gear</b></li> <li>3. <b>Eboard to discuss aid for students</b></li> <li>4. <b>Order SPY Award</b></li> <li>5. <b>Dedicated Award Communication for SPY</b></li> <li>6. <b>Golf Tournament Communication</b></li> <li>7. <b>New Board Member Nominations</b></li> <li>8. <b>EBoard Gift for Tenured Membership?</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Laremy</li> <li>2. Laremy</li> <li>3. EBoard</li> <li>4. Chris</li> <li>5. Alex</li> <li>6. Alex</li> <li>7. Alex/Thai</li> <li>8. EBoard</li> </ol>	<ol style="list-style-type: none"> <li>1. 3/30/24</li> <li>2. 3/30/24</li> <li>3. 3/8/24</li> <li>4. 3/8/24</li> <li>5. 3/8/24</li> <li>6. 3/8/24</li> <li>7. 3/8/24</li> <li>8. 5/1/24</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>			Total	%
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	%
Chris McGlynn	X	X	X	X	X	X	X	X	X					
Emma Bataineh	X	X	X	X	X	E	X	X	X					
Brandon Dove	X	X	X	X	X	X	X	E	X					
Tyler Traweek	X	X	X	E	X	X	X	X	CI					
Thomas Cagle	X	X	X	X	X	X	X	X	CI					
Thai Tran	X	X	X	X	X	X	X	X	X					
Will Rosette	A	X	X	A	X	A	X	X	CI					
<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>6/7</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>			Total	%
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	%
Erin McAlister (Programs)	E	X	X	X	X	CI	X	X	X					
Garrett Leeper (Sponsorship)			E	E	E	CI	E	E	A					
Karen Saurage (Golf)	CI	X	X	X	E	X	E	E	X					
Anette Springer (Golf)	E	E	E	E	E	E	E	E	E					
Laremy Stilley (Outreach)			E	E	E	CI	E	E	X					
Michael Dodds (Membership)			X	E	E	X	E	E	X					
Greg Landry (Awards)			E	E	E	X	E	E	X					
Alex Write (Communications)			E	E	E	X	E	E	X					
Logan Heldenbrand (Comm Support)			E	E	E	E	E	E	E					
Jake Frelich (SLU Student Section)			X	E	E	X	E	E	E					
Hunter Pinion (OSHA)			E	E	E	CI	E	E	E					
<b>Total Attendance</b>			4/11	2/11	1/11	9/11	1/11	1/11	6/11					

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