

<p style="text-align:center"><b>Final</b> <b>Arizona Chapter ASSE Executive Board Meeting</b> <b>Sept. 1, 2017</b></p>
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The meeting was called to order at 9:00 AM by the Chapter President, Michael Bryant. Michael reviewed the following topics:

- Timing of the Board Meeting – from 9 to 10:15 AM
- The Agenda
- His goal of highlighting projects that have one or both of these aspects:
  - Short time line
  - Needs resources
- Reminded Committee Chairs to send their reports to Katherine

**Attendees:** Michael Bryant, David Bellmont, Harold Gribow, Katherine Gosiger, Carly Baez, Nathan Carroll, Linda Parker, Norm Watkins, Stephanie Steinberger, Larry Gast, Brandon Wiseman, Wayne Carroll, Vicki Allen-Buglisi, Kurt King, Jeremy Bethancourt, Melissa Schmaltz, Tim Page Bottorff, Lekan Aponmade, Jitu Patel, Rustin Reed, Andrew Eslinger, Shih-Jun Lin, Mark Grushka

The attendance roster was circulated for signatures and was then retained by the Chapter Secretary, Katherine Gosiger.

### **Introductions**

Since it was the first Board Meeting of the Chapter year and we have several new participants, we took the time to do introductions. Each person gave a short summary of their work history and any roles they have had on the Board.

### **Focus for 2017/2018**

“Increasing member engagement by providing an extraordinary member experience.”

### **Budget Process**

Michael reported that the Chapter lost \$400.00 on the 2017 PDC.

Michael introduced the “Chapter Funding Request Form” draft and requested feedback and comments. He is asking the Board to be very critical regarding spending. He also wants to make sure that expenditures align with the Chapter’s Purposes and Goals. The following changes were made to the form:

- Added boxes to prompt the requestor to explain the source of funding for their project

### **Membership Initiatives Committee Report – Larry Gast**

The committee has been exploring several options to improve communication with current and potential members:

- Membership brochures
- Pamphlets from Society on the benefits of membership

- Idea: collect business cards – for a drawing and to get contact info from potential members
- Recognize new members and first-time attendees with a free lunch
- SWAG
- Surveys at the luncheon

Michael stressed that a welcoming environment will help in retaining members and increasing attendance at the meetings.

Michael distributed business cards for members to give to a potential member (or a member who has not attended in a while) for a free lunch.

### **ADOSH Safety Summit – Sept. 13 and 14**

Nat Carroll volunteered to attend to represent the Arizona Chapter.

### **ROC**

Michael Bryant is attending.

### **ASU Safety Days - Sept. 19 and 20**

Mark Grushka shared that an Agreement has been signed by ASU and ADOSH – it may be the first one of its kind.

Volunteers to staff the AZ Chapter ASSE booth:

- Sept. 19 – Michael Bryant, Jeremy Bethancourt, Katherine Gosiger, Kurt King
- Sept. 20 – Vicki Allen-Buglisi, Larry Gast

\*\*\*Time for the event was not communicated/captured in the notes

### **Sky Harbor Triennial Exercise – Oct. 26**

Jeremy is asking members to volunteer to participate in the drill as a responder, victim, etc. Info on the registration process will be posted on the Chapter web site.

### **WISE Section**

Melissa Schmaltz is looking for a volunteer to take over as the leader of the WISE Section. She would prefer someone who is already involved and understand the requirements of the role.

### **Open Board Positions**

Michael reported that they have 3 members who are interested in the VP office. Michael is arranging interviews and will make a recommendation to the Board.

### **Branding with the New ASSE Name (ASSP)**

Michael reported that we will not have to make the transition until summer of 2018. In the meantime, we need to use up items with the ASSE logo and refrain from purchasing any new items.

### **Open Forum**

#### **ASEC**

Harold Gribow brought the ASEC donations from July, August and September - \$1500.00

### **Long Range Plan**

Stephanie distributed copies of the revised Long Range Plan. She asked Board Members to review it and provide feedback before the next Board Meeting.

### **Membership**

Larry Gast – currently a total of 552 Members. Report given to the Secretary.

### **Approval of Minutes**

Meeting Minutes from the Planning Meeting and Budget Meeting were approved.

### **Committee Reports**

Katherine reminded Committee Chairs to submit reports.

### **Southern AZ Chapter**

Mark Grushka announced that the Southern Arizona Community Awards Dinner will be held on Sept. 28 from 6 to 8 PM. Members of the Arizona Chapter are invited to attend.

### **Treasurer's Report**

There was a question on the Go Daddy cost. David Belmont recommending keeping it. Katherine made a point of order and reminded the Board that the Treasurer's report needed to be voted on. A quorum was present. The Board members were polled and each vote recorded. The Treasurer's Report was approved.

The Meeting was adjourned at 10:30 AM

Respectfully Submitted, Vicki Allen-Buglisi