**Date: Wednesday, June 10, 2020 (1:00pm – 2:30pm)**

**Location: Phone – Virtual Meeting**

**This was a Chapter Business Meeting.**

**Chapter President Carl Granger called the meeting to order:**

* Meeting participants included:
1. Carl Granger (President)
2. Jeff Gray (Vice President)
3. Bob Schneider (Secretary)
4. Craig Galecka (Treasurer)
5. Nathan Fawcett (Social Media And Webmaster)
6. Mary Bainridge

**2) Secretary Report**

* The prior meeting minutes were approved.
* The meeting minutes will be posted on our chapter website.

**3) Treasurer Report**

* The Annual Financial Report was uploaded this week
* We started this fiscal year with a balance of $9800. We ended the year at $15,523.20.
* We had good income from the meetings/events that were held.
* When MIOSHA advertises one of our events, we see a spike in interest from them getting the word out.
* Bank fees are primarily from transaction fees from processing credit card payments for the events that were held.
* We got the financial report in before the deadline of June 15, 2020.

**4) Past Chapter Events**

* Coffee with MI-OSHA
	+ This was a virtual event.
	+ MI-OSHA was very pleased with how it turned out.
	+ There were 77 attendees out of 147 that registered.
	+ The event was well received by the participants.
	+ The recording of the event is ready for publication, but must be approved by MI-OSHA before it can be released to the public.
	+ Discussed some possible registration and calendar issues.
	+ For the future, we discussed allowing in more to register knowing that a certain percentage will not show. Currently, we do not allow that in case everyone did show up. 150 people registered was the cap because of the web service that was being used.

**5) Future Chapter Event Updates**

* We have nothing specific on the calendar right now because of COVID-19.
* July (Awards Event)
	+ Maybe move toward the end of July. We need a venue.
	+ For the July meeting, we need to set a budget.
* Late Summer/Early Fall
	+ If available, Chainsaw Safety (2-day training at Cobblestone Farms in Ann Arbor, MI). Carl is still in talks with Dustin Brighton and will work to get it rescheduled. This was cancelled due to COVID-19.
* Discussed having some virtual meetings. Craig will send Carl some ideas for topics he could present.

**6) Leadership Report**

* The report was uploaded to the COMT this week ahead of the 6/30/20 due date.
* Carl can set up a Zoom meeting if anyone is interested.
* This report is a tool to reflect what we have done and what we could do for next year.
* We decided to review the report at the next meeting. Bob S. and Carl will review the report before it is submitted.
1. **House of Delegates Meeting**
* It is occurring today at 2:00pm.
* James is attending.
* During the meeting they will be reviewing some possible changes, but they will not be voting.
1. **Chapter Leadership Training**
* Everyone has completed this training.
* This will earn us points as a chapter.
1. **ASSP Leadership Conference**
* It is virtual this year on October 1st and 2nd.
* Registration opens in July.
* Each chapter can send several people.
* The Chapter Board was encouraged to attend.
* It is also open to others that are interested in ASSP chapter and other positions.

**10) Misc.**

* New chapter year starts July 1, 2020.
* This is the last chapter meeting for this year.
* July meeting changed to a conference call. July meeting will be a Zoom meeting and not in person.
* We should do a financial audit in August if the meeting is in person. Otherwise, we will do one during the next in-person meeting.
* The new Programs Chairperson, Bob Kirkby, needs ideas. It is brainstorming time.
* We are required to have 4 Technical Meetings per year. There are no requirements just to have a general meeting.
* Bob S. made a suggestion to have a Lunch n’ Learn and only invite chapter members. This would be a way to get more chapter member involvement.
* A question was asked when we do start meetings in person, do we follow state or ASSP requirements. Answer: We will need to follow local requirements. ASSP will likely provide guidance to follow local requirements.

**11) Other Business/Roundtable**

* No one had anything.
* Takeaways: Think about program ideas to bring to the next meeting or send to Carl.
* Carl and Bob need to get together via Zoom to review the COMT report before it is sent.

**12) Schedule Next Meeting**

* **July 8, 2020 (1:00pm – 2:00pm)**
* **This will be a virtual meeting.**