**Date: Wednesday, December 2, 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. James Stokes (Delegate)
5. Nathan Fawcett (Social Media And Webmaster)

 Not Present:

1. Craig Galecka (Treasurer)
2. Bob Kirkby (Program Chair And Nominations Chair)
3. Mary Bainbridge (Membership And WISE Chair)

 **1) Secretary Report**

* The Secretary Report was reviewed and approved.

**2) Treasurer Report**

* The current report was not available at the time of the meeting.
* Two student memberships were sponsored at $15.00 each.
* Income since the prior meeting includes dues money received.

**3) Past Chapter Events To Follow-Up**

* November 24: “I’ve Been Assigned Responsibility for Industrial Hygiene: Now What?” – Greg Zigulis
	+ Around 20 people attended.
	+ This was a virtual presentation, so there are always challenges.
	+ Anyone that attended both presentations (including the other presentation) is eligible for CEU credits.

**4) Future Chapter Event Updates**

* December 10, 1-2 pm: Community Outreach - “Overdose/Narcan Responder” – Parker Tomkinson
	+ This presentation is confirmed and is sponsored by Wayne State University.
	+ This is for a non-professional to gain knowledge.
	+ Each attendee will receive a Narcan response kit.
	+ This is a free presentation and is open to the public.
	+ This is posted on our chapter website and an email was sent to all chapter members.
* January: “Home Ergonomics” – Kathy White
	+ No date or time has been set.
	+ We are waiting to hear back from Kathy so we can send out the announcement.
	+ Jeff sent her a note to work out the details.
	+ Kathy is flexible and proposed January 20th at 1pm.
	+ Bob Kirkby will put together an announcement.
* February 2021: Forklift Safety
* March 2021: Michigan Safety Council

**5) Misc. Discussion Items**

* Michigan Safety Council is doing a custom website for vendors. You can do live or recorded sessions with a vendor. We could put recorded materials from ASSP or have a live version. We could have links as well. All three chapters will need to decide what to do. Most presentations will be pre-recorded but present during each session.
* If anyone has a topic they want to present at a future chapter meeting, let us know.
* Mary would like to present on WISE (is a specialty group). She is required to do a presentation to talk about WISE or do that and a technical presentation. She can do this with other Michigan chapters. She will need to do this before the end of the chapter year (June 30th). She needs to do this presentation to the entire chapter, not just at a business meeting.
* James noted we need to evaluate our social and media platforms, especially due to the pandemic. Nathan is posting items on our website. James asked if we should place ads. We need to evaluate if we are growing as a chapter, etc. James is referring to LinkedIn, Facebook, our website, etc. Our chapter does have a LinkedIn page. We have an old group but that moved to a new page. Nathan will go through the old group and notify them of the new LinkedIn page.
* We discussed that a sizeable portion of emails we send are getting bounced back. Out of 137, we get at least 20 emails bounced back each time. Carl will reach out to Mary to see if she can volunteer to reach out to those with emails being returned.
* Carl will check to see if we can partner with another chapter to complete some virtual training.
* We discussed creating a newsletter on a regular basis. ASSP has a template. If we can get a volunteer, we can send it out ourselves or go through ASSP. Mark from Society can help. Carl will send Bob Schneider Mark’s contact information.
* James noted it may be a good time to look at our Bylaws. We recently updated them when we changed the chapter name to Mid-Michigan. Carl will send them out and we can review them again to determine if any changes are needed.
* An email is going out for SPY (Safety Professional of the Year) nominations. We need to do it soon. Any nominations need to be an ASSP member in good standing and there are several other stipulations.
* It is nomination time for next year’s chapter leaders. Bob Kirkby is the Nominations Chair. By February or March we need to have our slate of candidates that will start in their positions on July 1st.
* James asked if there are any updates from the region. Carl noted there is a virtual ROC meeting coming up. Otherwise, everything is pretty quiet. We have been sending our information to other chapters so they can also advertise our events. We also share information other chapters send us.
* Carl will ask Bob Kirkby to set up a financial audit. We need to have this done prior to our fiscal year, which will be done virtually.
1. **Other Business/Roundtable**
	* Carl: No
	* James: No
	* Bob S.: He inquired about the COMT report. Carl will send out the prior completed report.
	* Jeff: He will update us when he hears from Kathy White about her presentation.
	* Nathan: He will wait to get the presentation videos from our prior events so they can be posted on our website and possibly our LinkedIn page. Carl will see if the presenters will allow us to post the presentation videos.
2. **Schedule Next Meeting**
* January 13, 2021 @ 1pm (This will be a conference call.)