**Date: Wednesday, February 3, 2021 (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. Craig Galecka (Treasurer)
4. Bob Schneider (Secretary)
5. Bob Kirkby (Program Chair And Nominations Chair)
6. Mary Bainbridge (Membership And WISE Chair)

Not Present:

1. James Stokes (Delegate)
2. Nathan Fawcett (Social Media And Webmaster)

**1) Secretary Report**

* The Secretary Report was accepted and approved.

**2) Treasurer Report**

* Balance is $16,335.59 in the checking account. Income is from dues, and payments made since the last meeting are the recurring charges for online processing of payments.
* We received no dues income in January.
* Two years ago our bank account balance was $5411.00. The growth in our bank account has primarily been due to several successful technical meetings.
* A question was raised if we should try a paid webinar. The concern is there are other paid events coming up, so it may be hard to have a paid event at this time. If we do one, it will be free unless we can find a speaker to do a paid class.
* Report was reviewed and approved.
* Financial Audit: The audit has been moved to complete after the next Chapter Board Meeting on March 17, 2021.

**3) Nominations for Chapter Leadership 2021-2022**

* Bob Kirkby reviewed an email he sent this morning. He put together a rough plan. Bob reviewed the ASSP requirements for nominations and the process, including the necessary positions that must be filled along with appointed positions.
* We discussed concerns about the need to find some new chapter board members. If some of us were to leave, the chapter would be in a tough spot.
* Whenever we have an event, we could push new membership and the need for people getting involved
* Our chapter membership is down slightly because of the pandemic, not bad compared to other chapters.
* An idea was shared that when someone is a new member or an existing member renews to personally invite them as an outreach gesture.
* Mary mentioned reaching out to the Wilson Talent Agency that focuses on the trades and inviting them to a technical meeting/event.
* Mary was asked if she minded reaching out to new members or renewing members. She said she was willing to do it – we need to give her access to the roster.
* Mary is reaching out to the people we are getting bounced-back emails. She did get a hold of one person. For another person she is going to mail them something.
* We are currently at 134 members.

**4) Future Chapter Event Updates**

* February 10th, 12-1pm: “Musculoskeletal Health in the Home Office” – Kathy White
* March 11th, 12-1pm: “Forklift Safety” - Phil Weinstein
  + This will be a general forklift safety presentation.
* April: Michigan Safety Conference
  + We discussed if we should do a virtual meeting. The concern is people that have been sitting through a virtual meeting may not want to attend a chapter event after a day of other virtual meetings.
  + Jeff mentioned we need to start thinking about a post-COVID in-person event to get people back together that is not virtual. Maybe have an event at a microbrewery in the Lansing area and we pick up the food costs. Craig will reach out to Old Nation to look at options.
* May: Is open
* June: “Home Ergonomics” – Mary Bainbridge
  + This is tentative.
* July: Is open

We need to fill up the calendar. Everyone is encouraged to share ideas on future topics.

Jeff reached out to the author (Mike Snyder) about the article we discussed last meeting. He likely will be okay with doing a presentation for our chapter. We may even be able to use him during a kick-off to in-person meeting. We may have him do a virtual and in-person meeting.

**5) Spring ROC Meeting and Regional Business**

* ROC scheduled for April 23, 2021 (Virtual)

**6) Other Business/Roundtable**

* + Carl: No
  + Bob S.:
    - He inquired to see if we can partner with another chapter for a technical meeting. The answer is yes, and even if we just advertise their event we can count it.
* We discussed the need to think about virtual opportunities even when things get back to normal to make it easier for members since our chapter is so large.
  + Jeff: He will be traveling during the next meeting, so we moved the meeting to another

day.

* + Mary: No
  + Bob K.: No

1. **Misc. Discussion** 
   * March 31st is the end of the physical year. During the next meeting, we will discuss the close of the physical year for the COMT report.
2. **Schedule Next Meeting**

* March 17, 2021 @ 1pm (This will be a conference call.)