



**ASSE Alaska Chapter
Executive Committee Meeting Minutes
August 13, 2014 @ Nordic Calista**

1. Roll Call:

	CEC Position	Name	Present	Absent	Present via Telephone
1	President	Jeff Kolean	X		
2	President-Elect	Joireen Cohen			X
3	Vice President	Tim Bogowith		X	
4	Secretary	Jill Gaylard	X		
5	Treasurer	Phil Galloway		X	
6	Delegate	David Leonard	X		
7	Delegate	Lynne Seville	X		

Volunteer Chairpersons– None present. Pat Conlon volunteered to be Program Chairperson.

2. Minutes from Previous Executive Committee Meeting(s): Approved without correction.

3. Chapter Status Items:

- a. **Treasurers Report:** Treasurer not present - Report not available.
- b. **Newsletter:** The Secretary is doing newsletter. President did vetting on July 2014 newsletter. The July 2014 newsletter was posted to website and sent to members via email. President does not see requirement to continue vetting newsletters prior to send out and asked for comments/discussion. No objections from CEC. All in agreement.
- c. **Membership Update:** Total at 402. Secretary will resolve erroneous/obsolete emails on Chapter roster.
- d. **Website:** Contacts updated. Secretary to update Student Section. Secretary will follow up with University of Washington, OSHA Education Center, for current semester discounts. New website layout and technology available. Secretary will send out examples for discussion at next meeting.
- e. **Monthly Meeting Plans:** Vice President to coordinate September Chapter Meeting speaker.
- f. **Student Section** – Summer break. Summit Committee requested CEC Officers to introduce Summit speakers. No comments/discussion. All CEC in agreement. Student Section will continue other volunteer opportunities.
- g. **Stars Report:** In progress. Due Aug 15, 2014

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4. New Business

- Invoice Arctic Branding & Apparel, 2013 summit
- Business License-Renewal
- CEC Schedule - Thursday prior to Chapter Monthly Meetings at 4:15pm
- ROC- Sept 11 and 12, 2014. Proxy required. President made motion to send one representative. Secretary volunteered. No comments/discussions. All in agreement.
- PDC – October 9 - 11, 2014. Proxy required. President made motion to send one representative. Secretary volunteered. No comments/discussions. All in agreement.
- Summit Notes- Member registration available. Promotional item in discussion.
- Chapter W-9 requested by 2014 Summit Committee.
- Electrical Safety Software Workshop not forwarded due to advertising/technical content. Chapter SOPs to be developed on workshop approvals.
Alaska Professional Development Council extended invitation for meeting. Invitation accepted.

5. Call for Other Off-Agenda New Business: None

6. Meeting adjourned: 5:20 pm