

# ASSP Augusta Chapter SUMMER 2024 (June, July, August) MEETING MINUTES

## I. MEETING DETAILS

Meeting Leader: Sonya Patton, President  
Location: Virtual

## II. ATTENDEES

Quorum **confirmed** with the following board members in attendance:

June 19, 2024:

- Sonya Patton, President
- Jim Poage, Vice President
- Keenan Monaghan, Secretary
- Angela Ray, Treasurer

July 18, 2024:

- Sonya Patton, President
- Jim Poage, Vice President
- Angela Ray, Treasurer

August 15, 2024:

- Sonya Patton, President
- Jim Poage, Vice President
- Keenan Monaghan, Secretary

All attendees (members and non-members) joined by Microsoft Teams via the link attached to the monthly meeting invite.

## III. ABSENCES

- June 19, 2024 – no notable absences
- July 18, 2024 – Keenan Monaghan, Secretary
- August 15, 2024 – Angela Ray, Treasurer

## IV. CALL TO ORDER

**June 19, 2024 Virtual meeting called to order by President Sonya Patterson – 12:00 PM**

Agenda:

1. The 45 minute presentation given by Secretary Angela Ray encompassed a presentation and discussion focusing on the Regional Operating Committee (ROC) Overview and Updates plus additional discussion and exercise on Communication. *There were 7 participants.*

**July 18, 2024 Virtual meeting called to order by President Sonya Patterson – 12:00 PM**

Agenda:



1. The 45 minute presentation given by Vice President Jim Poage provided a presentation and discussion on the topic of Fall Protection. This topic was requested by attendees during a meeting earlier in the year. *There were 15 participants.*

### **August 15, 2024 Virtual meeting called to order by President Sonya Patton – 12:00 PM**

#### Agenda:

1. The 45 minute meeting given by Bobby Williams enlightened attendees with a presentation and discussion focusing on Fireworks Safety and burn wounds. *There were 16 participants.*
2. The Chapter Officers discussed and completed the 2024-2025 Chapter Annual Planning Report. The first report, the Annual Operational Plan, must be uploaded directly into question 1 of the Chapter Operations Management Tool (COMT). This report is an SOG requirement for 400 pts. This report is due for electronic submission by August 15, 2024.

***Action: Report will be edited and uploaded into the COMT on August 15, 2024 – Vice President Jim Poage***

### **V. OLD BUSINESS**

1. Tools provided to the Chapter in the web hosting agreement were reviewed in a virtual meeting with Angela Ray, Keenan Monaghan and Mark Huelskamp. These include Google drive, Canva, Crowdsignal and YouTube.

***Action: Google drive has been populated with all previous meetings information. All Board members have access. – Secretary Keenan Monaghan***

2. May meeting “OSHA Compliance and NFPA 70E Requirements of Clear Working Space around Equipment” presented by President Sonya Patton, CSP was successful with 7 attendees.
3. May meeting minutes were emailed to committee members for approval.
4. Topics, dates and locations have been set for virtual summer meetings (June, July and August).

### **VI. NEW BUSINESS**

1. The chapter operations management tool (COMT) report, due June 30, 2024, was not submitted by the Augusta Chapter due to unfamiliarity with the requirement. The COMT questions and SOG requirements supports our planning and tracking throughout the chapter year and serves as the required annual report to Society per our bylaws. This is how chapters are recognized for their achievements in providing value to their members. Once the COMT closes, we don't get a chance to report.

***Action: when COMT opens for 2025, Chapter board members will get together to review and submit.***

***Action: Officers to discuss future donations by Augusta Chapter to ASSP scholarships.***



2. Information and PDF sent Chapter board members regarding the BISE Scholarship Endowment Drive.

**Action: no action has been taken**

3. September or October pre-meeting: Board members discussion on the Augusta Chapter website. Would like to create a list of what we'd like to update and have Mark do this for us.
4. The September meeting topic will be Wildlife Safety presented by Sean Poppy, Outreach Program Coordinator, University of Georgia, Savannah River Ecology Laboratory.
5. Angela Ray's discussion on 3 Common OSH Challenges has been rescheduled for the October meeting due to scheduling conflicts.

## VII. PRESENTATIONS

## VIII. DISCUSSIONS AND OTHER ITEMS

1. Future surveys will be sent to all attendees (members and non-members) to collect feedback from previous meetings and suggestions for future meeting topics.
2. Upcoming meetings dates confirmed:
  - September 19, 2024 (*dinner to be sponsored by Formetco*)
  - October 10, 2024
  - November 21, 2024
  - December 2024 (*no meeting*)

Time: 5:30 PM

Location: UGA-SREL Conference Center

Street Address: 3280 Williston Rd

City: Aiken State: SC Zip: 29803

3. Upcoming meetings planned:
  - January, February, March and May 2025 (*UGA-SREL Conference Center*)
  - April 2025 (*virtual in respect to Masters week*)

## IX. ADJOURNMENT

**All virtual meetings adjourned by all members – no later than 1:00 PM**

**Meeting minutes sent for approval to all board members – Keenan Monaghan – 8/19/2024 12:00 PM**

Submitted by: Keenan Monaghan

Print Name: Keenan Monaghan

Approved by: \_\_\_\_\_

Print Name:

Approved by: \_\_\_\_\_

Print Name:

Approved by: \_\_\_\_\_

Print Name:

