

ASSP Lowcountry Chapter
Monthly Meeting Minutes
August 18, 2020

1. Regular Monthly Meeting called to order by Bob Heck, President, at 11:03 noon.
 - a. The meeting was a virtual meeting held on Zoom
 - b. Bob welcomed attendees and provided guidelines for a successful virtual meeting
 - c. Minutes taken by Ken Warren - Secretary
 - d. Attendance – 21 persons
 - e. The officer slate for 2020-2021 was announced. The Lowcountry Chapter is looking to fill the 2nd VP position for 2020-2021. Interested persons should contact Bob Heck.
 - f. Membership was asked if any new members were in attendance – none were present
2. Bob discussed pandemic effect on the Chapter and how monthly meetings and the Spring PDC had to be cancelled.
3. Several attendees stated that virtual meetings were favorable, especially for folks that travel or work far away, as it allows them to attend meeting. Bob stated that we may find a way to have a virtual component to meetings even when live meeting resume.
4. Old Business – no old business was announced
5. New Business
 - a. Monthly Meetings are the third Tuesday of the month. The next Monthly Meeting will be September 15 and will be a virtual meeting. The tentative topic is Hurricane Preparedness.
 - b. Members were asked what topics they would be interested in for future meetings.
 - c. There will not be a PDC in the Fall of 2020 but there will be a Spring PDC in 2021 either held live or virtual. The dates have not been established. Attendees were asked to provide topics they would be interested in for the PDC.
 - d. The Region 6 PDC will be held as a virtual event on September 16-18, 2020 and the cost is \$99. 2.4 CEUs are available and there will be limited attendance. Early Bird sign-up by August 31.
 - e. The Fall Leadership Conference will also be virtual and held on October 1-2, 2020.
 - f. The Chapter's Community Support plans for 2020 include Toys for Tots. Attendees were asked to provide additional ideas for community support – none recorded
6. Treasurers Report
 - a. \$8,954.89 in Saving
 - b. \$3,557.97 in Checking
7. Bob stated that the Chapter received the Gold Award, as typical for the Low Country Chapter, in 2019-2019 but received the Silver Award in 2019-2020. This was due to a lack of points associated with having to cancel Monthly Meetings and the Spring PDC.
8. Bob asked the attendees for suggestions for ways to increase membership – none recorded
9. Education program was introduced by Bob at 11:22.

“COVID-19 from an Occupational Health Perspective” presented by Hollie Ottinger, RN, COHN-S, COHC of Cerner Medical
10. The meeting adjourned at approximately 12:00pm.

ASSP Lowcountry Chapter
Executive Committee Meeting
14 August 2020

Attendees:

Virtual meeting (Zoom) -

Bob Heck, George Bower, Ken Warren, Justin Reese, Jeff Graham

1. Bob Heck welcomed all and opened the meeting at approximately 1:00pm
2. Minutes taken by Ken Warren- Secretary

Business

1. Bob reported that the Chapter Operational Planning Report (Report) for 2020/2021 was due to ASSP on August 15, 2020. The plan is effective from July to June. He provided the 2019 Report and the group discussed changes or additions to the 2019 Report. Primary changes included the number of meetings that could be held due to the pandemic. All information was gathered and Bob will submit the report on schedule.
2. Bob reminded all officers that have not taken the ASSP officer training courses available at the ASSP website to do so.
3. The group discussed the need to keep the ASSP Low Country Chapter website current and to include all meeting minutes. The group agreed that a newsletter was not necessary if the website was maintained up to date. Bob mentioned that a few officer photos are needed for the website. Information for the website should be submitted to Jayne Carswell.
4. George announced that the Chapter received the Silver Award for 2019/2020. The primary reason for the Silver instead of Gold was the cancelation of the PDC due to the pandemic.
5. George and Jeff announced that no fees were loss as a result of cancelation of the Spring PDC. The group decided not to attempt a Fall PDC and planned to hold a Spring 2021 PDC either live or virtual.
6. Bob discussed plans and provided the agenda for the monthly meeting scheduled for August 18, 2020 (Tuesday) at 11:00am. The meeting will be "Virtual" on Zoom due to the pandemic. Bob sent an announcement earlier in the week and will send an invite to the membership prior to the meeting. Any new or additional information for the monthly meeting agenda should be sent to Bob.
7. Bob announced plans for periodic Executive Committee Meetings and will likely plan for quarterly.
8. Bob asked for any additional business. There was none
9. The meeting was adjourned.
10. Submitted – Ken Warren