

**Central Indiana Chapter of the ASSP
Women in Safety Excellence (IN-WISE)
Meeting Minutes 4/9/19**

Attendees:	Anne Evans	Heather Schimmelpfennig	Sheila Helmold
Traci Hardin	Jennifer Lee	Anne Thom	Shelly Brewer

Resources: Attached

New Agenda Items

- 1) Welcome New Members (all in attendance)
- 2) Charter
 - a) Name and Mission approved as-presented
 - b) Officers – Chair: Anne Evans
– Vice: Traci Hardin
– Secretary: Vacant due to group size. Anne and Traci will share responsibilities
 - c) Members – 7 (see attached sign-in sheet)
 - d) Deliverables – Attendance, Quarterly Meetings, Networking Events, Lunch/Learn Webinars, Community Outreach Activity were approved as-presented. Producing a newsletter at this stage was ruled by the group as unnecessary.
 - e) Metrics – Attendance, Quarterly Meetings, Lunch/Learn Participation
 - f) Schedule – Quarterly Meetings, Monthly Lunch/Learn, Monthly Update to BOD
- 3) Lunch/Learn Webinar Topics Discussed
 - a) Career Development
 - b) How to be a Mentor
 - c) Safety Success Stories
- 4) Community Involvement
 - a) 10 & 30 Hour for both Construction and General Industry can be ‘scholarshipped’ via group authorized trainers with meeting spaces available through membership
- 5) Next Meeting
 - a) 9 July 19, 1530-1630, Location TBD (second Tuesday)
- 6) Open Items
 - a) Anne Evans will follow up with BOD Social Media Chair on starting FaceBook Group
 - i) Complete. Awaiting response.
 - b) Anne Evans will email group 2 weeks prior to meeting about location
 - c) Anne Evans will email Jennifer Lee with mailing list.
 - i) Complete.
 - d) Jennifer Lee will create a Lunch/Learn topics membership survey for more/better ideas.
 - e) Traci Hardin will work on securing Smart Sheet or similar access for group membership.
 - f) Anne Thom will work on using Skype for the Lunch/Learn Webinars

Team Charter

Name	Women in Safety Excellence of Central Indiana (IN-WISE, _____)
Mission	Provide an avenue by-women-for-women networking with like-minded safety professionals in support of the inclusion, equity, mentoring, and advancement of women.
Officers	Chair: Anne Evans Vice: Traci Hardin Secretary: Vacant
Members	Anne Evans, Traci Hardin, Jennifer Lee, Anne Thom, Shelly Brewer, Heather Schimmelpfennig, Sheila Helmold
Deliverables	Metrics Meetings Newsletters (CI & WISE) Networking events Lunch/learn webinars Community outreach activity
Metrics	Q Meetings Held Q Meeting Attendance M Newsletters Published Lunch/learn web participation
Schedule	Q Meetings M Newsletter M Lunch/learns
Notes:	