

ASSP Executive Committee Meeting

Meeting commenced at 4pm 07/20/2026 via TEAMS

Members in attendance: Mel McKenzie (president), Bethany Knight (president-elect), Chris Schott (Treasurer), Ann Schubert (nominations & elections), Don Elswick (advisory group)

New Executive Committee 2026-2027

President – Melissa McKenzie

President Elect – Bethany Knight

Secretary – Aryn Gilenson

Treasurer – Chris Schott

Advisory Group – Donald Elswick

Membership Chair – Jake Lehman

Professional Development Chair – Jay Hocutt

Nominations & Elections (Past President) – Ann Schubert

Jobs Chair – Jeff Headrick

Program Chair – Floyd Yount

Upcoming Meetings:

- Scheduled: August 12 – 1:30 tour Iconex (manufacture receipt paper/labels) with WIM
- September chapter meeting – regular chapter meeting with speaker, possibly at new roane state facility – Mel to check with Lance Greene for dates/times (tentatively plan for September 17), Ann to check on speakers from conference.
- October 15 – TBD (ideas for a tour, speakers, location?)
- November – no regular meeting, November 4-5 TVS-AIHA conference at New Hope, Mel has reached out to the new president but waiting to hear back about sponsoring at some level similar to last year. Also need to ask about a discount code for our members to attend and cross-post this opportunity on our website to encourage partnership between our two organizations.
- December social/bike helmet drive: tentative Thursday evening 12/3 location tbd

New Roles and Responsibilities:

****NEW INFO** Please sign into your ASSP accounts for new officer training: instead of it appearing automatically, you need to go to “membership”, then “Community Leader Resources”, and on the left menu, expand the “Chapters” tab and click on “Chapter Leadership Training”. Scroll down and select your new position to add the new training to your cart (it is free, but you will need to check out to have it added to your “my learning” section)**

Also refer to our chapter bylaws, found under the files section of our website, for more info on roles, responsibilities, and terms of office. President and President-elect serve 2 year terms, all other officers serve 1 year terms (ability to serve consecutive terms).

- Chris is scheduled to meet Kris this Wednesday to transfer financials
- Aryn – new secretary: work with Rich for any turnover.
- Jake – Membership chair: determine if you have access to rosters (or work with Mel for copies) to welcome new members and reach out to any with expiring memberships and invite them to rejoin

Other action items:

- Annual Operational Plan – due August 15 – Mel will complete and send out for review prior to submitting
- Ann participating in audit of regional books with Carl Grainger, we should probably do a quick audit of chapter books since it has been more than a decade since the last audit – Chris to work with Ann after she completes regional audit.
- Potential to take over Safety Fest – Ann reports that Region VII has an interest, and we should support this if possible.

Meeting adjourned at 4:42

Minutes taken by Mel McKenzie