



Commonwealth Safety Committee

Meeting Minutes

January 13, 2020

Attendance:

[X] Phil Sapp – Chairperson/Coordinator [X] Sara Alexander – Vice Chairperson
[X] James Umfleet [X] Nicole Antons [X] Missy Sapp
[] Landry Saunders - Secretary [X] Joana Alfaro [] Jared Landau – Tech Support
[] Kristine Rupp – HR [] Robert Hammers – Washington Satellite Member

- **Called Meeting to Order:** 10:07 am
- **Reviewed minutes from last meeting:**
- **Safety update with Kristine Rupp, HR (Kathleen Landau in Kristine’s absence):**
- **Address Committee Members:**
 - Membership - Phil read membership section of the committee By-Laws and reviewed Mission Statement and Goals.
 - Satellite Members – Discussed adding additional satellite members from Washington and regions of Oregon including Salem and Eugene.
 - Participation – To ensure that our committee is effective, we discussed the need for all committee members to participate in meetings, property visit’s and assignments.
- **2020 Election for Committee Offices:**
 - Election results – Chairperson/Coordination – Phil Sapp, Vice Chairperson – Sara Alexander, Secretary – Landry Saunders, Tech Support – Jared Landau
- **New Business/Assignments:**
 - Selected potential properties to visit in 2020.
 - First Aid Kit distribution – Missy is working on having this ready for Commonwealth University.
 - QMM training topic for 1st qtr. 2020 will be a Safety Review.
- **Meeting Adjourned at 11:20 am**

“Safety starts with S and begins with YOU!”