



**Advisory Committee Members & Guests on Call/Attending:**

Tabitha Laser	Dustin Hickey
Jovan Lora	Jessica Good
James Charo	Liz Cummingham
Krystle Hodge	
David Drake	

**Conference Call Information:** 832-791-3043 (Code 67677764)  
**Prepared and Submitted by:** Krystle Hodge

**ExCom Chartering Session Minutes**

Agenda Items	Presenter	Time (pm)
ExCom shirts	Jovan	4:55
ExCom yearly budget	Tabitha	5:10
Monthly Chapter Meeting ideas	All	5:20
Financial Audit Team	Tabitha/James	5:45
Chapter Equipment/Gifts for speakers	James	6:10
Gulf Coast Charter Requirements	All	6:25
Adjourn	All	8:15

Business
<b>ExCom shirts</b>
<ul style="list-style-type: none"> <li>Jovan motioned to purchase dark grey shirts for executive committee; collar shirts for men and lady cut for women (James seconded, unanimous consent).</li> <li>ASSE Leadership Conference is <b>October 12-14</b>.</li> </ul>
<b>ExCom yearly budget</b>
<ul style="list-style-type: none"> <li>Tabitha proposed to mirror this year's spending budget based on last years with the contingency-reevaluate changes or vote on differences. Jovan motioned to defer this proposal until next month's Chapter Meeting so team can review annual financial report (James seconded, unanimous consent).</li> </ul>
<b>Monthly Chapter Meeting ideas</b>
<ul style="list-style-type: none"> <li>Ice breaker games</li> <li>Limit Speaker time to 30 minutes</li> <li>Speed Networking</li> <li>Quarterly Happy Hour</li> <li>Brunch Chapter Meeting</li> </ul>
<b>Financial Audit Team</b>
<ul style="list-style-type: none"> <li>Recruit ASSE Gulf Members to Gulf Coast Financial Audit Team.</li> </ul>
<b>Chapter Equipment/Gifts for speakers</b>



**Gulf Coast Chapter**  
Meeting Minutes  
July 14, 2017  
4:30 – 8:00pm CST

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James motioned to approve one pad (under \$500), two swipers (under \$100) and two speaker gifts (~\$25). Gulf Coast Chapter will also buy speaker gifts for Energy Corridor Section (Dustin seconded, unanimous consent).

**Gulf Coast Charter Requirements**

- PLEASE SEE ATTACHMENT from Tabitha.

**Action Items**

- James will send shirt website link to ExCom.
- James will send *Robert's Rules of Order* to Krystle.
- James will send Annual Financial Report to ExCom before next ExCom Chapter Meeting.

**Next meeting: August 3, 2017**