



Advisory Committee Members:

Tabitha Laser Magdy Akladios
 Jovan Lora
 James Charo
 Krystle Hodge

Prepared and Submitted by: Krystle Hodge

ExCom Chaptering Session Minutes

Agenda Items	Presenter	Time (pm)
Section Budget	Tabitha	4:30pm
ExCom Badges & Shirts	James	
Speaker Gifts	All	
Region III PDC	Tabitha	
Chapter Meeting Recordings	All	
Chapter Storage	All	
Website Updates	All	
Gulf Coast & Common Interest Groups	All	
Chapter Fundraising	Tabitha	
Vendor Night	All	
Speaker Calendar & Sponsors	All	
Adjourn	All	7:30pm

Business
<p>Section Budget</p> <ul style="list-style-type: none"> Section budgets were approved for Energy Corridor for \$2,310.00 and North Section for \$1,237.50. Unanimous decision. <p>ExCom Badges & Shirts</p> <ul style="list-style-type: none"> ASSP Chapter name badges need to be ordered – James The new ExCom shirts will be a green long sleeve button up/golf shirt (choice) - \$600 <p>Speaker Gifts</p> <ul style="list-style-type: none"> Speaker’s gifts with joint ASSP and AIHA logos - \$600 BUDGET <p>Region III PDC</p> <ul style="list-style-type: none"> Tabitha motioned to approve \$3000 for chapter to sponsor Region III PDC for \$3,000. The cost of one ticket which pays for registration. Unanimous decision. 1 ticket will be offered to the Gulf Coast Chapter, the North Section and Energy Corridor. <p>Chapter Meeting Recordings</p> <ul style="list-style-type: none"> Follow up on recording meetings and sharing with members on Facebook– James <p>Chapter Storage</p> <ul style="list-style-type: none"> Get storage near hotel (\$60/month) – reapproved



Website Updates

- Update website with calendar, new ExCom members and ensure group email is accurate – Jovan

Gulf Coast & Common Interest Groups

- Krystle to help energize BISE and Tabitha to coordinate with WISE leaders
- Practice Specialties and Special groups – consider having them host each event to raise awareness to them
- Tabitha working on a Project Youth Educate Program

Chapter Fundraising

- A Shooting Fundraiser Event will be created to help raise funds for the Gulf Coast Chapter. Jeron Quincy has agreed to help coordinate this event.

Vendor Night

- Vendor night will take place in March 2019 from 5-9pm. Jeron Quincy to help coordinate this event
- Sponsors: \$250 for booths only, \$1,000 for sole sponsor and speaking time

Speaker Calendar & Sponsors

- Proposed calendar below (Tabitha will check into CEUs, Jessica will confirm hotel availabilities for changes)
- Tabitha motioned to approve \$1000 for Holiday Social Gifts; Krystle seconded.
- 2018-2019 Calendar:

2018:

- August: Beryllium
- September: Robert Emory – James will call to confirm *(Need to confirm we can get a room)*
- October: EHS Challenges & Learnings Executive Panel (Dustin to lead discussion, and we can use poll everywhere/Krystle)
- (Sr EHS Professional, Non-EHS Executive, Regulatory & Legal)
- Mark Briggs OSHA Area Director (PSM)
 - Attorney?
 - C-Suite?
 - EHS Exec?
- November: H&S challenges in renewable energy
- December: Holiday Social (Dave & Busters) – Try Again \$1000 prizes

2019

- January 10: Drugs in the Workplace & New Trends to be aware of” (Margaret Gilbert, DEA, etc.?) / NIOSH
- February: H&S Learnings from Hurricane Harvey, Dr. Scott Ward
- March: VENDOR & NETWORKING NIGHT (sponsors with booths, games, etc.) *(Need a Committee to plan this & get sponsors)*



April:	Modern Day Ergonomics, Andy Muttamer, CPE
May:	Awards & Honors Meeting (Will be bringing in a big name speaker... stay tuned!)
June:	Webinar for CEUs AND Speed Networking Event (?) <i>(Need to confirm we can get a room)</i>
July:	No Chapter Meeting (2019-2020 Executive Committee Planning Meeting)
August:	No Chapter Meeting
September:	Technology Discussion Panel (NIOSH as a backup??) <i>(Need to confirm we can get a room)</i>
October:	Adele Abrams – Legal Review (WISE sponsored event)
November:	Eye Spy Hazards (Sarah Anderson)
December:	Holiday Social (Dave & Buster)

Action Items

- James will order new name Chapter badges
- Tabitha and James will follow up on recording Chapter Meetings
- Purchase storage for Chapter near Marriot location
- Jovan will update website with calendar, new ExCom members and ensure group email is accurate
- Krystle to help energize BISE and Tabitha to coordinate with WISE leaders
- James will contact Bob Emery to speak at the 2018 September Chapter Meeting
- Jeron to help create Shooting Fundraiser Event to raise funds for the Chapter
- Jeron to assist in coordinating Vendor Night
- Tabitha will look into CEUs for Chapter Meetings and Jessica will confirm hotel availability changes
- Krystle to submit 2018-2019 Planning Calendar

Next meeting: The last Friday of the month