

**ASSP Gulf Coast Executive Committee  
Meeting Minutes**

**Meeting Date: 08/06/2020**

**Members in Attendance:** Carrie Atkins, Chris George, Danielle Maassen, Doug Rush, James Charo, Jeron Quincy, Johnathan Gonzalez, Luke Albrecht

**Visitors/Guests in Attendance:**

**Absent:** Daniel Boreman, Krystle Hodge, Leslie McGaha

**Meeting Called to Order:** 9:00 AM

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**ACTIONS OF MEETING**

Motion to approve previous Meeting Minutes – all in favor, motion approved.

Motion to go virtual September & October- all in favor, motion approved.

Treasury Update

- Account totals: \$130,172.17
- \$25,102 to be deducted for Past President Scholarship Fund and Grant
- Section Funds – Approximately \$1200 Annually per Chapter
- Need to set up credit request process

Communications Update

- Website update will be published soon
- Provide ideas for the website to Krystle

Newsletter

- August ready to be published pending Speaker Information

Zoom

- Zoom meeting plan survey forthcoming
- Awaiting response from Zoom - Possible discount for 501C-6 & transferability of accounts
- Need to determine the number of Hosts required

PDC Update

- Bones for PDC planning already in place due to 2019-2020 preparation
- [www.gulfcoastpdc.com](http://www.gulfcoastpdc.com)
- Call for Volunteers for PDC Committee – Meetings to begin September
- Joint PDC with AIHA

Membership Survey

- Sent out to ExCom for review – Request from Carrie if not received

Programs Update

- 2020/2021 Meeting Venue Remains Houston Marriot
- Virtual Meetings planned for September & October – will continue to evaluate
- Call for Volunteer for Program Chair

ASSP Leadership Training

- Online training required by position: <https://www.assp.org/community-leader-resources/chapters/chapter-leadership-training>
- ASSP Annual Leadership Conference: <https://www.assp.org/education/conferences/leadership-conference>

## **ASSP Gulf Coast Executive Committee Meeting Minutes**

### ASSP COMT Tracker

- Annual Operational Plan - Due Aug. 15, 2020

### Use of Mayday Marketing

- Value to be found by expanding our partnership with Mayday
- Membership – PDC – Sponsorships

### AIHA Partnership

- Joint Committee to be developed to coordinate Speakers – Daniel to be Chair
- Goal is to post Speaker schedule for the year by end of August
- Need to develop Partnership document

**Meeting Adjourned:** 10:13 AM

**Next Meeting Date:** September 03, 2020 9:00AM

### **Action Items:**

- Zoom meeting plan survey – Carrie
- Promote PDC on Newsletter – Danielle
- Review membership survey draft – All ExCom
- Committee member survey draft for September meeting – Carrie
- Send Committee document to Carrie & Jaron – Luke
- Complete online ASSP Leadership position training – All ExCom
- Coordinate with Mayday for budget presentation – Carrie