



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Gulf Coast Chapter

Executive Committee - Meeting Agenda:

ExCo Position:	Name:	Present:
Past President	Jeron Quincy, CSP	X
*President	Dustin Hickey, CSP	X
*Sr. VP – Communications	Elizabeth Thornhill, CSP	
*Vice President - Membership	Jason Millenbruch, CSP	X
*Secretary	Geoffrey Miller, CSP	X
*Treasurer	Bradley Spratt, CSP, CIT	X
*Student Section Liaison	Katizu Gayo, GSP	X
*Chair – Newsletter	Jethzabeth Aguirre	X
*Chair – Programs	Ryan Clayton, CSP	
Energy Corridor Section Chair	Taylor Peaster, GSP	X
North Section Chair	Eulogio R Villaseñor, OHST	
Downtown Section Chair	Ryan Clayton, CSP	X

*voting member – Quorum – 4/7 Present.

☐ = action item

- Chapter President's Opening message

- Platinum recognition for chapter and area.
- Please review chapter bylaws posted on website.
- Leadership conference presentations sent out by society. Will be forwarded out to group.

Approval of prior month's ExCo meeting minutes

- Seek approval of June ExCo mtg minutes by quorum vote -> Follow up via email if needed.
 - ☐ Minutes to be submitted as required.
- June Meeting Minutes - Approved.

Mtg Agenda / Outcomes:

1. Review of Open Action Items
2. Treasurer's update
3. September/October Events
4. September/October Look Ahead
5. GCC ExCo updates / Needs identified



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1. ExCo Mtg Action Items:

- ☐ **Kay** - Awaiting Student Section 22/23 spend and 23/24 requests. – Waiting on San Jac.
 - ☐ **University of Houston – Clear Lake - \$2500**
 - ☐ **College of Mainland - \$3000**
 - ☐ **Downtown - \$1500 – PDC**
 - ☐ **Set budget of not to exceed \$2500 for each student section for 24/25 year. – Approved.**
- ☐ No contact with San Jac – any leads appreciated.
- ☐ **Brad** – Remove Jeron and Jason from WF accounts. Add Dustin and Geoffrey to WF accounts and issue new debit cards – Completed – 9-5-2024.
- ☐ **Geoffrey** – Update 2024/2025 Leadership and Committee Planner contacts.
- ☐ **Dustin** – Approval of 2nd annual golf tournament on Oct 31st, 2024.
 - **Ask students to volunteer for golf tournament.**
 - **Not to exceed \$4000 request – Approved.**
- ☐ **Ryan Clayton** – confirm speakers and provide Comm's info for Oct/Nov and through end of year mtgs (GCC + Sections).
 - **Lining out speakers through end of year and into 1st quarter 2025.**
- ☐ **Jason Millenbruch** – Volunteer opportunities to Comm's for distribution.
 - **Look into boy scout and rodeo volunteer opportunities.**
 - **James and Dustin have contacts.**
- ☐ **James Charo** – Was ASSP storage unit closed out?
 - **Shirts used for leadership event – leftovers to be given away at chapter meetings, old awards to be given to Joel, past financial records to be sorted through and unnecessary documents disposed of, notepads, water bottles/RTIC cups.**
- ☐ **Brad** – Sort through past ASSP Chapter financial documents for retaining/disposal.
- ☐ **Jethzabeth** – Determine Chapter, Region, or Society deadlines for SPY, HOF, etc., and start advertising 6 months out and set an internal requested deadline of 90 days prior to the actual due date. Follow up with Joel about this to get some of those dates that we can publish in the next newsletter.
- ☐ **All** – provide potential content for newsletter to Jethzabeth.
 - **Dustin providing government affairs.**
 - **Speaker info, student section events with pictures.**
- ☐ **All** – ASSP GC Chapter Google Drive is active.
 - **Dustin – Send google drive access email to members.**
- ☐ **Taylor** – Mayday marketing contract that needs to be signed for Gulf Coast PDC.
 - **Send mayday contract to Dustin and Brad.**
 - **Venue contract is already signed.**
 - **All - 9/23-9/25 – Region III PDC – Hurst, TX**
 - ☐ **Social Event at PDC- \$3000 – Approved.**
- **Jason** – establish monthly new member email.
 - **Review members that have become inactive.**



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- **Send email for volunteers for open positions – Government Affairs, TBD.**
- 2. **GCC Treasury update - Brad Spratt (Treasurer)**
 - \$61,852 in consolidated funds
 - ☐ Chapter Checking: \$2927
 - ☐ Chapter Savings: \$54101
 - ☐ Energy Corridor: \$791
 - ☐ North Section: \$1486
 - ☐ Paypal Account: \$2547
 - NTE Budget of \$101,500 as approved by ExCo
 - Legacy WF & PayPal accounts closed
 - Randy Walker & Company retained as GCC's CPA (~4,500 annual retainer)
 - COM-T updates (tax doc + annual financial report) completed.
 - ☐ Extension filed for taxes.
 - Battleground invoices paid. PDC deposit w/Norris Ctr paid. Top Golf paid. Photography from Leadership event – Invoice Paid
 - Laddered CD investment update
 - ☐ **Approved by ExCo in Feb, need to coordinate w/account execs (Brad, Dustin, Geoff) to set up – must be in person -> in new Chapter year. – Incomplete item.**
 - Public Storage unit payments \$170 -> Geoff to eval future storage needs.
 - ☐ **Confirm storage unit closed.**
 - HASC/GCC Social in Denver – Waiting on Invoice.
- 3. **September Events:**
 - 9/5 ExCo Mtg @ Battleground and virtual
 - ☐ 23/24 Budget recap & 24/25 Budget prep
 - 9/5 GCC mtg – speaker: Joey Alvarado – Accurate Hydrogen Portable Gas Detection
 - EC mtg on 9/12 – speaker: Britt Howard – Progressive Human Performance
 - N section 9/19 – speaker: Mike McKenna, CSP – Conducting an Effective Job Search
 - **DT Section 9/27 – speaker: ?**
 - **Student Section events - ?**
 - 9/23-9/25 – Region III PDC – Hurst, TX
- 4. **October Events Look ahead:**
 - 10/3: ExCo Mtg @ Battleground and virtual
 - **10/3: GCC mtg – speaker:**
 - **10/10: EC mtg – speaker:**
 - **10/17: N Section – Speaker:**
 - **10/25: DT Section - ?**
 - **Student Section events – Volunteers for golf tournament fundraiser.**



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5. GCC ExCo updates:

Committee Chairs to provide updates on **key activities, target dates, budgets, risks, and support requests from Chapter** for each assigned committee. If none, move to next Committee/ExCo member

○ Secretary – Geoffrey Miller

- Chapter Ops
 - ☐ Monthly Chapter President's Report – due 1st Friday of month
 - ☐ Purchase of repair parts / hard case for ASSP banner
 - Get banner from Jason and look at repair.
- Government Affairs and Practices & Standards -> Dustin

○ Membership – Jason Millenbruch

- Student Section Liaison (Kay)
 - Budget request protocols distributed to Sections
 - Report of current spend.
- CIGs & PSGs Liaison
- GCC PDC - Taylor - Chair PDC Committee
 - April 10th, 2025 – attendee registration open: <https://GulfCoastPdc.com>
 - Keynote Speaker + Speakers Identified?
 - Call for speakers active.
 - Need AIHA contact to be representative on committee.
 - PDC Social on April 10th – Discuss with Taylor.
 - Hosted by Energy Corridor
 - Reg III PDC [attendee registration](#) open.
 - Sept 23-25 2024 – Hurst, TX
- Section Updates
 - Energy Corridor (Taylor Peaster)
 - Oct/Dec Speakers Planned – Potential on Nov.
 - North Section (Eulogio Villasenor)
 - Downtown Section (Ryan Clayton)
 - Planning bi-monthly meetings – details to follow.

○ Communications – Elizabeth

- Comm's for GCC/Section mtgs
- Newsletter –
 - ☐ Content needed. Updates, speaker acknowledgements, etc.
- Public Relations
- Social Media



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- **President – Dustin Hickey**
 - COMT tracker status ongoing - Seeking Platinum status again this year
 - Awards & Honors (Joel)
 - GCC SPY – Doug Rush SPY to be recognized at Sept GCC Meeting
 - Nominations & Elections
 - Past Presidents
 - Leadership Advisory Section

6. Closing Remarks

- Welcome back!

7. Adjourn