



# 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	
*Secretary	Geoffrey Miller, CSP	X
*Treasurer	Bradley Spratt, CSP, CIT	
*Student Section Liaison	Katizu Gayo, GSP	X
*Chair – Newsletter	Jethzabeth Aguirre	X
*Chair – Programs	Ryan Clayton, CSP	X
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
  - o Welcome!

### 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.
- September Minutes - Approved

### Mtg Agenda / Outcomes:

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



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### 1. ExCo Mtg Action Items:

- ☐ **Kay**
  - No contact with Lee & San Jac – any leads appreciated.
    - Contact has been made with San Jac. Shawn Dickerson is the current Department Chair for Process Technology AND EH&S. A meeting has been scheduled for Oct. 18<sup>th</sup>. Kay has also managed to make contact with Brazosport College and is trying to schedule an informal lunch meeting to make initial introduction.
  - Ask students to volunteer for golf tournament. – No volunteers yet.
- ☐ **Geoffrey**
  - Update 2024/2025 Leadership and Committee Planner contacts.
  - **Send email to IBR Karla Ramirez regarding speakers. CC Ryan Clayton. - Complete**
- ☐ **Ryan Clayton**
  - Speaker Updates - EOY 2024 - 1st quarter 2025.
    - 2024 Complete. Jan – AIHA, February – Open, March – HASC – Heat Prevention
- ☐ **Jason Millenbruch**
  - Volunteer opportunities to Comm's for distribution.
  - Look into boy scout and rodeo volunteer opportunities.
    - Mike Naraves is the contact for Boy Scouts. Waiting on his email or phone contact info to pass off to Jason. Scout Fair is no longer taking place, but Mike indicated that he has other opportunities.
  - No rodeo opportunities atm.
- ☐ **All**
  - Provide potential content for newsletter to Jethzabeth.
    - Dustin providing government affairs. New volunteer for government affairs.
    - Speaker info, student section events with pictures.
    - Has content for October and will send out draft.
    - Clear Values, Nominations, Call for Speakers – Incorporate into newsletter.
  - ASSP GC Chapter Google Drive is active. Dustin/Geoff – Can send google drive access email to members.
    - Current access for Bradley, Dustin, Geoff, Jeron, Jethzabeth, Jason, Kay, and Ryan
- ☐ **Taylor**
  - Mayday marketing contract that needs to be signed for Gulf Coast PDC. Send mayday contract to Dustin and Brad. – **Signed/Completed**
- ☐ **Jason**
  - establish monthly new member email. – **Completed - Started in September, will continue moving forward.**
  - Review members that have become inactive.
  - Send email for volunteers for any open positions.
- ☐ **Events Committee**
  - Add events to ASSP Event Calendar
  - Send planned and potential event information to Geoffrey Miller, Dustin Hickey
  - Christmas dinner details – Split cost with AIHA?
- ☐ **Brad**
  - Magdy has not received any funds since May 2024. Needs update on funds transfer.
  - Dr. Hasan is seeking reimbursement for his past receipts.

Oct 3rd, 2024 – 9:00am – Chapter Executive Committee Meeting Agenda



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☐ **Elizabeth**

- Follow up on discussion regarding BCSP Certification workshops for members. – In Progress

### 2. GCC Treasury update - Brad Spratt (Treasurer)

- \$XXXXX in consolidated funds
  - ☐ Chapter Checking: \$
  - ☐ Chapter Savings: \$
  - ☐ Energy Corridor: \$
  - ☐ North Section: \$
  - ☐ PayPal Account: \$
- NTE Budget of \$101,500 as approved by ExCo
- 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.
- 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.
- HASC/GCC Social in Denver – Waiting on Invoice.

### 3. October Events:

- 10/3 ExCo Mtg @ Battleground and virtual
- 10/3 GCC mtg – speaker: Daniel Chodos, CSP - Visualizing Compliance Programs
- EC mtg on 10/10 – speaker: Derek Dietrich – How to create a heart safe workplace
- N section 10/17 – speaker: Clyde Loll – Institute for Homeland Security
- DT Section 10/24 – speaker: No Meeting
- Student Section events – No events.
- 10/31 - Gulf Coast ASSP Monster Ball Golf Tournament

### 4. November Events Look Ahead:

- 11/7: ExCo Mtg @ Battleground and virtual
- 11/7: GCC mtg – speaker: Larissa Ipsen – OSHA Houston South Area Office Update
- 11/14: EC mtg – speaker: Hunter Chase – Fall Protection Requirements, ANSI Z359
- 11/21: N Section – speaker: James Shelton, OSHA Annual Update
- 11/28: DT Section – speaker:
- Student Section events – 11-8-24 – Voice of Safety: Insights From Safety Professionals – University of Houston – Clear Lake 7-9pm.



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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 1<sup>st</sup> 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**)
- CIGs & PSGs Liaison
- Events Committee
  - Need list of planned and potential events.
- GCC PDC - Taylor - Chair PDC Committee
  - **April 10<sup>th</sup>, 2025** – attendee registration open: <https://GulfCoastPdc.com>
    - Keynote Speaker + Speakers Identified?
      - Call for speakers active – Extended to Oct 28th.
      - Potential keynote identified.
      - Need AIHA contact to be representative on committee.
      - Order committee shirts for PDC. Work with Jeron on embroidery. Need quantity and sizes.
    - PDC Social on April 10<sup>th</sup> – Discuss with Taylor.
      - Hosted by Energy Corridor
- Section Updates
  - Energy Corridor (**Taylor Peaster**)
    - No updates
  - North Section (**Eulogio Villasenor**)
    - Not present
  - Downtown Section (**Ryan Clayton**)
    - Planning bi-monthly meetings – details to follow.



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### ○ **Communications – Elizabeth**

- Comm's for GCC/Section mtgs
- Newsletter –
  - **Content needed. Updates, speaker acknowledgements, etc.**
- Public Relations
- Social Media
- Completed website review with Dustin.

### ○ **President – Dustin Hickey**

- COMT tracker status ongoing - Seeking Platinum status again this year
  - 4070 points current – 10110 total points possible.
- Awards & Honors
- Nominations & Elections
- Past Presidents
- Leadership Advisory Section

## **6. Closing Remarks**

- Please utilize any possible contacts at San Jac to gain a line of communication.
- Please have proactive approach to role responsibilities and communications with ExCo Members.
- Government Affairs Volunteer to take over responsibilities from Dustin Hickey.

## **7. Adjourn**