



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	
North Section Chair	Eulogio R Villaseñor, OHST	
Downtown Section Chair	Ryan Clayton, CSP	

*voting member – Quorum – 4/7 Present.

☐ = action item

- Chapter President's Opening message

- Golf tournament was a success. Thanks to Felix Garza! Will look for increased involvement from chapter members in the future.
- Progression with student chapters is being made.

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.
- October Minutes – Approved.

Mtg Agenda / Outcomes:

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

Nov 7th, 2024 – 9:00am – Chapter Executive Committee Meeting Agenda



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1. ExCo Mtg Action Items:

- ☐ **Kay**
 - 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. 18th. Made contact with Sam at Brazosport College. Development of additional student sections. Made contact with Lee College as well (Karen).
- ☐ **Geoffrey**
 - Updating 2024/2025 Leadership and Committee Planner contacts.
 - Get ASSP banner from Jason and look at repairing.
- ☐ **Ryan Clayton**
 - Speaker Updates - EOY 2024 - 1st quarter 2025.
 - 2024 Complete. Jan – AIHA, February – Open, March – HASC – Heat Prevention
- ☐ **Jason Millenbruch**
 - Look into boy scout and rodeo volunteer opportunities.
 - No rodeo opportunities atm. Scout fair not currently occurring. Possible scout opportunities in the future.
 - Society updates on access to roster.
 - Welcome letter to new members of chapter moving forward.
 - Send email for volunteers for any open positions.
- ☐ **All**
 - Cancellation of January GCC Meeting due to date 1/2/24 and rescheduling of January ExCo meeting to 1/9/2024.
 - Cancel Jan GCC Chapter Meeting. Move ExCo Meeting to 1/9/24.
 - Encouragement to attend other section meetings for members.
 - Provide potential content for newsletter to Jethzabeth.
 - New volunteer for government affairs – Jeffrey Morrow.
 - Speaker info, student section events with pictures.
 - 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.
 - Awards & Honors
 - Accepting nominations for SPY through December.
 - Nominations & Elections
 - Potential Chapter Officers – 2025/2026 Chapter Year
- ☐ **Jethzabeth**
 - Posting of OSHA updates from Jeffrey Morrow.
- ☐ **Events Committee**
 - Add events to ASSP Event Calendar



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- Send planned and potential event information to Geoffrey Miller, Dustin Hickey.
- Christmas dinner details – Split cost with AIHA?
 - Dec 3rd – Cadillac Bar – 4-7pm – Hosted by EC. Jeopardy game.
 - Buying of gifts? James Charo handled last year.
 - Norm sponsoring some prize (Chapter dues).
- Posting registration link for ASSP Christmas Party.
- PDC Social on April 10th – Hosted by EC – Discuss with Taylor.
- 2025 2nd Annual Crawfish Boil planning.
- Potential event at Space Cowboys game.
- Potential event partnerships with HASC/IBR.
- **Brad**
 - Pay HASC invoice for Denver Social. – PAID
 - Group exemption letter and letters of association needed to complete taxes.
 - Outstanding Invoices
 - \$750 – Golf Tournament, \$150 – HASC, \$600 – Saber Power
- **Elizabeth**
 - Follow up on discussion regarding BCSP Certification workshops for members. – In Progress
 - 10 person minimum – 25 potentials from survey.
 - George has offered to put class on.

2. GCC Treasury update - Brad Spratt (Treasurer)

- \$54,592 in consolidated funds
 - Chapter Checking: \$1843
 - Chapter Savings: \$47431
 - Energy Corridor: \$909
 - North Section: \$1796
 - PayPal Account: \$2613
- 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. **Taxes completed?**
 - Group exemption letter and letters of association needed to complete.
- 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 – Invoice received – Paid
- Outstanding Invoices
 - \$750 – Golf Tournament, \$150 – HASC, \$600 – Saber Power



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3. November Events:

- 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: No Meeting
- Student Section events – 11-8-24 – Voice of Safety: Insights From Safety Professionals – University of Houston – Clear Lake 7-9pm.

4. December Events Look Ahead:

- 12/5: ExCo Mtg @ Battleground and virtual
- 12/5: GCC mtg – speaker:
- 12/12: EC mtg – speaker:
- 12/19: N Section – speaker:
- 12/26: DT Section – speaker:
- Student Section events – End of semester event Friday Dec. 6th 6pm – Chicken and Pickles – Webster.
- 12/3 – ASSP Christmas Party – Cadillac Bar

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
- Government Affairs and Practices & Standards -> Jeffrey Morrow

○ Membership – Jason Millenbruch

- Student Section Liaison (**Kay**)
- CIGs & PSGs Liaison
- Events Committee
 - Communicate planned and potential events.
- GCC PDC - Taylor - Chair PDC Committee
 - **April 10th, 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.



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- Order committee shirts for PDC. Work with Jeron on embroidery. Need quantity and sizes.
- PDC Social on April 10th - Hosted by EC– Discuss with Taylor.
- Section Updates
 - Energy Corridor (**Taylor Peaster**)
 - No updates
 - North Section (**Eulogio Villasenor**)
 - No updates
 - Downtown Section (**Ryan Clayton**)
 - No updates
- **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
 - 5080 points current – 10110 total points possible.
 - 9000 Points - Platinum Threshold
 - Awards & Honors
 - Accepting nominations for SPY through December.
 - Nominations & Elections
 - Chapter Officers – 2025/2026 Chapter Year
 - Past Presidents
 - Leadership Advisory Section

6. Closing Remarks

- Keep communication through end of year on action items.
- Thank you to everyone for your time and commitment.

7. Adjourn