



Executive Committee – Meeting Agenda for June 5, 2025

1. Call to Order

- a. President calls the meeting to order at (9:00AM).
- b. Opening remarks – Final meeting of chapter year. New chapter year starts July 1st. July and August do not have chapter meetings and will be announced in meeting to chapter members. Please attend section meetings if able to support those meetings. Planning meeting at Top Golf was a success with some good action items/takeaways.

2. Roll Call

- a. Secretary calls the roll to establish attendance.

i. **Voting Members**

ExCom Position:	Name:	Present:
1. President	Dustin Hickey	X
2. SVP, Communications	Jethzabeth Aguirre	X
3. VP, Member Services	Jason Millenbruch	
4. Secretary	Geoffrey Miller	X
5. Treasurer	Bradley Spratt	X
6. Student Liaison	Katizu Gayo	X
7. Chair, Newsletter	Taylor Peaster	
8. Chair, Programs	Ryan Clayton	
<i>Quorum is 4/8 voting members per Chapter bylaws.</i>		

ii. **Non-Voting Members**

ExCom Position:	Name:	Present:
9. Past-President	Jeron Quincy	
10. Chair, Energy Corridor Section	Taylor Peaster	X
11. Chair, North Section	Eulogio Villasenor	
12. Chair, Downtown Section	Keith Kirvan	X

3. Approval of Prior Month's Minutes

- a. Approve minutes of the previous meeting (distributed prior via email)
 - i. Approved – Y/N? Yes

4. Secretary's Report

- a. Overview of agenda items and objectives for the meeting.



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- i. Executive Director's Report
- ii. Officer Reports
- iii. Subcommittee Reports
- iv. Old Business
- v. New Business
- vi. Announcements
- vii. Adjournment
- b. Action Items
 - i. Prior month's attendance uploaded to Google Drive.
 - ii. Prior month's data submitted to President for Monthly President's Report.
 - iii. Minutes submitted to Society for posting on website.

5. Executive Director's Report (Future placeholder once Exec Director is onboard)

- a. Summarization of organizational activities and achievements.
- b. Sponsorship and marketing, membership recruitment, etc.

By-law review taking place and exploring feasibility of role of Executive Director. Exploring ways for position to be self-funded through sponsorships and other methods.

6. Officer Reports

- a. President's Report
 - i. COMT status – 9,290 / 10,110
 - Seeking Platinum (9,000 point threshold)
 - Achieved Platinum Status for 2024-2025 Chapter Year
 - Broadcasting meetings would pick up another 50 points total.
 - ii. Regional/Society Updates
 - iii. Upcoming Deadlines
 - August 15 - Upload Chapter Annual Operational Plan (COMT)
 - Fall ROC Meeting – Sept 30th
 - Spring ROC Meeting
 - April 30 – Section Chair Summary Reports Due for Review
 - May 31 – Upload Annual Chapter Leadership Report (COMT)
 - May 31 - Upload Chapter's Annual Financial Report (COMT)



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- June 30th – COMT Due Date

b. VP Communications' Report

i. Chapter Website Review per COMT:

3Q	4Q	1Q	2Q
X	X	X	

ii. July 1st: Officer's page updated and website review.

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iii. Events calendar

- No registration link on meeting links.
- Can we get the placeholders on the event calendar for all the meetings.

iv. News

v. Jobs board

vi. Open/click rates for emails

vii. Newsletter

viii. Member surveys

ix. Coms, Newsletter, Chapter Events Calendar

c. VP Member Services' Report

i. (Awards & Honors oversight)

ii. Recognition of publications

iii. Reports – new member, expired member, membership numbers monthly

- What is current membership count? Run current report.

iv. Length of service awards for PDC

v. Secretary

vi. Program Chair

vii. Chapter PDC (CHAIR)

d. Secretary's Report

i. Receives Nominations & Elections report from Committee and sends to SVP Comms.

ii. Chapter attendance for president's report

iii. Chapter agenda and minutes

e. Treasurer's Report

i. Financial Accounts



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- ii. Chapter Checking - \$ 10,587
- iii. Chapter Savings - \$ 30,759
- iv. Energy Corridor Section - \$ 1985
- v. North Section - \$ 1253
- vi. PayPal Account - \$ 2500
- vii. Total Funds - \$47,084
- viii. YTD Finances
 - Budget (\$101,500) vs. Actual – Need to evaluate current budget needs. Current value
 - Do have some outstanding funds that will come in from PDC.
 - PDC was
 - \$86k spent and \$66k brought in for chapter year.
 - Need to evaluate income opportunities. Possible sponsorship opportunities for meetings to set up a booth and speak on products/services for chapter/section meetings.
 - How do we boost attendance for PDC?
 - Update Ryan Clayton on chapter financials.
 - Can we set up the Paypal link to not expire when meeting is concluded?
 - Can we get annual sponsors to be posted on chapter website and be featured in monthly newsletter?
 - Chapter needs to provide value/ROI to sponsors. Need to discuss how we can achieve that.
 - Chapters are already doing this. Can we reach out to these chapters and get best practices on sponsor use.
- ix. Budget in April for May leadership retreat
- x. Report of banks
- xi. Budget vs. actual spend
- xii. Tax return (Randy Walker)
- xiii. Chapter dues report by March 31
- xiv. Transmit tax docs to IRS with copy to Society by August 15
- f. Section Updates
 - i. Energy Corridor – Bruce will speak in June. No other updates.



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- ii. Downtown - Keith Kirvan – Beginning phases of getting downtown meeting going. Got information from Jason. Solicit existing members to pick day, venue, sponsors. Would like to do survey to members.
- iii. North Section – No updates.
- iv. Freeport – Josh/Carrie met with Brazosport Safety Council. Open to starting meetings after summer. Sept 30th potentially first meeting.
- g. Student Liaison's Report
 - i. UHCL – Students are gone for summer until August. No updates.
 - ii. UHD – No update – Students out for summer.
 - iii. COM - No update – Students out for summer.
 - iv. San Jac - No update – Students out for summer.
 - v. Targets
 - Brazosport College - No update – Students out for summer.
 - Lee College – Need contact at Lee College. Have not been able to make contact.
 - SHSU - No update – Students out for summer.
- h. Chair, Newsletter
- i. Chair, Programs
 - i. July - OFF
 - ii. August - OFF
 - iii. September –
 - iv. October –
 - v. November –
 - vi. December – OFF
 - vii. January – OFF
 - viii. February –
 - ix. March –
 - x. April –
 - xi. May –
 - xii. June –

7. Subcommittee Reports

a. Nominations & Elections

- i. November



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- Announce N&E committee members at November Chapter meeting (#1: Past-President, #2: Past-President appointee, #3: President appointee).
- Communicate that Officer candidate nominations open through December 31.
- ii. December
 - In December Newsletter, publish N&E committee members, & officer nominations opening.
- iii. January
 - N&E Committee reviews and finalizes the slate of candidates.
- iv. February
 - N&E Committee presents slate of officer candidates to ExCom for approval.
- v. March
 - Ballot published in March newsletter & communicated in March meeting.
- vi. April
 - Election of officers for the ensuing year shall be held at the May meeting in attendance of a membership quorum or by electronic vote.
- vii. May
 - Officer onboarding at Leadership Retreat.
- viii. June
 - Outgoing/incoming officer one-on-one transition meetings.
- ix. July 1
 - Terms begin.

b. Awards & Honors

- i. Safety Professional of the Year (SPY)
 - November
 - Communicate call for Chapter SPY nominations in November meeting and newsletter, open through February 15th!
 - December



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- No Chapter meeting. Reminders in newsletter and via social media.
 - January
 - No Chapter meeting. Final call via newsletter and social media.
 - February
 - A&H Committee reviews submissions and votes on Chapter SPY.
 - March
 - A&H Committee works with candidates to obtain supplemental information, as necessary, for RIII SPY submission due April 1.
 - April
 - Region III SPY due April 1
 - May/June
 - Candidate prepare for Society SPY submission due on July 15 (based on initial submittal, additional documentation may be requested on August 1, with final submittal deadline of November 1.
- ii. Region III - Hall of Fame
- November
 - Communicate call for Region III HOF nominations in November meeting and newsletter, open through February 15th!
 - December
 - No Chapter meeting. Reminders in newsletter and via social media.
 - January
 - No Chapter meeting. Final call via newsletter and social media.
 - February/March
 - A&H Committee reviews submissions and works with candidates to obtain supplemental information, as necessary, for Region III HOF submission due April 1.



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Gulf Coast Chapter

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- April
 - Region III HOF due April 1

c. Government Affairs

- i. Local OSHA outreach & partnership
 - Jeff Morrow – Sent ExCo meeting invite and increase involvement.

d. Events Planning Committee

- i. Nothing scheduled at this time. Sept will be first social.
- ii. Halloween Golf Tournament – Felix will lead again.
- iii. Cadillac Bar for Christmas Party and communicate need for security on cars.
- iv. Rebranding events to attract more attendees and sponsors.

8. Old Business

- a. Discussion and resolutions on ongoing matters.
 - i.

9. New Business

- a. Introduction and discussion of new agenda items.

10. Announcements

- a. Share any announcements regarding committee updates or upcoming activities.

11. Adjournment

- a. Closing remarks.
 - i. Keep fighting the good fight!
- b. Motion to adjourn the meeting.
- c. Meeting adjourned at (10:05am).