



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Gulf Coast Chapter

Executive Committee – Meeting Agenda for September 5, 2025

1. Call to Order

- a. Secretary calls the meeting to order at (9:03AM).
- b. Opening remarks – Welcome back to new chapter year. Be sure to watch the ASSP video for your role.

2. Roll Call

- a. Secretary calls the roll to establish attendance.

i. Voting Members

ExCom Position:	Name:	Present:
1. President	Dustin Hickey	
2. SVP, Communications	Jethzabeth Aguirre	X
3. VP, Member Services	Jason Millenbruch	X
4. Secretary	Geoffrey Miller	X
5. Treasurer	Bradley Spratt	X
6. Student Liaison	Katizu Gayo	X
7. Chair, Newsletter	Taylor Peaster	X
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	X
10. Chair, Energy Corridor Section	Bruce Pettengill	X
11. Chair, North Section	Eulogio Villasenor	
12. Chair, Downtown Section	Keith Kirvan	

3. Approval of Prior Month's Minutes

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

4. Secretary's Report

- a. Overview of agenda items and objectives for the meeting.
 - i. Executive Director's Report
 - ii. Officer Reports
 - iii. Subcommittee Reports



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Executive Committee – Meeting Agenda for September 5, 2025

- 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 – XXXX / 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)
 - June 30th – COMT Due Date
- b. VP Communications' Report
 - i. Chapter Website Review per COMT:



Executive Committee – Meeting Agenda for September 5, 2025

3Q	4Q	1Q	2Q
X	X	X	

- ii. July 1st: Officer's page updated and website review.
- iii. Events calendar
 - No registration link on meeting links.
 - Can we get the placeholders on the event calendar for all the meetings.
 - Open page/link for donation for website. Review sponsorship opportunities email sent to everyone.
- 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
 - Membership count – 1567 in September. Down from 1660 in June.
 - 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
 - ii. Chapter Checking - \$ 6056



Executive Committee – Meeting Agenda for September 5, 2025

- iii. Chapter Savings - \$ 27785
- iv. Energy Corridor Section - \$ 602
- v. North Section - \$ 983
- vi. PayPal Account - \$ 2754
- vii. Total Funds - \$38180
- viii. YTD Finances
 - Budget (\$101,500) vs. Actual – Need to evaluate current budget needs. Current value
 - Outstanding funds that will come in from PDC have come in.
 - \$86k spent and \$66k brought in for 2024-2025 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? Name change. Need to get event postings on social media. Potential partnership with BIC Magazine and HASC to post/share PDC. Create save the date email with ICS/Outlook event file.
 - Make introduction for Taylor to Karla at IBR.
 - Update Ryan Clayton on chapter financials.
 - Can we set up the Paypal link to not expire when meeting is concluded? No, you cannot. Can set up donate button. Can we adjust time availability on paypal pay link for chapter meetings?
 - 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.
 - Student section grants for ASSP
 - Roughly \$2000 coming from Society monthly. Typically \$2700 monthly.
 - Create post to social media – call for vendors.
- ix. Budget in April for May leadership retreat



Executive Committee – Meeting Agenda for September 5, 2025

- 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 – Speaker set up for the next couple months. Potential speaker set up for November.
 - 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 – Planning event around Sept 18th - recruiting event. Student discussion panel with 3-4 safety professionals towards end of semester. End of year get together with students and Mid-December.
 - ii. UHD – Planning to go to PDC. Needs grant request for students wanting to attend PDC.
 - iii. COM - No update
 - iv. San Jac - No update
 - 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.



Executive Committee – Meeting Agenda for September 5, 2025

- h. Chair, Newsletter
- i. Chair, Programs
 - i. July - OFF
 - ii. August - OFF
 - iii. September – Norman W. Ritchie - Validating Learning from Incidents and Normal Work
 - iv. October – Dr. Kesavalu M. Bagawandoss - SGS Galson: PFAS in Air
 - 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
 - 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



Executive Committee – Meeting Agenda for September 5, 2025

- 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
 - 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



Executive Committee – Meeting Agenda for September 5, 2025

- 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.
 - April
 - Region III HOF due April 1
- c. **Government Affairs**
 - i. Local OSHA outreach & partnership
 - Jeff Morrow –
- d. **Events Planning Committee**
 - i. Nothing scheduled at this time. Sept will be first social.
 - ii. Halloween Golf Tournament – Felix leading.
 - Golf Tournament Details:
 - Current Registration Count: #
 - Volunteering Needs: Registration table, carts to deliver drinks and other items. Need approximately 10 volunteers.
 - Any additional support needed?



Executive Committee – Meeting Agenda for September 5, 2025

- iii. Cadillac Bar for Christmas Party and security for cars/parking lot - \$240. – December 3rd – Need someone to sign contracts.
 - Deposit needed by Cadillac soon.
 - 45-50 attendees from past Christmas Party – Look for vendors that may be interested in attending party.
 - Look into venue change for next year.
- iv. Rebranding events to attract more attendees and sponsors.

8. Old Business

- a. Discussion and resolutions on ongoing matters.
 - i. Update on income and sponsorship opportunities:

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 (10:04am).