



## Executive Committee – Meeting Agenda for November 6th, 2025

### 1. Call to Order

- a. Secretary calls the meeting to order at (9:05AM).
- b. Opening remarks – Welcome!
  - Looking to get more engagement and attendance.
  - Survey to members to better understand and accommodate their expectations on chapter meetings.
  - Magid sponsoring November chapter meeting.
  - AIHA can find sponsors as well and sponsorship fee will be split between ASSP/AIHA.
  - Should we start broadcasting meetings virtually?
  - Vendor survey once we build up a list of vendors/sponsors for chapter meetings/events.

### 2. Roll Call

- a. Secretary calls the roll to establish attendance.
  - **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	
7. Chair, Newsletter	Taylor Peaster	
8. Chair, Programs	Ryan Clayton	

*Quorum is 4/8 voting members per Chapter bylaws.*

- **Non-Voting Members**

ExCom Position:	Name:	Present:
9. Past-President	Jeron Quincy	
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



### **Executive Committee – Meeting Agenda for November 6th, 2025**

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

#### **4. Secretary's Report**

- a. Overview of agenda items and objectives for the meeting.
  - Executive Director's Report
  - Officer Reports
  - Subcommittee Reports
  - Old Business
  - New Business
  - Announcements
  - Adjournment
- b. Action Items
  - Prior month's attendance uploaded to Google Drive.
  - Prior month's data submitted to President for Monthly President's Report.
  - 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
  - COMT status – XXXX / 10,110
    - 25/26 Seeking Platinum (9,000 point threshold)
    - Achieved Platinum Status for 2024-2025 Chapter Year
  - Regional/Society Updates
  - Upcoming Deadlines
    - Spring ROC Meeting
    - April 30 – Section Chair Summary Reports Due for Review



### Executive Committee – Meeting Agenda for November 6th, 2025

- May 31 – Upload Annual Chapter Leadership Report (COMT)
- May 31 - Upload Chapter’s Annual Financial Report (COMT)
- June 30<sup>th</sup> – COMT Due Date
- August 15 - Upload Chapter Annual Operational Plan (COMT)
- Fall ROC Meeting –

#### b. VP Communications’ Report

- Chapter Website Review per COMT:

3Q	4Q	1Q	2Q
X	X		

- July 1st: Officer’s page updated and website review.
- Review of attendee rates
  - Match AIHA rate (\$22 online, \$25 at door)
- Events calendar
  - October meetings on chapter event calendar.
- News
- Jobs board
  - Need info ahead of time to post if available
- Open/click rates for emails
- Newsletter
  - Distributed Oct 1
- Member surveys
- Coms, Newsletter, Chapter Events Calendar

#### c. VP Member Services’ Report

- (Awards & Honors oversight)
  - Start having conversations on nominations/candidates/SPY/Hall of Fame.
  - Nominations/elections for next chapter year. What are your goals? Stay in current role or move to a different role?
  - Send reminders in non-meeting months on nominations and chapter roles.
- Recognition of publications



### **Executive Committee – Meeting Agenda for November 6th, 2025**

- Reports – new member, expired member, membership numbers monthly
  - Membership count – 1580 on Oct 1st
- Length of service awards for PDC
- Secretary
- Program Chair
  - ID Speaker and Sponsor for remainder of Chapter Year for Chapter & Section mtgs
- Chapter PDC (CHAIR)
- d. Secretary's Report
  - Receives Nominations & Elections report from Committee and sends to SVP Comms.
  - Chapter attendance for president's report
  - Chapter agenda and minutes
- e. Treasurer's Report
  - Financial Accounts
  - Chapter Checking - \$ 4361.58
  - Chapter Savings - \$ 26180.18
  - Energy Corridor Section - \$ 767.41
  - North Section - \$ 706.43
  - PayPal Account - \$ 2541.81
  - Total Funds - \$34557.41
  - YTD Finances
    - Awaiting reimbursement of \$1600 for RIII dinner.
    - Golf tournament financials?
    - APPROVED the Reimbursement requests for students attend RIII PDC – Completed
    - ACTION – propose 25/26 operating Budget
      - Budget vs. Actual – Need to evaluate current budget needs. Current value
      - \$86k spent/\$66k brought in for 2024-2025 chapter year.
      - Status update on sponsorship opportunities for meetings and annual chapter sponsorships.
        - i. Meeting sponsorship (\$500)



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### ii. Annual sponsorship levels

#### 1. Platinum (\$1000)

#### 2. Gold (\$500)

- Do we want to set up donate button as well chapter website?
  - How do we boost attendance for PDC? Need to get event postings on social media and share posting. Repost occasionally leading up to PDC. Potential partnership with BIC Magazine and HASC to post/share PDC. Create save the date email with ICS/Outlook event file.
  - Student section grants for ASSP
  - Roughly \$2000 coming from Society monthly. Typically \$2700 monthly.
  - Create post to social media – call for vendors.
  - Budget in April for May leadership retreat
  - Report of banks
  - Budget vs. actual spend
  - Tax return (Randy Walker)
  - Chapter dues report by March 31
  - Transmit tax docs to IRS with copy to Society by August 15
- f. Section Updates
- Energy Corridor – Speaker set up for Nov, Dec, and Jan.
    - Average headcount: mid 20s to low 30s. May see gains in attendance when GCC does not meet.
  - Downtown – No meeting.
  - North Section – Evaluating whether to continue section.
  - Freeport – On hold for foreseeable future.
- g. Student Liaison's Report
- UHCL –
    - Nov 7<sup>th</sup> @7pm. Roundtable Student discussion panel with 3-4 safety professionals.
    - Magdy to send flyer to ExCom
      - Marathon sponsoring the event
    - Dec - End of Semester event. – Will plan after Nov. 7<sup>th</sup> is finished.



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- UHD – No updates.
- COM - No updates.
- San Jac –
  - Working to revamp student section
  - Potential for Magdy to sponsor
- Targets
  - Brazosport College – no responses
  - Lee College – no responses
  - SHSU – interested, need more students
- h. Chair, Newsletter
- i. Chair, Programs – also ID Sponsors for each event
  - July - OFF
  - August - OFF
  - September – Norman W. Ritchie - Validating Learning from Incidents and Normal Work
  - October – Dr. Kesavalu M. Bagawandoss - SGS Galson: PFAS in Air
  - November – Margaret Gilbert - Navigating Drug Use in Today's Workplace
    - Sponsor – Magid Glove.
  - December – OFF
  - January – OFF
  - February –
    -
  - March –
  - April –
  - May –
  - June –

## **7. Subcommittee Reports**

### **a. Nominations & Elections**

- November



### **Executive Committee – Meeting Agenda for November 6th, 2025**

- 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.
- December
  - In December Newsletter, publish N&E committee members, & officer nominations opening.
- January
  - N&E Committee reviews and finalizes the slate of candidates.
- February
  - N&E Committee presents slate of officer candidates to ExCom for approval.
- March
  - Ballot published in March newsletter & communicated in March meeting.
- 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.
- May
  - Officer onboarding at Leadership Retreat.
- June
  - Outgoing/incoming officer one-on-one transition meetings.
- July 1
  - Terms begin.

#### **b. Awards & Honors**

- Safety Professional of the Year (SPY)
  - November
    - Communicate call for Chapter SPY nominations in November meeting and newsletter, open through February 15<sup>th</sup>!
  - 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.
- Region III - Hall of Fame
  - November
    - Communicate call for Region III HOF nominations in November meeting and newsletter, open through February 15<sup>th</sup>!
  - 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.



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- April
  - Region III HOF due April 1

### **c. Government Affairs**

- Local OSHA outreach & partnership
  - Jeff Morrow –

### **d. Events Planning Committee**

- Nothing scheduled at this time. Sept will be first social.
- Halloween Golf Tournament – Oct 30<sup>th</sup>.
- Cadillac Bar for Christmas Party and security for cars/parking lot - \$240. –
  - \$500 deposit paid – remaining due at event
  - December 3<sup>rd</sup> – 4-8pm
  - Need someone to sign contracts.
  - 80 attendees from past Christmas Party –
  - Sponsors / Vendors
    - LHR
    - vPSI
    - Potential 3<sup>rd</sup>.
    - others?
  - Look into venue change for next year.
- Rebranding events to attract more attendees and sponsors.

## **8. Old Business**

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

## **9. New Business**

- a. Introduction and discussion of new agenda items.
- b. Potential virtual meeting. Livestream slide show and use USB microphone to capture sound. Do a test run in February meeting on Zoom.

## **10. Announcements**



AMERICAN SOCIETY OF  
**SAFETY PROFESSIONALS**

Gulf Coast Chapter

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

**11. Adjournment**

- a. Closing remarks.
  - No Dec/Jan meetings. Keep deadlines in mind during off months. We can hop on a ExCo call if needed in off months. Thank you everyone!  
Attend Energy Corridor meeting if able!
- b. Motion to adjourn the meeting.
- c. Meeting adjourned at (10:01am).