



Executive Committee – Meeting Agenda for February 5th, 2026

1. Call to Order

- a. Secretary calls the meeting to order at (9:05AM).
- b. Opening remarks – Welcome!
 - Welcome back after the break.
 - Battleground venue is under renovation for February meeting but anticipate it being open for March meetings.
 - In process of confirming officer positions and nominees.
 - Please reach out to new potential officers about positions.
 - March Newsletter – Officer positions/nominee announcement.
 - Looking to get more engagement and attendance. Look at potential venue changes from Battleground Golf Course.

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	X
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>		

- **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	



Executive Committee – Meeting Agenda for February 5th, 2026

3. Approval of Prior Month's Minutes

- 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



Executive Committee – Meeting Agenda for February 5th, 2026

- 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
- 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	In progress	

- July 1st: Officer’s page updated and website review.
- Review of attendee rates
 - Matched AIHA rate (\$22 online, \$25 at door) – Completed in Nov. 2025.
- Events calendar
 - 4/16/26 - PDC and hospitality event at yard bird.
 - 5/2/26 – Annual Crawfish Boil –11-3pm.
 - 2025 Christmas Social – Had higher attendance than previous years at approximately 61 attendees.
 - Potentially move 2026 Christmas Social to alternative location. Potentially Karbach Bruce to look into venues with assistance from others. Look to schedule on first Thursday or Friday of December
 - Cadillac has date booked but not firm/no payment made.
- News
- Jobs board
 - Need info ahead of time to post if available.
- Open/click rates for emails
- Newsletter
 - **Last Distribution Date: December 2025**
- Member surveys
- Coms, Newsletter, Chapter Events Calendar



Executive Committee – Meeting Agenda for February 5th, 2026

c. VP Member Services' Report

- (Awards & Honors oversight)
 - Need nominations/candidates/SPY/Hall of Fame.
 - Nominations/elections for next chapter year.
- Recognition of publications
- Reports – new member, expired member, membership numbers monthly
 - Membership count – 1617 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 - \$ 12241.76
- Chapter Savings - \$ 29278.10
- Energy Corridor Section - \$ 590.18
- North Section - \$ 440.42
- PayPal Account - \$ 2578.08
- Square Account - \$ 0
- Total Funds - \$ \$45,128.54
- YTD Finances
 - Have all reimbursements been made to chapter? R3 Dinner?
 - Previous meeting sponsorship in 2025 from Magid Glove needs to be invoiced and paid.
 - Deposit has been made for PDC. Must pay remainder of event cost at PDC.



Executive Committee – Meeting Agenda for February 5th, 2026

- **Golf tournament financials**
- **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.
- Sponsorship Updates
 - Potential sponsors – IBR, HASC, Airgas, Texas Safety Foundation, Saber, Magid Glove
 - Finalize sponsorship information onto chapter website with information and inquiry method. Don't put payment information on sponsorship page.
 - Set up donate to chapter link on website.
 - Limit amount of sponsors so website isn't clogged with sponsors.
 - Assess sponsor limit and pricing down the road.
 - List other sponsorship opportunities on sponsorship page for events such as the golf tournament and social events.
 - Loop Ryan Clayton into conversations with sponsors for each meeting.
 - AIHA can find sponsors as well and sponsorship fee will be split between ASSP/AIHA.
- Potential other sponsorship opportunities:
 - Newsletter sponsorship
 - PDC Member Social
- Potential Sponsor Format
 - i. Meeting sponsorship (\$500)**
 - ii. Annual sponsorship levels**
 - 1. Platinum (\$1000)**
- Student section grants for ASSP
- Roughly \$2000 coming from Society monthly. Typically \$2700 monthly.
- Budget in April for May leadership retreat
- Report of banks



Executive Committee – Meeting Agenda for February 5th, 2026

- 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 – Speakers are set up for meetings through August.
 - Average headcount: 25-35. May see gains in attendance when GCC does not meet.
 - 150th consecutive meeting in April.
 - Downtown – No meeting.
 - North Section – Meeting on 2/19/26
 - Freeport – On hold for foreseeable future.
- g. Student Liaison's Report
- UHCL
 - Panel discussion in Nov. 2025 - Marathon covered costs.
 - Social at Top Golf at end of semester 2025.
 - Section has funds that will last through semester but may need more funds at later date.
 - UHD – No updates.
 - COM - No updates.
 - San Jac –
 - Working to revamp student section
 - Potential for Magdy to sponsor
 - Looking for full-time professor to be involved.
 - Targets
 - Brazosport College – no responses
 - Lee College – no responses
 - SHSU – interested, need more students
- h. Chair, Newsletter
- i. Chair, Programs
- July - OFF
 - August - OFF
 - September – Norman W. Ritchie - Validating Learning from Incidents and Normal Work



Executive Committee – Meeting Agenda for February 5th, 2026

- Sponsor – No Sponsor
- October – Dr. Kesavalu M. Bagawandoss - SGS Galson: PFAS in Air
 - Sponsor – No Sponsor
- November – Margaret Gilbert - Navigating Drug Use in Today's Workplace
 - Sponsor – Magid Glove.
- December – OFF
- January – OFF
- February – GCC Chapter Meeting – Speaker: Chris Robertson, MSPH, CIH, CSP - Topic: Designing a Temporary Confined Space Ventilation System
 - Sponsor – No Sponsor
- March –
 - Sponsor -
- April –
 - Sponsor -
- May –
 - Sponsor -
- June –
 - Sponsor -

7. Subcommittee Reports

a. Nominations & Elections

- 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.
- December
 - In December Newsletter, publish N&E committee members, & officer nominations opening.
- January



Executive Committee – Meeting Agenda for February 5th, 2026

- 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 15th!
 - Educator of the year.
 - President Awards
 - Student leader of the year?
 - Lifetime achievement award?
 - December
 - No Chapter meeting. Reminders in newsletter and via social media.
 - January
 - No Chapter meeting. Final call via newsletter and social media.



Executive Committee – Meeting Agenda for February 5th, 2026

- 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 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

- Local OSHA outreach & partnership



Executive Committee – Meeting Agenda for February 5th, 2026

- Jeff Morrow – Sending in monthly updates and sharing at meetings.

d. Events Planning Committee

- Halloween Golf Tournament – Oct 30th.
- Cadillac Bar for Christmas Party and security for cars/parking lot - Dec
 - 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.

10. Announcements

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

11. Adjournment

- a. Closing remarks.
 - Work on agenda/action items. Elections, sponsorships, event planning in February!
- b. Motion to adjourn the meeting.
- c. Meeting adjourned at (10:08am).