



Executive Committee – Meeting Agenda for March 5th, 2026

1. Call to Order

- a. Secretary calls the meeting to order at (9:05AM).
- b. Opening remarks – Welcome!

2. Roll Call

- a. Secretary calls the roll to establish attendance.

- **Voting Members**

ExCom Position:	Name:	Present:
1. President	Dustin Hickey	
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>		

- **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

- 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



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- 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 – College Station – 3/26/26
 - 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 –
 - Ballot submitted to society. Election will be March 15th-April 15th.

b. VP Communications’ Report

- Chapter Website Review per COMT:

3Q	4Q	1Q	2Q
X	X	X	

- July 1st: Officer’s page updated and website review.
- Review of attendee rates



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- 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. Follow up with Dustin on locking in new venue.
 - 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
 - Looking for assistance with newsletter. Potentially use students to assist.
- Member surveys
- Coms, Newsletter, Chapter Events Calendar
- c. VP Member Services' Report
 - (Awards & Honors oversight)
 - 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



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- Financial Accounts
 - Chapter Checking - \$8202.18
 - Chapter Savings - \$41069.33
 - Energy Corridor Section - \$750
 - North Section - \$750
 - PayPal Account - \$2059.26
 - Square Account - \$0 – Transferred to chapter check
 - Total Funds - \$52830.77
- YTD Finances
 - Have all reimbursements been made to chapter? R3 Dinner?
 - Followed up on. Awaiting payment.
 - Previous meeting sponsorship in 2025 from Magid Glove needs to be invoiced and paid.
 - Followed up on. Awaiting payment.
 - Deposit has been made for PDC. Must pay remainder of event cost at PDC. \$18000-20000.
 - ACTION – propose 26/27 operating Budget. – Need to complete soon.
 - Incoming ExCo will approve in June.
 - 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.
 - 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 level
 - 1. Platinum (\$1000)
 - Student section grants for ASSP



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- Funds from Society monthly.
 - Oct - \$1760
 - Nov - \$2445
 - Dec - \$2465
 - Jan - \$2970
 - Feb - \$3510
 - Budget in April for May leadership retreat
 - Report of banks
 - Budget vs. actual spend
 - Tax return - Chapter tax return was filed.
 - 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 September.
 - Average headcount: 25-35.
 - 150th consecutive meeting in April. Society treasurer will attend/present.
 - Downtown – No meeting.
 - North Section – No meeting on calendar
 - 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.
 - New officers are getting together to plan events.
 - Nomination request sent out to all students for our next set of student officers.
 - Marathon offered to host a 1/2-day field trip for students to visit their GBR refinery. We are currently surveying the students for a date.
 - Plans for end of semester social to celebrate our new graduates are underway.
 - UHD
 - Organizing a site tour with McCarthy in the first week of April for their LBJ Hospital Expansion project.
 - Mortenson will be visiting my class and students at the end of March 2026.



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- Mahmud Hasan presented in the last 2025 UTA Oil and Gas Conference on the topic: The Effects of Ambient Air Temperature Variations on Hydrogen Sulfide (H₂S) Storage Tank Leaks to Mitigate Hazard.
- Several guest speakers will be/have been brought in to discuss safety.
- COM – No updates.
- San Jac – Magdy is assisting and coordinating with chapter.
- Dustin/Kay has been receiving communications about other potential student sections. Fort Bend Campus – Texas State Technical College. Kay needs to confirm and has meeting 3/6/26.
- Targets
 - Brazosport College – no responses
 - Lee College – no responses
 - SHSU – interested, need more students
- h. Chair, Newsletter
- i. Chair, Programs – GCC Chapter Meetings
 - July - OFF
 - August - OFF
 - September – Norman W. Ritchie - Validating Learning from Incidents and Normal Work
 - 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 – Speaker: Chris Robertson, MSPH, CIH, CSP – Topic: Designing a Temporary Confined Space Ventilation System
 - Sponsor – No Sponsor
 - March – Speaker – Jorge Gomez, CSP – Topic – What's new with OSHA
 - Sponsor – No Sponsor
 - April –
 - Sponsor -
 - May –
 - Sponsor -



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- 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
 - 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.



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- President Awards.
- Additional award consideration:
 - i. Student leader of the year
 - ii. 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.
- 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
 - Jeff Morrow – Sending in monthly updates and sharing at meetings.



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d. Events Planning Committee

- June – Executive Committee Meeting.
- PDC Social after PDC.
- Halloween Golf Tournament – Oct 30th
- Crawfish Boil
- Chapter Christmas Party - Dec
 - Look into venue change for next year.

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.
 - Thank you for joining!
- b. Motion to adjourn the meeting.
- c. Meeting adjourned at (9:45am).