

# ASSE EXCOM | MINUTES

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Meeting date | time 7/14/2016 1:00 PM | Meeting location Hess Club,

Meeting called by	William Gonzales	Attendees
Type of meeting	Information, problem solving, decision making	James Charo; Doug Rush; Cameron Isaacs; Leslie McGaha; Krystle Hodge; Jovan Lora; William Gonzales; Gena Fendley; Liz Cunningham
Facilitator	William G	
Note taker	Leslie M	
Timekeeper	Leslie M	

## AGENDA TOPICS

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Time allotted | 90 min | Agenda topic Roles and Responsibilities & Introductions | Presenter William G

### Discussion

Cameron Isaacs: kicked off meeting @ 1:25, coming in as communications VP, member for about 20 years  
Krystal Hodge; newsletter chair, about a 1.5 year member,  
Jovan Lora; VP of member services, (was programs chair last year), member for about 7 years  
Leslie McGaha; incoming secretary, member for about 10 years, also north section chair  
Doug Rush; incoming program chair, member for about 25 years  
James Charo; incoming treasurer, member for about 5 years  
Gena Fendley; past president, member for about 5 years  
William Gonzales; incoming president, member for about 10 years  
Liz Cunningham; energy corridor section secretary

Chapter year is July to June

### Roles and Responsibilities

President presides, represents chapter to regional leadership, submit chapter operation and management tool report; etc. per by-laws

Sr. VP of communications is back up for president, maintain communications, advertise, all emails go through mail chimp

VP of Member services is back up for Sr. VP of Communications, serve as chair for chapter PDC (no longer do); awards, etc.

Secretary is backup for VP of Member services, keep minutes, meetings, maintain attendance, meeting announcements, receive reports, etc. provide proposed changes to bylaws, keep charter, etc.

Treasurer is backup of Secretary, maintain finance reports, prepare financial report by September ExCom meeting; complete fiscal and tax reports, etc.

Program chair; represent chapter at House of Delegates, make arrangements for technical speakers; etc.

Newsletter chair; represent at House of Delegates (*next June in Denver*) assist with presentations, prepare newsletter, etc

Past president will provide guidance in a non-voting capacity

Gena shared a communication roster for the area leadership

Action items	Person responsible	Deadline
Gena email out the communication roster	Gena	8/17/2016 12:00 AM
Prepare bylaws update?	Leslie	8/17/2016 12:00 AM
Complete training on how to update website	Cameron, Krystal	8/17/2016 12:00 AM
Investigate create/resurrect web based document repository to Leslie	James	8/17/2016 12:00 AM

Time allotted | 60 min | Agenda topic 2016/17 Operating Plan & Budget | Presenter William G.

Discussion William has to send national an operations plan for the chapter year by August 15th.

If we do certain things we get a higher status. One idea might be to offer a virtual meeting. Concerns could include internet bandwidth.

Higher status implies we're offering higher value to our members.

Budgeting might imply that a full time admin might be warranted (Doug). Per James, probably only earning maybe \$40k so probably can't hire a person. Instead consider outsourcing tasks that are outside of our area of expertise.

AIHA points of contact are Kim Carlson, Gerry Luther and....

Meeting hosts also solicit vendor sponsor.

Idea of rotating meetings: pros will be attract other groups, better facilities. Cons will be to loose folks who don't like to change.

Conclusion

**Vote to approve by William ExCom, hotel, flight and transportation to October leadership conference for ExCom, vote second by James; approved by ExCom (Cameron, Doug, James, Leslie, and Jovan)**

**ExCom agreed to button up dress shirts in dark grey**

Action items	Person responsible	Deadline
Schedule September speaker (Bill Young?)	Doug	8/18/2016 12:00 AM
Confirm new AIHA leader points of contact	Doug	8/18/2016 12:00 AM
Add 'want to be a sponsor? Contact ....' To newsletter & website	Krystal	8/18/2016 12:00 AM
Add Texas pledge to meetings after Pledge of Allegiance	Doug	8/18/2016 12:00 AM
Retrieve booth from Brittany Frances	William	8/18/2016 12:00 AM
Share call to speakers form w/ Doug	Gena	8/18/2016 12:00 AM
Determine if we are going to October leadership conference 13 - 16 in Illinois and tell James	All	7/21/2016 12:00 AM
Form chapter services and meeting draws survey subcommittee	Doug/Cameron	8/18/2016 12:00 AM

Time allotted | 60 | Agenda topic Good of the Order | Presenter William G

Discussion monthly meeting agenda: Officers report their responsibilities (e.g. membership changes, communications, awards, bylaw required items, treasurer's report, minutes approval, etc.), old business, new business (anticipate right before our monthly meeting)

Action items	Person responsible	Deadline
Put Oakbrook meeting to vote	William	7/14/2016 12:00 AM
Draft meeting agenda for monthly ExCom meetings	Leslie	8/1/2016 12:00 AM
Publish newsletter	Krystal	7/22/2016 12:00 AM

Meeting adjourned at 1541 by William.