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30	TREASURE'S REPORT	JAMES CHARO
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DISCUSSION	Table until James arrives	
About 33k in checking. About 69k in savings. About 9k in PayPal. Takes about 4 days for accounts to tabulate		
Two expenditures last month, Brady's landing and mail chimp cost.		
How much are we spending on students? Where is money going? James will track sign in for next 6 months		
Taxes filed, society also said they filed our taxes – unsure of what that means		
Need a vote to approve one attendee per section (north, downtown, energy corridor, construction, student)		
James update on Audit.		
James – wants purchase tablets to check people in and take payment. Amazon Fire tablet purchased last year doesn't work; amazon does not offer that app anymore.		
CONCLUSIONS	Do we need receipts for everything? Purchases are usually over \$25 so we should have receipts.	
We need an ipad. Motion to vote to approve up to \$400 for a tablet for check in. Motion seconded by Cameron. None opposed. All Excom approved.		
Region borrowed funds from Gulf Coast Chapter about 6 years ago. Region will pay chapter back within 90 days.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Follow up on society email to pay IRS bill	William / James	10/1/16
Everyone going to leadership conference to schedule travel	Leslie, William, Doug, Jovan (maybe), Krystal,	9/9/16
Establish Audit findings report deadline	James	10/1/16
Forward James email showing amount of funds borrowed by Region	William	9/9/16

60	OLD AND NEW BUSINESS	WILLIAM
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DISCUSSION	
Leadership Conference - table until James arrives – see Treasurer section.	
October Speaker – AIHA hosting, AIHA will provide details	
November speaker is Matt regarding safety professional's legal responsibilities	
Doug Update on AIHA leadership – done, mainly Kim	
Krystal Update on "want to be a sponsor" – done.	
Doug Update on adding Texas Pledge – done.	
William Update on retrieving booth from Brittany Frances – done.	
Gena Update on call to speakers form	
Doug / Cameron Update from Chapter Services and Meeting Draws subcommittee – had joint planning meeting with AIHA, decided to forgo the "Road Show" concept.	
Gena Update on communication roster – done.	
Leslie Update on bylaws update – no action taken, carry over	
Cameron / Krystal Update on website training – Krystal, Jovan and William completed training. Cameron probably won't do website updates – done.	
James Update on document repository – Daniel has that information, we need to get from him. See action items.	
New business	
Identify social medial coordinator – look for social medial support in the student section. Twitter, LinkedIn, Facebook,	
Change leadership meeting time going forward? Move meeting time to 9:30. Reserve conference calls for extenuating circumstances; e.g. Severe weather	
Add recognition to people with milestone years of service (e.g. 5, 10, 15, 20, etc.). Society threshold is 25 and 40.	
Add recognition at a local level at newsletter.	
"If you don't see your name here, check your ASSE membership and look at these things....."	

When should we send out the newsletter? Have it short and sweet if that's appropriate. Most important thing is to have events. Send out two weeks before the meeting/ second Thursday of the month.
Cameron send out week of reminder email, Krystal send out mid-month reminder with newsletter.
Region leadership voted to do away with \$2 assessment that was associated with pdc.
Pre-plan sponsors; see action items.
Develop member welcome package. Maybe include free or 50% off first meeting.
It's important to welcome people; ask people what prompted people to come today.
Regional operating committee update: met last Saturday. William attends these meetings. Explored option of adding Area Directors. National bylaws amended to include both Area Directors and Chapter Presidents in Regional Operating Committee. ExCom supports that idea.
For future discussion – use Greg May to conduct a local PDC? Table discussion but encourage William to explore the possibility.
CONCLUSIONS Cameron will be traveling for work a lot for the rest of the chapter year, may need to identify additional assistance.
When is the best time to distribute the newsletter? Two weeks out / 2 nd Thursday.
We want to include unemployed people in our meetings – need a process.
Announce new members, maybe add to a slide.
Need to survey people who are no longer members to understand why.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add placeholder to website events calendar for future meetings	Cameron/Jovan	10/6/16
Check with AIHA for next month's speaker	Doug	9/9/16
William send password to mail chimp to EXCOM	William	9/15/16
Try to find info on what we already have on Google Docs to Leslie and Williams	James	10/1/16
Look for old leadership thumb drive	William	10/1/16
Share region 5 document control BMSs from Dianna Stegal	William	10/1/16
Add Gena to meeting announcement	Leslie	9/9/16
Develop list of companies/points of contact on potential sponsors	William / Cameron	10/1/16
Develop social media process, mirror off society	Jessica (representing student section)	10/1/16
Move meeting time to 0930.	Leslie	9/15/16
Develop milestone recognition process and distribute to ExCom	Jovan	10/1/16
Develop new member welcome email	Jovan	10/1/16
Develop 'scholarship' process for unemployed to attend monthly meeting. (Members only) and distribute to ExCom	Krystal	10/1/16
Develop new member welcome packet with coupon options	Jovan	10/1/16
Develop exit survey for non-continuing members	Leslie	10/1/16
Work with Mark H to see if we can add non-members	Cameron	10/1/16

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CLARIFY MOTIONS

LESLIE

DISCUSSION	Document and clarify any motions discussed, results/votes, motions tabled or postponed
	Motion to vote on travel expenses for one leadership person per section to leadership conference in October. William motioned. Leslie Motion. None opposed. All EXCOM present approved.
	Motion to vote to approve up to \$400 for a tablet for check in. Motion seconded by Cameron. None opposed. All ExCom approved.
CONCLUSIONS	Both motions approved.

Additional votes pending in action items will be done via email.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

30 CONCLUSION WILLIAM

DISCUSSION Time of adjournment, date/time of next meeting

Motion to adjourn at 1055. Seconded by Jovan.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	