



Southwest Chapter ASSE
June 14th, 2018

Southwest Chapter Executive Committee Meeting Minutes

E.C. Meeting Held via conference

Present

Nazeer Khaleeluddin (President); Dylan Romo (1st VP); Greg Bordner (Treasurer); Dusty Cotter (Acting Secretary); Russell Payton (Delegate); Jay Gnad (Delegate); Chris Isaacson (VP of Communications); Donnie Chambless (Past President)

Absent

Pam Smithson (VP Communications); Vance Lee (Delegate);

Quorum and call to order at 6:03 pm by Nazeer Khaleeluddin

New Business

1. Chapter Roles & Responsibilities

- a. Scott Debow- resigned from the treasurer position due to moving out of state.
 - i. Per Bylaws Greg Bordner moves to Treasurer and Chapter will have a special election to fill the open Secretary position.
- b. Vote on VP's
 - i. Nazeer moved to appoint Chris Isaacson as VP of Communications and Pam Smithson as VP of Member Services, Dylan seconds, All in favor, none opposed. Motion passed unanimously
- c. Appoint acting Secretary
 - i. Nazeer makes the Motion for Dusty Cotter as acting secretary pending election results, Jay seconds, All in favor, none opposed. Motion passed unanimously
- d. Handout for Leadership Contact Info
 - i. Update Russell Paytons Phone number

2. Budget

- a. Bank Signatories
 - i. Updated Society's Name change from ASSE to ASSP with Bank.
 - ii. Changed Address to Dylan Romo's Home address
- b. Raise the Community outreach budget to \$1250 from \$750



- i. Nazeer makes motion, Russell seconds, All in favor, none opposed. Motion passed unanimously
 - c. Raise Dues- Increase Dues by \$5 to take place in the 2019-2020 Chapter year, assuming that it is passed by the membership and submitted to Society prior to March. Rational behind this proposal: (A) To find more community outreach and to make a concerted effort to reach more of our membership with value-added programs in the coming years. (B) Chapter hasn't had a dues increase in over a decade.
 - i. Nazeer makes motion, Russell seconds, All in favor, none opposed. Motion passed unanimously
 - d. Raise RR Game ticket price to \$18 for member and \$20 for non members
 - i. Nazeer makes motion, Discussion, Motion Fails.
 - ii. Counter Motion: Raise RR Game ticket price to \$18/pp across the board
 - 1. Donnie Makes Motion, Greg seconds, All in favor, none opposed. Motion passed unanimously
 - e. Increase PDC budget by \$3000
 - i. Romo makes the motion, Russell seconds, All in favor, none opposed. Motion passed unanimously
 - f. Transfer of relevant documents
- 3. Chapter Events
 - a. Add Certification Study Group
 - i. Explore Purchasing Study guides CD's from BCSP and renting them to members. Donnie will provide further information at later time.
 - ii. Risk Assessment Study group prior to meetings. Greg will lead group.
 - b. Community Outreach- Dallas PD Bike Safety for special needs kids
 - i. Pam Smithson to engage with Dallas PD Charity Organizers for further information
 - c. Science Fair Judging
 - i. Russell makes motion to continue the sponsorship pending DISD approving requirements set by the Chapter, Donnie 2nds, All in favor, none opposed. Motion passed unanimously
 - ii. Pam Smithson to draft a set of requirements
- 4. Training
 - a. Leadership Conference attendance
 - i. Nazeer makes the motion Chris Isaccson(VP of Communications) and Dusty Cotter (Acting Secretary) represent SW Chapter, Russell 2nds, All in favor, none opposed. Motion passed unanimously
 - b. Required on-line trainings from ASSP
 - i. Society has yet to make it available online
 - c. Sharing best practices & lessons learned
 - i. Starting Construction Section- Mitchel Smith



- ii. Document Best practices & Lessons learned
- 5. Chapter Key Dates
 - a. Schedule for technical meetings
 - i. Mike Belcher-(November Technical Speaker) topic is “Global Trends”
 - ii. Add Social Event for October- 3rd Thursday (Oct 18) Breakfast Venue (TBD)
 - b. Handout of key dates/events
 - i. Make available online via PDF
- 6. Expectations
 - a. Cover your area
 - i. Review Bylaws/ Positional Responsibilities
 - b. Show up to as many EC
 - i. Conference Call- 5pm 2nd Thursday of the month
 - ii. Quorum = 6 people
 - c. Everyone recruit New Members
 - d. Everyone helps with potential speakers for PDC and next year
 - e. Submit potential PDC sponsor names and vendor names to Ashley
- 7. Financial Audit
 - a. End of next Chapter Fiscal year

Adjourned by Nazeer at 7:27 PM

Respectfully Submitted:
Dusty Cotter, Acting Secretary