



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Southwest Chapter

Southwest Chapter ASSP
July 12th, 2019

Southwest Chapter Executive Committee Annual Planning Meeting Minutes

E.C. Meeting Held in person at

Contek Solutions - 6221 Chapel Hill Blvd #300, Plano, TX 75093

Present

Dylan Romo (President); Darren Alexander (1st VP); Dusty Cotter (Treasurer); Alex Flores (Secretary); Nazeer Khaleeluddin (Past President); Jay Gnadt (Delegate); Vance Lee (Delegate); Jimmy Walker (Delegate); Lise Devilme (VP, Professional Development); Benjamin Craig (VP, Member Services); David Osmun (VP, Communications);

Guests: Abby Holovach (Social Media Director); Starr Williams (Website Manager); Tom Drake (Student Section Liaison); Dennis Scullion (Awards & Honors Chair); Andy Blackmon (Government Affairs Liaison); Mellena Nichols (Faculty Representative, Southeastern Oklahoma State University)

Quorum and Call to Order at 6:01 pm by Dylan Romo

Old Business

First meeting of the new EC. No old business.

New Business

- 1) Leadership Team Appointments & Conformation
 - a) Nazeer administered the oath of office to Darren and Dusty in their new roles as 1st VP and Treasurer, respectively.
 - b) Dylan presented the appointments for the appointed positions. (See the attached list).
 - c) Dusty made a motion that the slate be approved as written. Jay seconded the motion. There was some discussion as to whether or not everyone knew the appointments. After short discussion the motion was called to vote and passed.
- 2) Officer reports
 - a) Dylan reviewed the Chapter's legal & reporting requirements as well as discussed his expectations for each officer, appointed position, and the chapter as a whole .



- b) Darren discussed his plan to implement a standard operating procedure for the way the technical meetings could allow for a sponsor.
 - c) Dusty discussed the 2019-2020 Chapter Budget and the 2018-2019 Annual Chapter Financial Report (see attached). He also introduced and review the June 2019 Monthly Financial Report
 - i) Nazeer made a motion to approve the June financial report. The motion was seconded by Jimmy.
 - (1) Jay made a motion that the report approval be tabled for further review. A vote was taken, the motion passed, and the item was tabled.
 - d) Alex discussed the corrections that needed to be made to the Chapter's annual calendar.
 - i) Dylan will fix the dates on his template and resend.
- 3) Leadership Updates
- a) Professional Development: Lise announced that Jennifer McNelly, CEO of ASSP had accepted an invitation to serve as Keynote speaker for the Chapter's Professional Development Conference (PDC) on April 23, 2020.
 - i) Themes for the three breakout tracks had been selected: Fleet Safety, Construction Safety, and Safety Management & Culture
 - b) Membership Services: Ben discussed that he looked into a class for the members where we could offer a discounted CSP study course.
 - i) CSP Prep - ASSP offers a class, however, we would need to know exactly how many people would be interested in this because we could lose money on the deal if we cannot get enough to attend.
 - (1) Discussion was brought forth that study groups would be a better option. Members might team teach this.
 - (2) A second option was to obtain a CD of materials from ASSP.
 - (3) Due to time restrictions this discussion was tabled. Ben was tasked with further investigating these options and preparing a brief summary for the EC prior to the August meeting.
 - ii) Roughriders Game - We need to rebrand the Rough Riders game or cancel it altogether due to the cost.
 - (1) Ben suggested that people are not attending because it is branded as the officer induction and that if it were just a social event more would attend.
 - (2) Dylan pointed out that this past year, scheduling had conflicted with ASSP's annual conference in New Orleans. For 2020, that would be corrected.



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- (3) The general feeling among the leadership was that the Chapter should hold the ballpark event again in 2020. With the other items on the calendar, June seemed to be the best month.
- (4) Dylan indicated that his goal for any such event would be at least 75 member attendees.
- iii) Social Breakfasts - There will be three or four smaller pancake breakfasts spread across the metroplex in the month of October in an attempt to get more participation.
- c) Student Section: Tom Drake discussed getting more presentations in front of the students. Chapter members would be asked to make these presentations during the Student Section meetings at SEOSU, perhaps once in the Fall and once in the Spring.

Motion to Adjourn by David. The motion was seconded by Ben

Adjourned by Dylan at 8:00 PM

Respectfully Submitted:

Alex Flores, Chapter Secretary