



AMERICAN SOCIETY OF  
**SAFETY PROFESSIONALS**

Southwest Chapter

Southwest Chapter ASSP  
August 15th, 2019

## **Southwest Chapter Executive Committee Annual Planning Meeting Minutes**

***E.C. Meeting Held in person at  
La Hacienda Ranch - 17390 Preston RD, Suite 100 Dallas, TX 75252***

### **Present**

Dylan Romo (President); Darren Alexander (1<sup>st</sup> VP); Alex Flores (Secretary); Nazeer Khaleeluddin (Past President); Jay Gnadt (Delegate); Vance Lee (Delegate); Jimmy Walker (Delegate); Benjamin Craig (VP, Member Services); David Osmun (VP, Communications);

Guests: Abby Holovach (Social Media Director)

### **Quorum announced by Darren Alexander and Call to Order at 3:32 pm by Dylan Romo**

Before business began Dylan announced that Lise Devilmé (VP, Professional Development) had tendered her resignation. He recommended Abby Holovach for the position. There was brief discussion as to whether or not she would want the position. An informal vote was called. Pass Unanimously.

Abby Joined the meeting as VP, Professional Development

### **Old Business**

- 1) June EC Meeting Minutes**
  - a) Jay Motioned that the minutes be approved as presented. The motion was seconded by Ben. There was no discussion and a vote was called. Pass, Unanimously.
- 2) July EC Meeting Minutes**
  - a) Darren Motioned that the minutes be approved as presented. The motion was seconded by Jay. There was no discussion and a vote was called. Pass, Unanimously.
- 3) June Monthly Financial Report**
  - a) David Motioned that the June Financial Report be approved as presented (see attached). There was not discussion and a vote was called. Pass, Unanimously.
- 4) July Monthly Financial Report**
  - a) Nazeer Motioned that the July Financial Report be approved as presented (see attached). Discussion followed.



- i) Jay brought up the fact that the expenditures were high. It was made clear to the committee that the number under that category was high due to the fact that there was a transfer of \$25,000 to savings.
  - b) A vote was called. Pass, Unanimously.
- 5) MayDay Marketing Contract
- a) Ben Motioned that the MayDay Contract be approved. Jay Seconded. Discussion followed.
    - i) Dylan explained that it would be nice to not have to use the company anymore since we do most of the marketing leg work for the PDC as it is. However, the support they provide on the day of the event is worth the cost of the contract.
    - b) A vote was called. Pass, Unanimously.
- 6) Dylan reminded everyone to complete their officer training and forward it to Alex.

### **New Business**

- 1) Dylan would like Darren and David to attend the conference in October.
- 2) 1<sup>st</sup> VP Report
  - a) Darren announced that the technical meeting speakers have been booked up to next August.
  - b) Meeting Sponsorship Policy: David Motioned that the policy be accepted as presented. Jay Seconded. Discussion followed.
    - i) Alex mentioned that the dollar amount of additional tickets for a sponsor should not be placed in the policy. Darren explained that this was to show sponsors everyone paid the same price.
    - ii) Alex mentioned that the location should be removed. This point was accepted by the Committee since there could be sponsors for events other than technical meetings. It was agreed that the title should be changed to include "Technical".
    - iii) David Amended his original motion to: include the discussed amendments.
    - iv) A vote was called. Pass, Unanimously.
  - c) Attendance Incentive Policy: Jimmy Motioned that the policy be accepted as presented. Jay Seconded. Discussion followed.
    - i) Alex mentioned that the policy should include that the elected officers should not be included in the drawing.
      - (1) The group agreed and expanded that to the entire EC
    - ii) Alex mentioned that the policy should also include verbiage to better explain the sequential numbering scheme for drawings as well as Year-end drawings include all the numbers.



- iii) Jimmy motioned that this be tabled until the changes could be incorporated. Dylan Seconded.
- iv) A vote was called. Pass, Unanimously.
- d) Darren discussed the continuing education points process for society. Stated that we can set it up for the next three meetings and if everyone attends they will be eligible for the points.
  - i) Discussion followed about the fact that this could not yet be advertised because society had not approved the application.
- 3) Delegate Reports
  - a) Vance stated not much going on at the meeting. No real updates.
  - b) Darren announced that he had heard that the delegate meeting would not be on Sunday this year at Safety 2020, it would be on Monday instead.
- 4) VP Communications:
  - a) There was discussion about the Real Magnet issues.
  - b) Donnie Chambless was praised in the timeliness of the newsletter. Information for the newsletter will be due by the end of September, get Donnie everything over the next four weeks.
  - c) Send Star anything you want on the website.
- 5) VP Member Services:
  - a) ASSP Prep classes are set for October.
  - b) October Social Breakfasts have been scheduled.
    - i) Dylan would like at least 60 people to attend our events that number would constitute 10% of our members.
    - ii) Ben would like to increase the price of the social breakfasts. Dylan stated that the advertising had already started therefore the price cannot be changed.
- 6) VP Professional Development:
  - a) Dylan gave the updates on this position.
  - b) The PDC is two speakers away from being fully booked. Darren asked if we had promised the positions to the speakers already or was it still open.
    - i) Dylan explained that some were promised but not all. The list would be finalized in September.
  - c) Dylan asked that all EC members inquire if their companies would like to be vendors.
  - d) The next meeting of the PDC Committee is September 5<sup>th</sup>, everyone please try to attend.
- 7) Awards & Honors Committee:
  - a) Dylan presented. He gave some explanation to the differences between the Safety Professional of the Year Award and the Hall of Fame Award.



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- b) Dylan asked everyone to read the Innovation award and we would vote on in the October meeting.
- 8) General Discussion
  - a) Dylan reinforced the fact that everyone is invited to the Student Chapter in Durant, they have their meetings on the first Tuesday of every month.

Motion to Adjourn by Nazeer. Seconded by Alex

Adjourned by Dylan at 4:19 PM

Respectfully Submitted:  
Alex Flores, Chapter Secretary