



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Southwest Chapter

Southwest Chapter Executive Committee Meeting Minutes

Teleconference Call

Friday, December 20, 2019

Present

Dylan Romo (President); Darren Alexander (1st VP); Dusty Cotter (Treasurer); Alex Flores (Secretary); Abby Holovach (VP, Professional Development); Benjamin Craig (VP, Member Services); Jay Gnadl (Delegate); Vance Lee (Delegate); Jimmy Walker (Delegate);

Absent: David Osmun (VP, Communications); Nazeer Khaleeluddin (Past President)

Guests: None

Quorum announced by Dylan Romo and Call to Order at 8:02 am

(Dylan announced that he would be taking minutes since Alex was with his mother in the hospital and would not be able to do so).

Old Business

1) November EC Meeting Minutes and General Membership Meeting Minutes

- a) Dylan confirmed that all EC members are receiving the monthly packets from Alex.
- b) Jimmy made a motion to accept the November EC Meeting Minutes. Jay seconded the motion. There was no discussion. The motion passed unanimously.
- c) The November General Membership meeting minutes were not included in the packet. Accordingly, the vote on this item would be postponed until the January EC meeting.

2) November Monthly Financial Report

- a) Darren made a motion to accept the November EC Financial Report. Jay seconded the motion.
- b) Darren explained the major sources of revenue and expenses for the month and pointed out that the only reason expenses exceeded revenue was because of timing. The DPD sponsorship (\$1,000.00), a reimbursement for one Leadership Conference attendee (\$871.71), and the payment for the November Technical Meeting (\$1,440.74) all hit in the same month. On the positive side, revenue for the 2020 PDC had begun to come in, offsetting the majority of these expenses.



- c) Dylan explained that, with our reserve in the Checking account, the issue of month-to-month cash flow was not critical. The Chapter continues to follow the 2019-2020 Budget.
- d) Discussion was ended and the motion to accept the November EC Financial Report passed unanimously.

3) ASSP Foundation

- a) Dylan indicated a change in plans for the Spring 2020 Foundation fundraising drive. Based on his recent conversation with Mark Cline, it was determined that a subcommittee should be formed to manage the drive. The goal of the drive would still be to raise \$5,000. Dylan suggested that the Chapter match donations 2-to-1, using some of the excess funds from the Savings account. At present, the Chapter had a Roy Kinslow scholarship that was endowed with \$45,000. That endowment funded an annual scholarship of \$1,500. Society managed the selection process for the Chapter. Contribution of an additional \$15,000 would increase the annual scholarship amount to \$2,000 per annum.
- b) Jimmy Walker and Vance Lee volunteered to serve with Dylan on the 3-person subcommittee which would be charged with outlining the details of the Spring Drive.
- c) Dylan indicated that the subcommittee should report to the EC during the January meeting, if possible.

4) January Site Visit

- a) Dylan reminded everyone about the January 23, 2020 site walkthrough planned for the Amazon Fulfillment Center. Ben reported that, at present, there appear to be 42 people registered!
- b) Registration will remain open for the time being and Dylan will contact Amazon to determine a maximum, if any.

5) Science Fair Sponsorship

- a) Darren made a motion to reintroduce the previously tabled item. Ben seconded the motion. It passed unanimously.
- b) Darren passed a motion to discontinue the Chapter's sponsorship of the DISD Science Fair. Jay seconded the motion.
- c) Point of Order: Alex indicated that a motion had been made and seconded at the previous meeting and that no new motion was required.
- d) Discussion ensued. Darren suggested that, while the Science Fair was a worthwhile cause, the Chapter did not receive any real benefit from the activity. The winning entries



were not necessarily related to the promotion of safety. In addition, we have continually struggled with receiving summaries of the winning entries or photos of the event. Further, it was believed that the money used for two plaques and for two tickets to the awards dinner for the winners (~\$500) could be better spent on additional scholarships for safety students.

- e) A vote was taken and the motion passed unanimously. Dylan indicated that he would inform John Billingham of the decision.

6) Construction Section Meeting Recap

- a) Dylan indicated that the December meeting had been a great success. Approximately 30 were in attendance and the round table format was well-received.
- b) The next meeting was tentatively scheduled for March. Future meetings would be held on months that did not conflict with other Chapter events, in as much as that was possible.
- c) Everyone was encouraged to continue to communicate to colleagues about this new Section.
- d)

New Business

7) Delegates' Reports

- a) No new business was reported.
- b) Dylan thanked all three Delegates for their willingness to support the Chapter through their championing of special initiatives.
- c) Jay had previously volunteered for the task of determining whether or not to proceed with the use of a Marketing specialist to assist with the Chapter's annual PDC. He asked that the 2019-2020 Budget be resent to him so that he could use it in his investigation.

8) Website Manager and PDC Chair Nominations

- a) Dylan reminded the EC that the Website Chair position had been vacated and he nominated Kelsey Griffith, EHS at Texas Woman's University, to fill the slot. Darren made a motion to accept the nomination. Alex seconded the motion. The vote was passed unanimously.
- b) Dylan reminded the EC that the PDC Chair position had been open for the entire year and that while Abby was doing a spectacular job planning for the PDC, her role as VP of Professional Development was really supposed to include more than just the PDC. As



such, Dylan nominated Frank Okafor of BNSF to fill the position. Ben made a motion to accept the nomination. Vance seconded the motion. The vote was passed unanimously.

9) Spring 2020 Regional Operation Committee (ROC) Meeting

- a) Dylan announced that this meeting would be held in Dallas in the Spring. The Chapter was coordinating with Stephanie Johnson, Region III Area Director (North), who would handle most of the planning.
- b) The date of the meeting would likely be Friday, April 24, one day after the PDC. The ROC attendees would be invited to attend the PDC for a reduced cost.
- c) The Chapter would not incur any expenses as the host. Region III would pay for any necessary items.

10) Chapter Infrastructure

- a) Darren announced that he was working on checklists and timelines for the Chapter's annual activities in order to facilitate the work for the coming 2020-2021 Chapter year. He would be contacting EC members individually in the coming weeks to get input.
- b) Darren also reminded everyone to please update their position descriptions which they had been given at the beginning of the Chapter year. As these are living documents, each EC member should be making suggested revisions as the year progressed.

11) PDC Planning

- a) Abby informed everyone of the possible need to relocate from Grapevine Convention Center for the 2021 PDC due to the size of the recent events. Abby, Dylan, Darren, and Ben had completed a scouting trip to the Hurst Convention Center. This facility had previously hosted a Region III PDC. It was in the mid-cities area and so facilitated invitations to all DFW safety professionals. It was larger, but not as large as other local venues. And the cost appeared to be acceptable. Additional research was ongoing.
- b) The CEU application for PDC 2020 was pending.
- c) The next PDC planning call was January 9 at 4:00 pm

12) Technical Meetings 2020-2021

- a) Darren indicated that we are investigating a possible move to a new venue. This would allow us to refresh the meetings as we will have been at La Hacienda Ranch for two years. He suggested that it would be nice to come into a space that was pre-set with audio/visual already prepared.
- b) Dylan pointed out that the challenge will be location and cost. We want to stay in the middle of the Dallas metro. Rental spaces are expensive and we still have to pay to bring



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in food. Restaurants are nice because they usually don't charge for the space if you purchase their food. The positive thing about the moves over the past several years is that it has always brought attendance by "new" members (i.e. members that just didn't attend at the prior venue for whatever reason).

c) Vance and Jay agreed to assist in the search.

13) Other New Business

a) Darren reminded everyone that because our Fiscal Year starts on 4/1, the 2020-2021 Budget will need to be approved in the March EC meeting. Because of this, all submissions will need to be received by the Treasurer by 2/15/20 so he can plan the new budget.

The meeting was adjourned at 8:44 AM.

Respectfully Submitted:
Dylan Romo, President