



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Southwest Chapter

Southwest Chapter Executive Committee Meeting Minutes

Executive Committee Kickoff Meeting
Tuesday, July 27, 2021, at 6:30 pm
Urban Crust, 1006 E. 15th Street, Plano, TX 75074

Attendance

Present: Ben Craig (President), Dusty Cotter (Past President), Kelsey Griffith (Secretary), Jay Gnadl (Delegate), Andy Blackmon (Delegate), Madison Lopez (VP Member Services), Jimmy Walker (Treasurer), Avery Fox (Student Services Liaison)

Absent: Vance Lee (Delegate), Abby Holovach (1st VP), Sean Blakemore (Construction Section Liaison)

Quorum announced by Ben Craig and Call to Order at 6:38 PM

Old Business

- January EC Meeting Minutes - **Ben Craig**
 - Jimmy motioned to accept. Andy seconded. No discussion. All in favor; none opposed.
- May EC Meeting Minutes - **Ben Craig**
 - Approved in 05/27/21 EC meeting.
- April Financial Report - **Jimmy Walker**
 - Approved in 05/27/21 EC meeting.
- May Monthly Financial Report - **Jimmy Walker**
 - Jay motioned to accept. Andy seconded. No discussion. All in favor; none opposed.
- June Monthly Financial Report - **Jimmy Walker**
 - Dusty motioned to accept. Jay seconded. No discussion. All in favor; none opposed.

New Business

- Appointed VP Nominations - **Ben Craig**
 - VP Member Services
 - Nominee: Madison Lopez
 - Ben motioned to accept. Kelsey seconded. No discussion. All in favor; none opposed.
- Introductions to Everyone in Person - **Ben Craig**



- Executive committee members went around the table and introduced themselves; members had not met in person since the COVID-19 pandemic.
- **Budgetary Discussion for 2021-2022 - Ben Craig/Dusty Cotter**
 - Budget not finalized; executive committee members discussed the draft budget presented in the agenda packet. Items discussed included:
 - Adding a line item for Construction Section meeting fees in cash receipts, but marking the line item receipts as \$0 for now (this will be the first year the Construction Section plans to charge meeting fees, making budget projections difficult)
 - Zeroing the \$200 line item for “NA AIHA Vendor (Joint OSHA Meeting)” as this meeting has been canceled for this upcoming year
 - Adding a line item for the chapter Zoom account (\$63 monthly fee)
 - Zeroing the \$2200 line item for “Travel Delegates” as the delegate meeting has been announced as virtual for this upcoming year (no travel needed)
 - Other budget-adjacent items included:
 - Discussion of technical meeting fees. Committee discussed a meeting fee of \$12 if members pay online in advance and charging an increased fee of \$15 if paid at the door; the committee also discussed the potential of not accepting cash due to the extra work involved in providing change, depositing collected cash at the bank, etc.
 - Putting money aside to increase the ASSP student scholarship endowment at Southeastern Oklahoma State to include an honor to the late Tom Drake
 - Other ideas included naming the mentor/mentee program in his honor, creating a Student Section award in his name, etc.
 - Dusty and/or Avery will reach out to Southeastern Oklahoma State administration regarding details on the endowment and potential to add more money for student scholarships
- **Open Chapter Positions - Ben Craig**
 - VP Communications
 - Potential nominee: Hope Archer
 - Works with David Osmun at TI (former VP Communications)
 - Currently serving as Website Manager
 - VP Professional Development
 - Potential nominee: Andy Crossland
 - Former officer at the ASSP San Diego chapter
 - Most of the work for 2022 is complete; potential to have him serve a 2-year term to work on 2023 PDC and train another member for 2024
 - PDC Chair



- Idea to have this position roll up to VP Professional Development (similar to the way 1st VP rolls up to President the following year) to aid in planning and continuity of operations
- Student Section Affairs
 - Confirmed nominee: Avery Fox
- Social Media
 - Currently held by Abby Holovach
 - Would be helpful to cross-train another member or utilize current chapter resources to pre-schedule posts to alleviate her workload
 - MagnetMail (current email template) has capability to cross-post to Facebook, etc.
- Gov Affairs
 - Undiscussed; potentially bring up at first technical meeting to generate member interest
- ASSP Foundation Liaison
 - Undiscussed; potentially bring up at first technical meeting to generate member interest
- Newsletter Editor
 - Undiscussed; potentially bring up at first technical meeting to generate member interest
- Quarterly Speaker Ideas - **Ben Craig**
 - Location!!!
 - La Hacienda not ideal- dark, cramped room for our needs
 - Other ideas:
 - Maggiano's restaurant
 - Golf club/country club
 - No committee members currently have memberships
 - UT Dallas
 - Jay Gnadl has a contact with Risk Management at UTD
 - Explore possibility of using classroom/conference room space on campus
 - Keep meetings at 2 pm and provide afternoon snacks/light appetizers as opposed to full lunch to keep costs down
 - Southern Methodist University
 - Kelsey Griffith will contact EH&S staff at SMU
 - Explore possibility of using classroom/conference room space on campus
 - August 2021
 - Representative from UT Arlington EH&S has previously submitted interest in speaking at PDCs
 - Ben will reach out about speaking for August technical meeting
 - November 2021
 - [Sustainable Workplace Alliance](#) founder David A. Casavant



- Author of [*Surviving the OSHA Audit: Commonsense Solutions to Your Most Feared OSHA Compliance Issues*](#)
- February 2021
 - Send speaker ideas to Ben
- May 2021
 - Send speaker ideas to Ben
- Meetings still proposed to be held at 2 pm on the 3rd Thursday of the month
- Sponsors for Meetings - **Ben Craig**
 - YellowBird
 - Suggested by Kelsey Griffith; she will contact and ask about interest
 - Any sponsor needs to be aware of the parameters of their sponsorship (limits on speaking time, ASSP cannot officially endorse, etc.)
 - Official parameters should be on chapter Google Drive
 - Other ideas:
 - Grainger
 - Barricade company delving into safety supplies - Dusty will contact
- Delegate Reports - **Jay Gnad/Andy Blackmon**
 - 2021 (and 2022?) ASSP delegate meetings will all be virtual
 - Reduces cost for travel and lodging
- VP Member Services - **Ben Craig/Madison Lopez**
 - Nothing new to report
- PDC Status - **Ben Craig**
 - Discussed pros and cons of a virtual conference vs. in-person vs. hybrid
 - Preference for all or nothing- hybrid event sounds like double the work for the same level of engagement
 - This year's virtual PDC ran smoothly logistically, but enrollment numbers were a little oversold/not capitalized upon
 - This year's expense report did not detail costs/profit sharing as much as it could have; would like more detail/line items included for reference
 - Will discuss PheedLoop contract/renewal at an EC meeting in the near future so Abby can provide more information
- SPY Awards - **Ben Craig**
 - Undiscussed; tabled until next EC meeting
- 2021 Safety Fair - Dallas Police Department- **Ben Craig**
 - Undiscussed; tabled until next EC meeting
- Social Meetings - **Ben Craig**
 - Happy Hour
 - Provide 1st drink (drink tickets?)
 - Madison will scope out locations
 - Ideally held in the fall
 - Breakfast Social
 - Pancake breakfast- hold at only one location
 - Hold in the winter (January?)



- Rough Riders game
 - Discussion about past events
 - When marketed as “family-friendly” event, one member took unfair advantage
 - Plan to market/advertise event as a “networking” event
 - Push game closer to the spring as opposed to withstanding the heat of summer
- Facility tour
 - Committee would like to offer another facility tour (similar to Amazon Fulfillment center tour in 2019)
 - Other facility ideas:
 - Mary Kay (Jay Gnadl has a contact)
 - Brewery/distillery tour (facility tour and happy hour in one!)
- Officer Training Status Update - **Ben Craig**
 - Training available on ASSP website
- Other Discussion
 - Chapter Chase bank account
 - Dusty met with an account representative; he is the only current officer/member listed as an authorized signer on the account
 - Proposed that Dusty be listed as the secretary of the account to be able to add the following EC members as authorized signers (and remove any members not currently in EC):
 - Jimmy Walker
 - Kelsey Griffith
 - Ben Craig
 - Abby Holovach
 - Sean Blakemore
 - Proposed authorized signers should schedule an appointment with the business account representative at their local Chase branch and arrange to meet with Dusty at the same time
 - Dusty’s schedule is flexible and can meet anywhere in the DFW metroplex
 - Process can take up to 2 to 3 hours to add each signer

Motion to Adjourn by Ben Craig. Seconded by Dusty Cotter. Meeting adjourned at 8:17 PM.

Respectfully Submitted:

Kelsey Griffith, Chapter Secretary