

# Southwest Chapter

## Executive Committee Meeting Agenda

THURSDAY, July 27, 2023

via Zoom



### Attendance

*Present:* Shameka Lewis (President), Jose Valdez (Vice President), Kelsey Griffith (Secretary), Lenna Kennedy (Treasurer), Jimmy Walker (Past Treasurer), Montral Walker (VP - Member Services), Jeff Hays (VP - Professional Development), Abby Holovach (Past President/VP - Communications), Luis Chacon (Student Section Liaison), Randall Armstrong (Advisory Group), Andy Blackmon (Advisory Group), Dusty Cotter (Advisory Group)

*Absent:* none

### Call to Order – Shameka Lewis

- Shameka Lewis announced quorum; the meeting was called to order at 4:03 pm
- The agenda for this meeting was not sent out prior to the meeting; this will change for future EC meetings

### Old Business

- 2023-2024 Budget
  - o Completed by Jimmy Walker; will be discussed in depth at the next EC meeting
- Chapter Bank Account
  - o Past treasurer (Jimmy Walker), current treasurer (Lenna Kennedy), current president (Shameka Lewis), and VP (Jose Valdez) need to coordinate times to meet at Chase Bank to transfer account information
  - o Jose's address should be on the checks (since he's the VP and is committed for three years)
- June 2023 Monthly Financial Report – Jimmy Walker/Lenna Kennedy
  - o Was sent to former officers; PDC funds added, finalized MayDay PDC expenses were deducted, ASSP HQ dues were deducted
  - o Jimmy Walker motioned to accept. Shameka Lewis seconded. Discussion included the fact that the report was not sent out prior to the meeting in the agenda packet, so new officers did not get the opportunity to review it. There was also a question by Lenna Kennedy about how quickly the financial reports are expected to be generated. No vote was taken on the motion.
  - o Dusty Cotter motioned to table the acceptance of the June 2023 monthly financial

report to the next EC meeting. Jeff Hays seconded. No discussion. All in favor. None opposed.

- o Kelsey Griffith motioned to accept. Andy Blackmon seconded. No discussion. All in favor. None opposed.
- June 2023 Monthly Meeting Minutes – Kelsey Griffith
  - o Minutes were sent to both former and current officers.
  - o Jeff Hays motioned to accept. Abby Holovach seconded. No discussion. All in favor. None opposed.

## **New Business**

- Chapter Events for 2023-2024 - Shameka Lewis
  - o Annual Planning Meeting - Thursday, July 27, 2023
  - o 2023/2024 Operational Plan must be uploaded to COMT - due August 15, 2023
  - o Quarterly Technical Meeting #1: Thursday, August 17, 2023
    - 2 - 4 pm at new location (see below)
    - Jose Valdez has volunteered to speak if needed; his company (Wisdom Advisors) would like to sponsor
    - Jose will reach out to Hector Tarango (214-364-3138; <https://overwatch911.com/hector>) about presenting
      - Previously approached about presenting at the 2024 PDC; having him at our technical meeting could be a good “trial run”
  - o Region III ROC Meeting - Sunday, August 27, 2023
    - Shameka will send Jose the information about attending; Abby will be attending as well
  - o Region III ASSP 2023 PDC - Monday, August 28 - Wednesday, August 30
  - o Fastenal Texas Live Expo - Wednesday, September 13, 2023
  - o 2023 OSHA Update - North Texas AIHA - Friday, September 15, 2023
  - o TEXO's 2023 Construction Safety Professionals Day: Friday, September 29, 2023
  - o Quarterly Technical Meeting #2: Thursday, November 16, 2023
    - Montral has an idea for a speaker and will be contacting some options
  - o Christmas Member Social - TBD
    - Should still be in the budget
  - o Quarterly Technical Meeting #3: Thursday, February 15, 2023
  - o SW Chapter 2023 PDC - Thursday, April 25, 2024
  - o Quarterly Technical Meeting #4: Thursday, May 18, 2023
  - o ASSP Annual Financial Reports - due May 31, 2024
  - o Annual Leadership Forms - due May 31, 2024
  - o COMT Submission - due June 30, 2024
  - o Executive Committee Meetings - Virtual or in-person - Once per month
  - o PDC Meetings - Virtual - Once per month
  - o Region III ROC Meetings - TBD
  - o ASSP Leadership Conference - TBD
  - o End-of-term/New Officer Social - TBD
- Quarterly Technical Meetings
  - o Meeting location for 2023-2024: AT&T Learning Center, 6301 Colwell Blvd., Irving, TX 75039, Room 2A
    - Able to have room for free thanks to ASSP member Stephanie Johnson

- o Catering (per Stephanie Johnson): Our catering department has terminated services to that building. However, you are allowed to order catering services to be delivered to the building. There are several great options in that Irving area that you could order those services for.
  - o Montral works in the Irving area and will coordinate with Stephanie to view the facility next week (July 31 - August 3) to get an idea of the size, logistics needed, etc.
- PDC Status - Jeff Hays
  - o Jeff was unable to attend the last few virtual PDC meetings with Greg May
  - o Shameka attended the last meeting and provided updates; there is not much action to take at this moment
  - o Will wait to announce an open call for speakers until later in the year (per Greg May)
  - o Jeff suggested that we check out potential presenters on social media (TikTok, Facebook, etc.) to help judge their caliber before we invite “duds”
  - o Dusty suggested that we reach out to Greg May for a list of speakers who have been good (or bad) in the past
  - o Jeff sent out a document that proposed tracks for PDC 2024
    - The group agreed that having a track focused on mental health/psychosocial aspects of safety would be a great addition to our PDC
  - o Randall asked a question about when we put out a call for speakers, do we ask for specific topics (such as Lockout/Tagout, etc.)?
    - Other members answered that we typically ask for specific themes for our PDC speakers, but it is more open-ended for technical meeting speakers
      - However, we want to avoid speakers with a “sales pitch” as much as possible
- Social Events
  - o Abby suggested we continue to combine social events with the Fort Worth ASSP Chapter and to ensure that it's in the budget
  - o Not only do we get to network with our colleagues in the DFW area, but it helps cut down on both the cost and the logistical planning of the events
- Region III ROC Meeting -
- Open forum for discussions, suggestions, etc.
  - o New Officer Training
    - Abby will send Shameka the information she needs to send out so officers complete training
    - Send completed certificates to Kelsey for recordkeeping
  - o Appointed Officers
    - Montral Walker (VP - Member Services), Jeff Hays (VP - Professional Development), Luis Chacon (Student Section Liaison)
    - Jimmy Walker motioned to accept all appointed offers into their respective roles. Andy Blackmon seconded. No discussion. All in favor. None opposed.
  - o Roundtable Thoughts
    - Randall: as a new officer, please pass along any information that would be helpful. He's not familiar with many of the acronyms and he may ask dumb questions. :) He also reiterated that having access to the agendas before the meetings would be nice.
    - Andy: Knows the ASSP acronym!
    - Dusty: The chapter website (<https://sw.assp.org>) should have a copy of our

chapter bylaws. We are charged with spending our \$60,000+ chapter budget wisely and responsibly for the best interests of the chapter; we should review the bylaws to make sure we are following the rules we set for ourselves.

- Montral: will be available next week on Monday and Wednesday to meet with Stephanie about the AT&T Learning Center; Abby will follow up with an email
- Kelsey: Someone needs to motion to end the meeting 😊
- Abby: Screenshot of the group! Big smiles 😊
- Jeff: Wants the PDC to be different this year; has big plans and big ideas to make it happen.
- Randall: would like to start/end meetings with “safety moments”
  - Safety Moment: Be safe on the road!
  - Backing in/pulling through in a parking lot is safer than backing out. Not only is it safer since you’re able to see better going forward, but for emergency procedures, it’s safer for egress if everyone needs to leave at the same time (Randall works in oil & gas; it’s a common practice there).
  - Andy added that you should avoid road rage, especially in this day and age with plenty of people with access to firearms. Kelsey added that in her defensive driving training, she teaches “if you’re driving on the road and getting upset because someone is ‘driving like a grandma’, imagine that it actually *is* your grandma!”

- Closing

**Motion to adjourn by Jeff Hays. Seconded by Dusty Cotter. Meeting adjourned at 5:11 pm.**

*Respectfully Submitted:* Kelsey Griffith, Chapter Secretary