

# Southwest Chapter

## Executive Committee Meeting Minutes

Thursday, January 18, 2024



**Call to Order** – Abby Holovach @ 5:04 PM

### ATTENDEES:

Randy Armstrong – Delegate  
Jose Valdez – VP  
Lenna Kennedy -Treasurer  
Luis Chacon – Student Section Liaison  
Montral Walker – Member Services  
Abby Holovach – Past President; Communications  
Andy Blackmon – Delegate

### Old Business

- 2023 Recap – All – Open forum – Lessons Learned for 2024
  - Update the Chapter calendar of important events for the upcoming year – include the annual budget review in February. Share calendar with EC for tracking.
  - Get EC meetings set on a regular schedule with reminders.
  - Ensure positional trainings get done to make sure folks are prepared and equipped for their role.
- Review Financials from Lenna (attached)
  - Recently moved \$7k from PayPal to our saving in preparation for PDC influx
  - Textedly charged us another full subscription when we upgraded, versus just charging us the difference – pending correction per Abby
  - Upcoming: We allocated \$1k to the Student Safety Olympics – also have another \$750 to use if we need to. Gold sponsor is \$1500; Silver sponsor is \$750.
  - Jose 1<sup>st</sup> to motion to accept the December 2023 financials; Montral seconded the motion to accept; all voted in-favor of accepting them

### New Business

- Advisory Committee Reports, if applicable – Dusty/Andy/Randy
  - No updates.
- PDC Status – Jeff
  - Jeff not present on the call, but the next PDC call is on Wednesday the 24<sup>th</sup> @ 4:00 PM.
  - Start sourcing pens, pads, bags, and other handouts now, ahead of time.
  - Abby submitted a topic for the last speaker track. We will see if anyone else submitted a topic to complete the track.
- Student Section Updates – Luis
  - Need one more mentor for the mentorship program – someone with a construction background.
  - Posted on social media and sent out via email.
- Chapter SPY Award for 2023 – Nominations?
  - Had one person request a nomination form.
  - Need to have this settled upon by the end of January for the 2023 SPY.
  - We can vote on this during the next EC meeting in February to announce at the PDC in April.

- Official Voting Announcement – Abby
  - Notice about voting in our elections will be emailed out soon. Also posting on social media and announcing via Textedly.
  - Current EC members need to confirm if they want to stay in their position and run for another term. Let Abby know for the ballots.
  - Need to confirm the voting timeframe period for this year.
- Chapter Google Drive & ASSP email upkeep – Abby
  - Log into your ASSP email and organize emails for succession purposes.
  - Abby will update/organize the Chapter Google Drive and ensure that everyone can get in and is familiar with the content inside. Maybe a short “training” session to cover what’s in the Drive.
- March Meet-Up Ideas – Abby
  - Look into the Pancake Social and associated costs.
- Communications – Abby
  - Textedly
    - Bumped up plan. Working on rectifying the double-charge.
    - Good feedback on it from the Google feedback form.
  - Responses to feedback form
    - We reviewed the responses and discussed some of the helpful ideas (see down below under Closing).
    - Abby will reach out to the people who said they want to volunteer or who had suggestions.

### **Quarterly Technical Meeting Updates - Abby**

- Ralph Parrett presenting in February – “Electrical Safety Audits”
  - No sponsor at this time.
  - Will send over all names registered 48 hours prior to meeting to give to Jose for security.
- Sam DeSessa presenting in May (May 16<sup>th</sup>) – “Compliance or Buy-In?”
  - No sponsor at this time.
  - Can we use the same meeting space?
    - Jose said yes, we probably can. He will double-check.

### **CLOSING**

- Open forum for discussions, suggestions, etc.
  - 2024 Ideas & Goals Discussed:
    - Invite general members to an “open EC meeting” 2x per year to encourage involvement and feedback. Let’s pick some dates for 2024? Have prepared questions and topics for discussion to structure and encourage feedback. Add to calendar.
    - Look into the CEU requirements for meetings. Abby will get this info & send out to EC.
    - Feedback forms had a mix of virtual and in-person preferences, so we will continue to do both.
    - What about door prizes for meetings? Ponder good door prizes...from a sponsor?
- Closing
  - Randy motioned to end the meeting at approximately 5:45 PM; Lenna seconded the motion; group voted to end the meeting.

# Southwest Chapter

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- Chapter SPY Award for 2023 – Nominations?
- Official Voting Announcement – Abby
- Chapter Google Drive & ASSP email upkeep – Abby
- March Meet-Up Ideas – Abby
- Communications – Abby
  - Textedly
  - Responses to feedback form

### Quarterly Technical Meeting Updates - Abby

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### CLOSING

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- Closing

**American Society of Safety Professionals Southwest Chapter**

**Monthly Financial Report**

**Period Ending December 31**

**INCOME STATEMENT**

**REVENUES (Cash Receipts)**

Dues		\$	760.00
Meeting Fees		\$	-
Conference/Seminars		\$	-
Special Project		\$	-
Interest		\$	0.25
Advertising	(Unrelated Business)	\$	-
Sale of Products *	(Unrelated Business)	\$	-
Sale of Services	(Unrelated Business)	\$	-
Other		\$	-
			<b>REVENUE (Total Receipts) \$ 760.25</b>

**EXPENSES (Cash Disbursements)**

<b>MEETINGS:</b>	Lunch/Dinner	\$	-
	Speaker Gifts	\$	-
	Other	\$	-
<b>CONF/SEMINAR:</b>	Meals/Breaks		
	Speaker Expenses	\$	-
	Books & Materials	\$	-
	Other	\$	-
<b>NEWSLETTER:</b>	Printing	\$	-
	Postage & Mailing	\$	-
	Other	\$	-
<b>TRAVEL:</b>	Officers	\$	-
	Other	\$	-
Publicity	Textedly Fees	\$	339.42
Special Project		\$	-
Administrative		\$	-
Scholarship		\$	-
Bank Fees		\$	35.00
Web Hosting		\$	-
Other	DoorDash ???	\$	9.99
			<b>EXPENSES (Total Disbursements) \$ 384.41</b>

**NET INCOME (Excess Receipts over Disbursements)** → **\$375.84**

**Savings - Previous Month** → **\$31,438.37**

**PREVIOUS MONTH/YEAR CASH BALANCE - Total Assets from Previous Month/Year** → **\$42,621.73**

**NEW CASH BALANCE - Previous Month/Year Cash Balance plus Net Income** → **\$74,435.94**

**Total Assets as of December 31/ Bank Balance**

	Savings	\$31,438.62
	Checking	\$42,997.32
	Other/CD	\$0.00
	Deposit In Transit	\$0.00
	(Outstanding Checks)	\$0.00

**NEW CASH BALANCE = Total Bank Balance** → **\$74,435.94**

**MUST MATCH**

\* Does not generate UBIT if (1) includes an educational/information message on the product or (2) is accompanied by literature which describes the organization's programs and mission.

*Lenna Kennedy* Chapter Treasurer (Print and Sign Name)      *Lenna Kennedy*      *1/5/2024* Date



SHOWING

All transactions

Search >



Date	Description	Type	Amount	Balance
Jan 4, 2024	DOORDASH DASHPASS WWW.DOORDASH. CA 01/04 (...2244)	Card	-\$9.99	\$42,944.88
Jan 2, 2024	ORIG CO NAME:PAYMENTECH ORIG ID:1020401225 DESC DATE:240102 CO ENTRY DESCR:FEE SEC:CCD TRACE#:021000028046086 EED:240102 IND ID:5192293 IND NAME:SOUTHWEST CHAPTER TRN: 0028046086TC	ACH debit	-\$35.00	\$42,954.87
	TEXTEDLY HTTPSTEXTEDLY CA 12/31 (...2244)	Card	-\$7.45	\$42,989.87
Dec 29, 2023	ORIG CO NAME:AMER SOC SAF PRO ORIG ID:3333305770 DESC DATE:231229 CO ENTRY DESCR:CHAP DUES SEC:CCD TRACE#:071000281328149 EED:231229 IND ID:2725 IND NAME:SOUTHWEST CHAPTER TRN: 3631328149TC	ACH credit	\$760.00	\$42,997.32
Dec 4, 2023	ORIG CO NAME:PAYMENTECH ORIG ID:1020401225 DESC DATE:231204 CO ENTRY DESCR:FEE SEC:CCD TRACE#:021000024679084 EED:231204 IND ID:5192293 IND NAME:SOUTHWEST CHAPTER TRN: 3384679084TC	ACH debit	-\$35.00	\$42,237.32
	DOORDASH DASHPASS WWW.DOORDASH. CA 12/04 (...2244)	Card	-\$9.99	\$42,272.32
Dec 1, 2023	TEXTEDLY HTTPSTEXTEDLY CA 12/01 (...2244)	Card	-\$339.42	\$42,282.31
Nov 29, 2023	ORIG CO NAME:AMER SOC SAF PRO ORIG ID:3333305770 DESC DATE:231129 CO ENTRY DESCR:CHAP DUES SEC:CCD TRACE#:071000289322862 EED:231129 IND ID:2725 IND NAME:SOUTHWEST CHAPTER TRN: 3339322862TC	ACH credit	\$835.00	\$42,621.73
Nov 16, 2023	TARGET T- 7845 N Macar Irving TX 11/16 (...2244)	Card	-\$74.93	\$41,786.73
Nov 6, 2023	DOORDASH DASHPASS WWW.DOORDASH. CA 11/04 (...2244)	Card	-\$9.99	\$41,861.66
	DD DOORDASH RAZZOOSCA 8559731040 CA 11/04 (...2244)	Card	-\$72.91	\$41,871.65
Nov 2, 2023	CHECK # 1688   	Check	-\$3,000.00	\$41,944.56

# CHASE for BUSINESS®

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## CHASE BUS TOTAL SAV (...0827)

SOUTHWEST CHAPTER OF THE AMERICAN

# \$31,438.62

Available balance

\$31,438.62

Present balance

Uncollected funds

Total \$0.00

### Account activity

SHOWING

All transactions



Date	Description	Type	Amount	Balance
Dec 29, 2023	INTEREST PAYMENT	Other	\$0.25	\$31,438.62
Nov 30, 2023	INTEREST PAYMENT	Other	\$0.25	\$31,438.37
Oct 31, 2023	INTEREST PAYMENT	Other	\$0.27	\$31,438.12
Sep 29, 2023	INTEREST PAYMENT	Other	\$0.25	\$31,437.85
Aug 31, 2023	INTEREST PAYMENT	Other	\$0.26	\$31,437.60
Jul 31, 2023	INTEREST PAYMENT	Other	\$0.26	\$31,437.34
Jun 30, 2023	INTEREST PAYMENT	Other	\$0.25	\$31,437.08
May 31, 2023	INTEREST PAYMENT	Other	\$0.28	\$31,436.83
Apr 28, 2023	INTEREST PAYMENT	Other	\$0.24	\$31,436.55
Mar 31, 2023	INTEREST PAYMENT	Other	\$0.26	\$31,436.31
Feb 28, 2023	INTEREST PAYMENT	Other	\$0.24	\$31,436.05
Jan 31, 2023	INTEREST PAYMENT	Other	\$0.27	\$31,435.81
Dec 30, 2022	INTEREST PAYMENT	Other	\$0.25	\$31,435.54
Nov 30, 2022	INTEREST PAYMENT	Other	\$0.25	\$31,435.29
Oct 31, 2022	INTEREST PAYMENT	Other	\$0.26	\$31,435.04



Home

Activity

Pay & Get Paid

Marketing For Growth

Financing

Business Tools

### PayPal balance

# \$1,212.88 USD

Available

[Transfer Money](#)

[Set up auto transfers](#)

### Quick links 1 NEW



Business Tools



PayPal  
Checkout



QR codes



Invoicing



Request money



Send money

Recommended for you

### Pay Later messaging



Pay Later offers are included free with PayPal Checkout. Add messages now to drive sales.

[Not now](#)

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### Insights

Last 7 days

### Money in

# \$1,833.17

Total received

[View transactions](#)

### Money out

# \$7,000.00

Total sent or spent

[View transactions](#)

### Actions

7 NEW ACTIONS

[Edit](#)

### Create an invoice

Currency  
USD

[Send](#)

[Add more details](#)

Add a second action

[+ Create a quick donate link](#)

[+ Sell on Social](#)

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All



Search for transactions

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ActiveTransaction Type  
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Past 30 daysAmount & Currency  
All currencies**Send a professional invoice or estimate in minutes.** Customers can pay with cards or PayPal, instantly.[Send an invoice →](#)[Download](#)

<input type="checkbox"/>	Date	Type	Name	Payment	Gross	Fee	Net	Actions
<input type="checkbox"/>	1:55 PM	Transfer to	<a href="#">Bank Account</a>	Completed	-\$7,000.00 USD	\$0.00	-\$7,000.00	<a href="#">Archive</a>
<input type="checkbox"/>	1:33 PM	Payment from	<a href="#">Lenna Kennedy</a>	Completed	\$129.00 USD	-\$4.99	\$124.01	<a href="#">Add tracking</a> 

Do you have any suggestions or requests for future topics, speakers, or Chapter events?	What is something the CI Do you prefer in-person (What are some ways you	How can the Chapter bet	Do you find the event ren	Are you interested in gett	What is your name?	What is your email addre	What is the best phone n	What are your specific int	
Jocko Willink - Focus on Leadership and its applications to EHS	cost is very high - prohibi In-person	N/A	more local level events a	Yes - some	Yes	Don Stahurski	dstahurski@4refuel.com	4698152382 Training and Developmer	
Human Performance would be a great topic to learn more about	Have the meetings in the In-person	More meeting opportuniti	Monthly meetings with gu	N/a	Yes	Cody Depee	cdepee04@yahoo.com	2063052319 No specific.	
No.	Keep meetings in easy Ic In-person	No suggestions.	No suggestions.	Yes.	No				
No. I am happy with how things are ran.	I don't think it's the chap In-person	I don't know, but I really e	I think everything is done	Yes	No				
Not in particular. I would like more opportunities to earn CEU at the local level	That's totally on me and i	Virtual	More information, more ik	Make the world less busy	Yes	No			
They have all been excellent topics.	CEU's for attendance, or	Virtual	More technical training.	Already doing a great job	Yes, very helpful. Thank	Yes	Renee Witherspoon	renee.witherspoon@utda 806-928-9131	Maybe this chapter year v
Any relevant changes in safe work practices.	Stay away from political i	Virtual	Keep us informed of regu	Present things in challen	yes	No			
Enhancing Presentation Skills, Human Error and Performance improvement	Closer to mid cities area	In-person	Offer a short course 4-8	I Have officers and Board	Current methods helpful	No			
Risk Assessment	Nothing	In-person	Door prizes at events	Increase engagement fro	They are very helpful.	Yes	Jay Gnad	jgnadt@lockton.com 214-534-7052	Fleet safety, risk manage
AI opportunities or non-opportunities in Safety; Retaining Safety Professionals; Building great safety teams.	Continue virtual meetings	Virtual	Meet in various places wi	small groups in similar zj	yes	No			
fleet safety, outside the box ergonomic ideas	nothing	In-person	n/a	n/a	Yes, keep them coming	Yes	Matt Clarke	MATT.CLARKE@TDINDI 2148707318	lots of stuff. dinosaurs are
No	NA	In-person	NA	NA	Text message	Yes	Tim Bohannon	timothy.bohannon@tdind 8172288986	Unsure