

MEETING MINUTES:

EC PLANNING MEETING JULY 18TH 2024

Location: TI conference room and online

Start Time : 15:30 PM



SOUTHWEST CHAPTER ASSP

2024/2025 PLANNING MEETING

Agenda for 2024/2025 planning meeting for the American Society of Safety Professionals Southwest Chapter:

1. Welcome and Introductions

- Opening remarks by the chair
- Introductions of attendees
- Review of meeting objectives

2. Review of Previous Year

- Highlights and accomplishments
- Lessons learned and areas for improvement
- Financial report

3. Goals and Objectives for 2024/2025

- Discussion of strategic goals (bring your top 5 for our chapter)
- Setting specific, measurable, achievable, relevant, and time-bound (SMART) objectives
- Identifying key performance indicators (KPIs)

4. Program and Event Planning

- Calendar of events for the year
- Planning major conferences, workshops, and webinars
- Partnering with other organizations
- Discussion of potential speakers and topics

5. Membership and Engagement

- Strategies for increasing membership
- Member engagement and retention plans
- Volunteer recruitment and recognition

6. Marketing and Communication

- Enhancing social media presence
- Newsletter and website updates
- Promotional materials and outreach strategies

7. Financial Planning and Budget

- Review of current financial status
- Budget planning for upcoming year
- Fundraising and sponsorship opportunities

8. Committee Reports and Assignments

- Updates from various committees (e.g., education, membership, events)
- Assigning new committee roles and responsibilities

9. Open Discussion and Q&A

- Addressing any additional topics or concerns
- Open floor for questions and suggestions from attendees

10. Closing Remarks

- Summary of key decisions and action items
- Next steps and follow-up plans
- Thank you and adjournment

key decisions and points discussed in the transcript:

1. **Organizational Chaos:** Valdez highlighted concerns about the chaotic nature of operations, citing overwhelm due to excessive emails (47 in one day) and a lack of clarity on roles and responsibilities.
2. **Improvement Areas:**
 - o **Organization:** Emphasized the need for better organization and clearer communication to enhance team efficiency.
 - o **Role Clarity and Training:** Advocated for clearer understanding of roles and proactive training to support volunteers in their responsibilities.
 - o **Meeting Commitment:** Stressed the importance of commitment to scheduled meetings, proposing changes to meeting schedules to ensure attendance and effectiveness.
3. **Proposals:**
 - o **Calendar Utilization:** Suggested using a shared physical calendar to keep everyone informed of upcoming events and deadlines.
 - o **Meeting Schedule Adjustments:** Proposed shifting the executive committee meetings to earlier in the month for better recovery time between meetings and increased attendance.
4. **Technology:** Discussed transitioning from Google Calendar to Outlook for meeting scheduling due to accessibility issues.
5. **Meeting Efficiency:** Advocated for improved meeting preparation, including sending out agendas at least 48 hours in advance to allow participants to adequately prepare and contribute effectively.

Overall, Valdez focused on improving organizational structure, communication, and meeting efficiency to better support volunteer efforts and enhance overall operational effectiveness.

1. **Updating Meeting Dates:** There was a discussion about updating the meeting calendar, specifically moving the August meeting from the 22nd to the 15th. Jose Valdez emphasized the need to update the calendar template and distribute it for everyone to input their scheduled meetings.
2. **Quarterly Technical Meetings:** It was confirmed that these meetings are set for the third Thursday of each month. The dates were already established and communicated, with arrangements made for catering by Royal Catering.
3. **Seeking Sponsors:** There was a decision to identify and contact previous sponsors (like Grainger and Cintas Filetti Rick) to request sponsorship for future meetings. This involves reaching out to them to see if they are willing to sponsor upcoming events and offer them a brief time slot to discuss their products or services.
4. **Professional Development Conference (PDC):** Discussions were held regarding the PDC meetings, noting low attendance and the need to encourage more participation. Plans were discussed to potentially change the frequency of these meetings and improve engagement.
5. **Action Items and Notes:** Montral Walker inquired about capturing action items and notes from the meeting. This highlighted the importance of documenting decisions and tasks for follow-up.
6. **Financial Review:** Kennedy, Lenna mentioned having financials for June that needed review, which was scheduled for discussion in the next meeting.

Overall, the meeting focused on updating schedules, confirming meeting logistics, seeking sponsorship, reviewing meeting attendance for PDCs, and ensuring documentation of action items and financial reviews for future follow-up.

1. **Identifying Chapter Needs:** Jose emphasized the importance of understanding the specific needs of their chapter, apart from the overarching goals set by ASSP. This involved soliciting input from members to prioritize issues like membership growth and meeting attendance.
2. **Venue Considerations:** There was a discussion about the impact of venue location on meeting attendance. They noted that certain venues attracted larger crowds than others, potentially due to factors like accessibility, atmosphere, and even the availability of food and drinks.
3. **Meeting Schedule Optimization:** There was a proposal to adjust the timing of meetings to better suit members' schedules and potentially attract more attendees. This included considerations such as starting meetings earlier or later to accommodate work schedules and minimize traffic concerns.
4. **Financial Planning and Venue Costs:** Jose proposed revisiting the budget allocation for meetings, particularly regarding venue costs. There was a suggestion to explore venues that might have additional costs but could potentially enhance attendance due to their appeal.
5. **Member Engagement Strategies:** Strategies discussed included post-meeting social activities and giveaways as incentives to boost attendance. There was also mention of exploring different types of meetings (like social breakfasts) to gauge member interest and engagement.

Overall, the decisions centered around improving attendance, enhancing member engagement through venue selection and meeting timing adjustments, and revisiting the budget to potentially allocate more funds for venues that could improve meeting turnout. These decisions aimed to address specific challenges faced by their chapter and improve overall participation and effectiveness of their meetings.

1. **Attendance and Participation:** There is a significant concern about member engagement, attendance at meetings, and participation in activities. Jose emphasizes the need for members to take their roles seriously and participate actively.
2. **Communication Strategy:** There is a recognition that current communication methods may not be effective. Jose suggests exploring text messaging as a more direct and possibly more responsive way to engage members. He also proposes using QR codes and instant feedback mechanisms during meetings to gather member preferences and feedback.
3. **Volunteer Recruitment:** There is a clear need to recruit more volunteers. Jose discusses the challenges faced in filling volunteer roles and suggests more proactive outreach strategies, including leveraging social media and personal networks.
4. **Leadership Development:** Jose highlights the importance of grooming new leaders within the organization. He mentions historical practices of progressing through different roles (e.g., Treasurer to Secretary to VP to President) and suggests reinstating structured pathways for leadership development.
5. **Member Services and New Member Engagement:** There is a call to improve member services, including welcoming new members more effectively and tracking their engagement. Jose suggests a rewards system for members who recruit new members to incentivize growth.
6. **Event Management and Feedback:** Improving event attendance and quality is another priority. Jose advocates for gathering member input on preferred event formats and times via surveys or polls to tailor events more closely to member interests.
7. **Training and Support:** There is a need to ensure that members are adequately trained for their roles. Jose mentions challenges with accessing required training and emphasizes the importance of using available resources like the Google Drive repository for role descriptions and bylaws.

Overall, Jose Valdez's discussion underscores a strategic focus on enhancing member engagement, improving communication channels, developing leadership, and refining event management strategies within the organization.

1. **Frequency of Position Duties:** Clarification that certain duties, like training or orientation, are required only initially when assuming a position.
2. **Satellite Meeting Locations:** Proposal to hold technical meetings at satellite locations across different parts of Dallas to accommodate members more conveniently.
3. **Position Descriptions:** Agreement to update position descriptions based on actual responsibilities rather than generic expectations.

4. **Volunteer Recruitment:** Emphasis on engaging members for volunteering, particularly through reaching out to organizations like UTSA's OSHA center.
5. **Idea Box Implementation:** Introduction of an idea box where members can submit suggestions for consideration at meetings.
6. **Shirt Ordering:** Decision to order shirts for all members, with details to be coordinated via email or group chat to gather sizes and place orders promptly.
7. **Membership Engagement:** Discussion on strategies to increase engagement and attract new members, including leveraging partnerships and improving communication.
8. **Marketing Strategy:** Proposal to use short videos for marketing and communication purposes to enhance engagement.
9. **Financial Planning:** Review and acceptance of the budget and financial planning details for the upcoming period.
10. **Committee Reports:** Decision to table committee reports and assignments for the next meeting due to time constraints.
11. **Open Discussion and Q&A:** Completion of topics and concerns with no further discussion needed.
12. **Closing Remarks:** Agreement to summarize key decisions and action items from the meeting for distribution and follow-up.

Overall, the meeting focused on operational improvements, member engagement strategies, and logistical planning to enhance organizational effectiveness and member satisfaction.

1. **Tracking Decisions:** Jose Valdez suggests using an Excel spreadsheet to track decisions made, indicating a need for organization and follow-up.
2. **Attendance in Meetings:** There's a decision to add all executive committee members to the monthly PDCA meetings starting September, ensuring broader participation and alignment.
3. **Training Assignments:** There's a plan to assign specific training tasks to individuals. They discuss the need to provide clear instructions, including navigating the ASSP website for training registration.
4. **Training Completion Deadline:** They establish a deadline for completing the training tasks, aiming for the end of August (August 31st).
5. **Technical Support for Training:** They plan to provide additional support, including a recorded video guide or potentially a Zoom call to walk through the training process.
6. **Banking and Administrative Matters:** There's a mention of administrative tasks related to banking, requiring certain individuals to meet and coordinate actions.
7. **Meeting Etiquette:** They agree to follow Roberts rules of order for conducting meetings effectively, ensuring structured and efficient discussions.
8. **Adjournment:** The meeting concludes with a motion to adjourn, which is seconded and agreed upon.

Overall, the discussion revolves around organizational matters, training assignments, administrative tasks, and procedural adherence in meetings. These decisions aim to streamline operations and ensure clarity in responsibilities and actions moving forward.



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Southwest Chapter

2024-2025 Chapter Calendar

Version as of March 2024

****Events for general members to attend**

Month	Day	Activity	Location
June	TBD	Membership Social, New Officer Installation	TBD
	Fri. 1 st	New Chapter year begins	N/A
July	TBD	Executive Committee - Annual Planning Meeting	TBD
	TBD	PDC Monthly Planning Call	Virtual
	TUES. 5 TH	2024 ASSP Leadership Conference	Denver Convention Center
	FRI. 12 TH	Operational Plan must be uploaded to COMT	N/A
	15 TH - 21 ST	ate + Sound Wee	N/A
	THUR. 2	Quarterl Technical Meetin	TBD
	TBD	Executive Committee Meeting	TBD
	TBD	PDC Monthly Planning Meeting	Virtual
	TBD	Region III ROC Meeting	TBD
	TBD		Texas Live!
September	TBD	Executive Committee Meeting	TBD
	TBD	PDC Monthly Planning Meeting	TBD
	B		TBD
		*We will be co-sponsoring this event	
	TBD	Executive Committee Meeting	Virtual
	B	udent Section Homecomin BB	SE OSU
	B	EXO's 2024 Construction Safety Professional's Da	TBD
	Thu 22 nd	allas Police De artment - Bike Safe Fai	TBD
			TBD
November	TBD	PDC Monthly Planning Meeting	Virtual
	TBD	Executive Committee Meeting	Virtual
	TBD	Executive Committee Meeting	Virtual
	B	hristmas Membershi Social	TBD
	TBD	PDC Monthly Planning Meeting	Virtual
	TBD	Executive Committee Meeting	Virtual
January	TBD	PDC Monthly Planning Meeting	Virtual

February	hur. 20 th		TBD
	TBD	Executive Committee Meeting	TBD
	TBD	PDC Monthly Planning Meeting	Virtual
March	TBD	Executive Committee Meeting	Virtual
	TBD	PDC Monthly Planning Meeting	Virtual
April	TBD	PDC Folder Stuffing	TBD
	B	2023 Professional Development Conference	Grapevine Convention Center
	TBD	PDC Follow-Up Call	Virtual
	TBD	Executive Committee Meeting	Virtual
	TUES. 30 th	2025/2026 Budget Approval Due	N/A
May	hur. 15 th	Quarterly Technical Meeting	TBD
	TBD	Executive Committee Meeting	Virtual
	Tues. 31 st	Previous fiscal year's annual financial reports must be uploaded to COMT	N/A
	TBD	Annual Leadership Forms must be uploaded to COMT	N/A
	TBD	PDC Monthly Planning Meeting	Virtual
June	TBD	Executive Committee Meeting	Virtual
	B		TBD
	Thur. 30 th	COMT due to Society	N/A
	TBD	PDC Monthly Planning Meeting	Virtual

NEW OFFICER GUIDANCE 6/13/23

- **2022/2023 Calendar**

- o I recommend starting with your calendar year planning. These dates below are for-sure events to go ahead and fill in on the 2023/2024 calendar, and we can add more as we go or find new events/outings/tours to add.

Quarterly Technical Meeting #1: Thursday, August 17th, 2023

- Quarterly Technical Meeting #2: Thursday, November 16th, 2023

Quarterly Technical Meeting #3: Thursday, February 15th, 2024

- Quarterly Technical Meeting #4: Thursday, May 18th, 2024
- Region III ASSP 2023 PDC- Monday, August 28th - Wednesday, August 30th
- TEXO's 2023 Construction Safety Professional's Day: Friday, September 29th, 2023

2023 OSHA Update - North Texas AIHA - Friday, September 15th, 2023

SW Chapter 2024 PDC - Thursday, April 25th, 2024

Executive Committee Meetings - Virtual or in-person - Once per month

PDC meetings - Virtual - Once per month

Annual Planning Meeting - July- Date TBD

Region III ROC Meetings -TBD

ASSP Leadership Conference - TBD

Fastenal Texas Live expo - TBD

Christmas member social - TBD

End-of-term/New Officer social - TBD

2023/2024 Operational Plan must be uploaded to COMT - Due August 15, 2023

- ASSP Annual Financial Reports - Due May 31st, 2024
- Annual Leadership Forms - Due May 31st, 2024

COMT Submission - Due June 30th, 2024

- **2022/2023 COMT Planner**

- o You can re-use most of this information to do your 2023/2024 COMT Planner. It's a good way to plan out the year and make sure we are on-track to fulfill all requirements to get Platinum status again.
- o Attached to the email.

- **2022/2023 COMT - For your review**

- o <https://s-ef1294-i.sgizmo.com/s3/i-xyDKr9FrOqbqSRv35B-5411653/?sguid=xyDKr9FrOqbqSRv35B>

- **Google Drive**

- o I have moved everything into the Google Drive for you guys to reference. Login password stuff is shown below.



Kelsey Griffith <kgriffith6@twu.edu>
To: Abby Holovach

Yes! I meant to do that yesterday and ran out of time at the office.
It's a Google account:
Username: assesouthwest
Password: swASSP2020!

> [Show original message](#)

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KELSEY GRIFFITH, MPH, CIH, CSP, COSS
Senior Environmental Health & Safety Specialist
Risk Management
940 898 3650 | kgriffith6@twu.edu
she/her/hers

- **Zoom Login**

- o Below is our Chapter's Zoom account login information:
 - Username: updates@sw.assp.org
 - Password: #ASSP@safety2022!
- o If you login from a new computer, it will send an email to our updates@sw.assp.org email with a code that you'll need to access:
 - Link: mail.assp.org
 - Email: updates@sw.assp.org
 - Password: #ASSP@safety2022!

- **Email login**

- o Use the information below to login to your ASSP email. You should set up the ASSP email so that it forwards to your personal email so you don't miss anything.
- o Organize your emails into folders to help with succession planning so that the next person in your role can find stuff to reference.
 - o Go to Webmail Home, and then Forwarders, where you can add in your personal email.
- o Login webpage: mail.assp.org
 - President
 - Email: president@sw.assp.org
 - Password: #ASSP@safety2022!
 - Vice President
 - Email: vp@sw.assp.org
 - Password: #ASSP@safety2022!

- **Important Contacts to Save**

- o *Mark Huelskamp*
Website Manager
mhuelskamp@assp.org
 - Updates our website at our request
 - Provides assistance w/getting registrations set up
- o *Geri Golonka*
Chapter Community Coordinator

ggolonka@assp.org

Can help with COMT questions, gives us freebies and handouts for events, etc.

Very helpful with a lot of things and questions

Keep your eyes out for her emails

- o *Matthew F. Herron*

Current Region III President

matthew.herron@swri.org

Will send out a lot of emails regarding the ROC (Regional Operating Committee), ASSP Region news, helpful reminders, etc.

Keep your eyes out for his emails!

- **GroupMe login**

- o LOGIN: communications@sw.assp.org
- o PS: Safety23!!

- **Event Espresso login**

- o WordPress link: <https://sw.assp.org/wp-admin>
- o Username: memberservices@sw.assp.org
- o Password: @ASSPsafety19!

- **Textedly login**

Login email: president@sw.assp.org

Password: SafetyPeeps24!

Number used for sign-up: (972) 215-9671 (Abby Holovach's phone number)

Our Textedly Number: (866) 945-3135

Chapter Leadership Training

From: Herron, Matthew F. (matthew.herron@swri.org)

To: psmith@remrisk.com; smay@travelers.com; zvan@reachwireline.com; harrisad@oge.com; kethamolina42@gmail.com; jvaldez@wisdomadvisers.com; sarahjewelmorgan@gmail.com; belynda.powers@gmail.com; kyle.moulder@nov.com; dhickey@isservices.com; stevan.parker2@gmail.com; natalia.rios@scalloncontrols.com; maggie@saddleupsafety.com

Cc: abby.holovach@yahoo.com; patricia1014pa@yahoo.com

Date: Monday, July 1, 2024 at 11:45 AM CDT

Good morning, Region III Chapter Presidents,

Please ensure that you and your Executive Committee Members complete their role-specific Leadership Training modules during the month of July.

To access these Leadership Training modules:

From the ASSP.ORG Homepage => Click on Login to access your ASSP account => MEMBERSHIP tab => Community Leader Resources => Chapter + => Chapter Leadership Training

RECOMMENDATION: As a Chapter President, I recommend that you take more than just the Chapter President modules. Take some of the additional role-specific modules so you can view how the other officers roles should be conducted.

Please let me and/or your AD know if you have any questions and/or comments on this info.

Thank you very much for your time in this matter.

Respectfully,
Matt



Matthew F. Herron, MS, PE, CSP, CPE
Region III Vice President
American Society of Safety Professionals
210) 907-4967 | matthew.herron@swri.org

ASSP Region III Leads the Way!



2024-2025 ASSP Chapter Term – Key Dates

Due Date	Items Required to Maintain Your Charter	Responsible Party
August 15, 2024	1. Annual Operations Plan uploaded to COMT for the 2024-2025 Chapter Year. (chapterservices@assp.org) 2. ASSP files taxes for Chapters under \$50,000 revenue 3. Receipt of tax filing due for Chapters filing taxes	Chapter President ASSP Executive Committee
May 31, 2025	1. Previous fiscal year's annual financial reports uploaded to COMT . Regions send their reports to Chapter Services (chapterservices@assp.org). 2. Annual Leadership Reports uploaded to COMT	Chapter and Regional Treasurers Chapter President
June 30, 2025	1. Submit Chapter Operations Management Tool (for 2024-2025 Chapter year)	Chapter President

Due Date	Important Key Dates in 2024	Responsible Party
July 1, 2024	1. Chapter year begins and Society/Chapter officers begin terms 2. Rosters are accessible through ASSP website account under “your groups”. Access is provided to the reported Chapter Presidents, President-Elects, Vice-Presidents, Treasurers, Secretaries, N&E Chairs, and Membership Chairs. 3. 2025 Society Elections – Nominations Open	All Chapter President/ Executive Committee All
August 2024	1. Leadership Conference (August 6, 2024) - In-person event 2. Society 2024 – Denver, CO (August 7 – 9, 2024) - In-person + virtual events	Leadership Conference Planning Committee Society PDC Planning Committee
August 15, 2024	3. Annual Operational Plan uploaded to COMT 4. ASSP files taxes for Chapters under \$50,000 revenue 5. Receipt of tax filing for Chapters filing taxes	Chapter President/ Executive Committee ASSP Chapter Services Chapter President/ Executive Committee
October 2024	1. Society Office Election candidate information due to Society	Society Office Candidates
November 1, 2024	1. Society Award Deadline for submitting petitions for: <ul style="list-style-type: none">Safety Professional of the Year (SPY)Fellow Honor	Award Sponsors and Candidates
December 2024	1. Long Service Recognition sent to members	ASSP Chapter Services



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Due Date	Important Key Dates in 2025	Responsible Party
January 2025	<ol style="list-style-type: none">Appoint Chapter N&E Committee for the upcoming year's Chapter Leaders. Refer to your Chapter's bylaws for additional details.Society Award Deadline for submitting petitions for:<ul style="list-style-type: none">Outstanding Student Educator Award – January 7, 2024	Previous Chapter President/ Chapter N&E Chair Award Sponsors and Candidates
February 1, 2025	<ol style="list-style-type: none">Deadline for submitting nominations for:<ul style="list-style-type: none">Regional SPY AwardChapter SPY2023 Society Election Slate finalized	RVP / Regional A&H Chair Chapter President / Chapter A&H Chair Society N&E Committee
March 1, 2025	<ol style="list-style-type: none">Society Election voting period beginsChapter Dues Report Form due to ASSP Chapter Services (chapterservices@assp.org) – only if Chapter will be making a change in dues. Dues changes occur only once a year. NOTE: Dues changes require a vote of the entire Chapter Membership.	All eligible ASSP Members Chapter President
March 15, 2025	<ol style="list-style-type: none">Deadline for submitting petitions for:<ul style="list-style-type: none">Charles V. Culbertson Volunteer Service Award to ASSP Executive Committee	Governance Manager
March 31, 2025	<ol style="list-style-type: none">End of the Fiscal YearSociety Election voting ends	All Society All eligible ASSP Members
April 2025	<ol style="list-style-type: none">Deadline for submitting petitions for:<ul style="list-style-type: none">April 1, 2025 – Outstanding Student Section Award to Chapter Services (chapterservices@assp.org)April 15, 2025 – Submit Region SPY Award Recipients to Chapter Services (chapterservices@assp.org)	Faculty Advisor/ Student Section RVP
May 31, 2025	<ol style="list-style-type: none">Previous fiscal year's annual financial reports uploaded to COMT. Regions send their reports to Chapter Services. (chapterservices@assp.org).Annual Leadership Reports uploaded to COMT (Question #2)	Current Chapter and Regional Treasurers Chapter President/ Executive Committee
June 2025	<ol style="list-style-type: none">Host Transition Meeting in election years and plan for Officer Installation Ceremony.Review Chapter Bylaws with incoming Leadership Team. When changes to Bylaws are under consideration, provide a draft to Society for review/approval before the Chapter votes on the changes.Transfer all Chapter administration materials to incoming Chapter Officers.Safety 2025 – Orlando, FLJUNE 30, 2025 – COMT REPORT DUE (NOTE: No changes are accepted after this date)	Chapter President/ Executive Committee Chapter President/ Executive Committee All outgoing Chapter Officers ALL Chapter President/ Executive Committee



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Chapter Annual Planning Report

Chapter Name: _____

Chapter Year: _____

Chapter goals for this chapter year

Select 1 - 3 goals your chapter will focus on this year.

- ☐ Working with Students members
- ☐ Conduct a PDC or other training options
- ☐ Recognize members
- ☐ Contact members who are not attending meetings for input
- ☐ Update website - communicate with members
- ☐ More member involvement

1.

2.

3.

What activities will your Chapter offer/participate in for this year?

Reporting Requirements

Objective	Action Item	Due Date	Owner	Status	COMT POINTS
Complete annual reports and other charter maintenance requirements in SOG 8.5 . Key dates located in Community Leader Resources .	Annual Planning Report	August 15			400
	Leadership Report	May 31			400
	Financial Report	May 31			400

Operational Requirements

Objective	Action Item	Due Date	Owner	Status	COMT POINTS
Nominations & elections committee and plans (required)	Report Nominations & Elections Committee	December 1			
Maintain chapter website (required) (ex: monthly content; appoint volunteer leader to manage; archive older files) Take other actions to communicate timely and relevant information to members (appoint a volunteer to lead; curate mixed content; leverage social media)	Review/Update website	Quarterly			400 (each quarter)
Attend regional meetings (required)					

Member Value Requirements

Objective	Action Item	Due Date	Owner	Status	COMT POINTS
Ensure leadership team's ability to serve members (ex. Meet at least 6 times per year; Leadership Conference;	Leadership team meetings	At least 6 per year			400

transition activities; trainings; gather best practices - required)					
Cooperate with Society in advancing areas of focus (support ASSP Foundation or student scholarship; collaborate with other ASSP communities)					
Offer a minimum of 4 accessible meetings, with at least 2 face-to-face, that have clear educational objectives, are evaluated, and facilitate members achieving at least 2 of the following (required): <ul style="list-style-type: none"> • Take advantage of career / personal opportunities • Develop leadership skills • Attain certifications & CEUs • Expand local network of safety professionals • Expand technical knowledge • Hosts variety of meetings 					
Take actions that support our meetings (distribute notifications; programming to serve member geographic, interest or industry segments)					

Additional Member Value Activities

Objective	Action Item	Due Date	Owner	Status	COMT POINTS
Assist members with career/development opportunities. (ASSP job board; list employment opportunities in area; social media; recognition opportunities)					

Develop Leadership skills (provide leadership roles; succession planning; online training in Community Leader Resources; ASSP Community)					
Help with member certification maintenance (offer CEU's; provide study groups)					
Help expand local network (participate in Member-Get-A-Member Campaign; exhibit at local events)					
Help expand technical knowledge (use technology for all members to participate in meetings)					
Provide Additional Value (surveys; meeting evaluations; welcome members; be informative of meetings and events)					

Chapter: SW Chapter
Activity: Consolidated Chapter Budget
Consolidated Chapter Budget

Only Active Budget Items
Itemized for Active Budget Items
Past Budget Items

[illegible][illegible]

Speaker Gifts	350												350
PayPal Fees on CC Transactions	1200												1200
Pens and Paper													0
ASSP Booth - Shipping													0
Email Marketing	360												360
Photography	300												300
Table Cloths													0
Certificate Paper													0
Flip Charts													0
Foard, n J3bard for Job Board													0
Event Printing	200												200
Table Centerpieces													0
Phedloop/Jotform	240												240
Zoom													0
Attendee Gamification Gift Cards													0
Misc.													0
Total Expenses													3099
Projected Gross Profit													5407.2
MayDay Profit Share (30% after \$1K)			2400										
Chapter Net Profit - Final													5100
TRAVEL	25	25	25	25	775	25	25	25	25	25	25	775	1800
Travel ROC					750							750	1500
Travel Delegates													0
Travel Leadership Conf.													0
Travel SEOSU	25	25	25	25	25	25	25	25	25	25	25	25	300
SPECIAL PROJECT	3650	0	3750	1500	2800	1000	0	0	500	2000	250	0	15450
Region III PDC Sponsorship				1500									1500
Exec Committee Supplies	400												400
Community Outreach (DPD Event)					1000				500				1500
Student Scholarships (Criteria TBD)	1000									1000			2000
SEOS Olympics/Volunteering										1000			1000
Emergency Fund						1000							1000
SP Trophy											250		250
Another Award (TBD)	250												250
Two attendee tickets to Region III PDC	1000												1000
Student Section			3750										3750
Mentor, Mentee Program	500				900								1400
Dinner					900								900

[illegible][illegible]

Excess Receipts over Disbursements (1-2)	-3146	243	-4047	-597	-3256	204	-296	294	-1296	-806	54	454	-9055.8
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