



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Orange County Chapter

OC ASSP Board Meeting Minutes

August 16, 2023

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QUORUM: (President or President-Elect, 3 Committee Members (including 1 elected Executive Committee Member))

Attended	Name	Position	Attended	Name	Position
<input checked="" type="checkbox"/>	Brian Nguyen	President	<input type="checkbox"/>	Rich Warner	Government Affairs
<input checked="" type="checkbox"/>	Carolyn Oakes	President-Elect	<input checked="" type="checkbox"/>	Phillip Combest	Awards & Honors
<input type="checkbox"/>	Jessica Vargas	Secretary	<input checked="" type="checkbox"/>	Danni Acevedo	Communications
<input checked="" type="checkbox"/>	Art Pedroza	Treasurer	<input checked="" type="checkbox"/>	Danny Kim	Student Section
<input checked="" type="checkbox"/>	Teddi Penewell	Advisory Board	<input type="checkbox"/>	Eric Brown	Mentorship
<input checked="" type="checkbox"/>	Azza Carmona	Advisory Board	<input type="checkbox"/>	Bhavika Lodhia	Membership
<input checked="" type="checkbox"/>	Georgette Quinn	Advisory Board	<input checked="" type="checkbox"/>	Bob Howarth	Program
<input type="checkbox"/>	Royce Hossler	Job Chair	<input type="checkbox"/>	Claudia Morgado	Member-at-Large
			<input type="checkbox"/>	Rollin Gordon	member

QUORUM / CALL TO ORDER

- A quorum being present, the meeting is called to order at **12:05** by President, Brian Nguyen

APPROVAL OF PREVIOUS MEETING MINUTES

- July meeting minutes **approved**

OLD BUSINESS: (PREVIOUS ACTION ITEMS)

- May 23'** - Phil and Georgette (bylaws) to resolve this in the coming months (Phil noticed that old bylaws versions got updated by Society when they made the governance changes. Important changes were not reflected in the Legacy document that Society "updated" for us. They used a 2017 version).
- June 23'** - Eric to set up a meeting in July with a plan put together to discuss options (regarding mentorship program). **(DONE)**
- July 23'** - Brian / Art to discuss whether update to the JTS registration account is needed to connect with the since we updated to US Bank.
- July 23'** - Brian to create a save the date April 13, 2024 for "Sound the Alarm" campaign.
- July 23'** - Jessica to log the meeting minutes from July 1 meeting **(DONE)**
- July 23'** - Danni to post July 1 meeting minutes on our website **(DONE)**
- July 23'** - Bob Howarth. Track participants (attendance to our meetings) to report out. Brian to use this information to report out (tracking for year end report out) **(DONE)**
- July 23'** - Brian / Bob to work on confirming the time and details of the September 20 tour. **(DONE)**
- July 23'** - Brian/Bob will reach out to committee members who are responsible for the November event. **(DONE)**
- July 23'** - Jessica to update section 5 to say "(Bob Reporting)" **(DONE)**

NEW BUSINESS:

1. PRESIDENT REPORT (Brian reporting)

- Submitted the Chapter plan ahead of the August 15th date.
- Reminder: Next week is our August Technical meeting.

- I have reached out to Kevin Bland and his team with the location and time. And let him know of the food option.
- I have reached out to ARC to do a last check on the venue. All confirmed.
- Food: Catered Panda Express (will order after today's meeting)
- drinks: Georgette (TBD)
 - Date: August 22, 2023
 - Time: 12:00 pm
 - Location: American Red Cross
 - Address: 600 N. Parkcenter Drive, Room PC 208, Santa Ana, California, 92705
 - Tentative Schedule/Agenda:
 - 11:45 am: member arriving
 - 12:00 pm: Start meeting
 - 12:00 – 12:05 pm: Introduction/housekeeping (15 min)
 - 12:05 – 12:30 pm: Lunch (25 min)
 - 12:30 – 1:30 pm: Presentation (50 min) + questions (10 min)
- I have ordered name tags for everyone. I will provide everyone with the name tag then.
- The Chapter Dues Detail Reports will soon be available online. Society accounting department has set up a link for a OneDrive folder for each chapter's monthly dues reports. This link was sent to the Treasurer, President, and President-Elect.
- The ROC meeting is scheduled to take place on October 26th and 27th. In San Francisco. I have blocked out my calendar and should be able to attend. If this changes, I will update the chapter.
- Orange County achieved Platinum status for the 2022-23 year. The recognition medallion is now active on "About" page. Waiting for society to send out an official letter. Then I will use that to promote.
 - **August 23'** (Platinum status for 2022-2023 year) Brian to follow up with society regarding the letter and post when receive.
- Unfortunately, RFOTC has walked back and now cannot confirm the September 20th date. Still working with RFOTC to schedule an event for September. I am working to schedule a Tour of the Honda Center (presentation and walk taking 2 ½ hrs). If I don't hear from RFOTC by today, I will move forward with HC tour.
 - It would be sometime in the last two weeks of September and possibly starting at 730am or 11:30am.
 - Probably best to focus in on the following dates September: 21st, 22nd, 25th, 26th
 - [Poll] Any objection on any of those dates?— group decided 730am – 10am on Friday (22nd)

2. PRESIDENT-ELECT REPORT (Carolyn Reporting)

- Targeting for a November 4th or November 18th volunteer event. This would be a cleanup event with the Newport Bay Conservancy.

3. TREASURER REPORT (Art reporting)

- Still working with local bank for Zelle issue – Art/Brian are working with society and our local bank
- **August 23'** – Art to order new checks



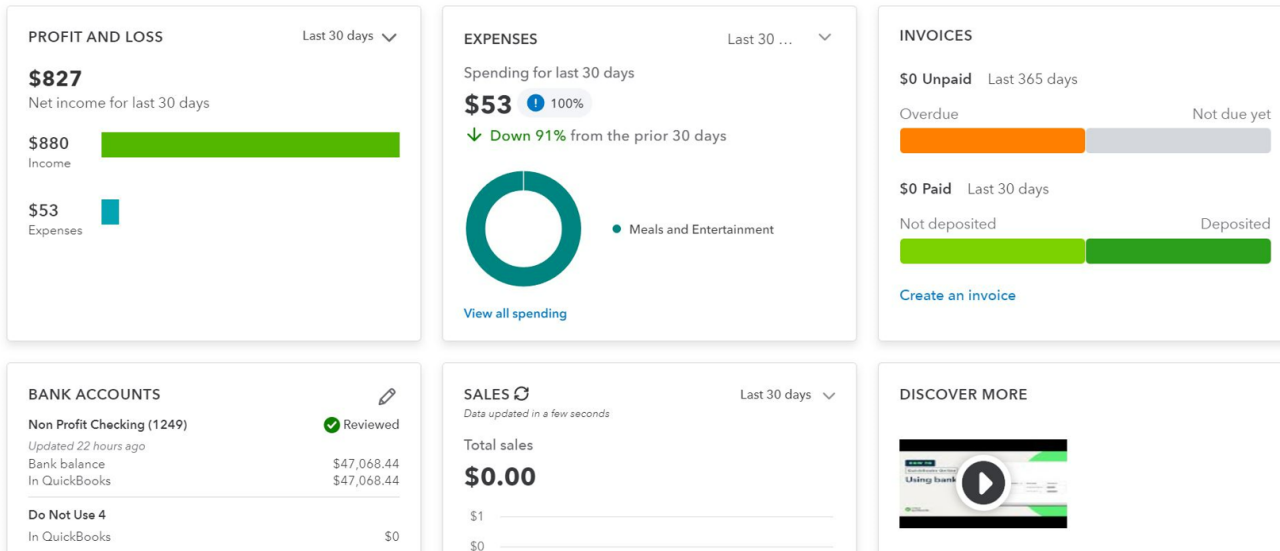
American Society of Safety Professionals, OC Chapter

Get things done

Business overview

Customize | **Beta**

PRIVACY ☐



American Society of Safety Professional...

Banking

Banking

App transactions

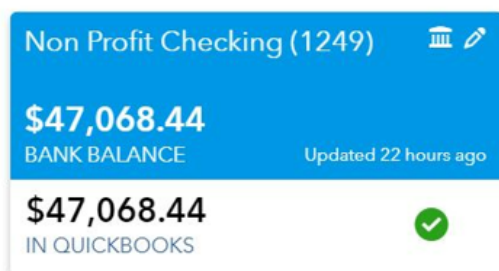
Rules

Tags

Receipts



Non Profit Checking (1249) ▾



4. STUDENT SECTION (Danny Kim reporting)

- Met with new board – Brian/Phil introduced themselves at the meeting
- First Friday each month moving forward starting at 1PM

- First meeting is September 1st

5. PROGRAMS (Bob Reporting)

- Calendar is filling up with first event coming up later this month
- Calendar is available and was emailed on 8/16/2023
- **August 23'** – (Programs) Azza to confirm speaker moving to January

6. ADVISORY BOARD REPORT (Azza/Tedi/GQ Reporting)

- Fall/Winter Meetings
 - Please mark your calendars for the fall and winter meetings. The calendar invites with Zoom information will be sent by the end of next week.
 - Fall Meeting – October 5th at 11am CT
 - Winter Meeting – December 7th at 11am CT
 - Agendas and information to prepare for the discussions will be sent a minimum of 7 days in advance of each meeting.
- Advisory Group Information
 - Information on the group including the Operations Committee members, Advisory Group Roster, 23-24 Board Approved Workplan and more is available on the [Advisory Group page](#) of the website. Please be sure to check this page regularly as it is updated with meeting information, summaries of discussions and other important information to support your engagement.
- Questions/Comments
 - Please contact us at governance@assp.org if you have any questions or comments.
 - Thank you again. We look forward to seeing you in October!
- The Advisory Group Operations Committee
 - Nick Sexton, Chair
 - Gbolahan Kamil Abiodun
 - Marjory Anderson
 - Raja Muhammad Asim
 - Wyatt Bradbury
 - Tanya Conole
 - Ashok Garlapati
 - Terry L Ketchum
 - Zack Mansdorf

7. GOVERNMENTAL AFFAIRS (Rich Reporting)

- NA

8. COMMUNICATIONS / WEB / SOCIAL MEDIA (Danni Reporting)

- Working with Mark to see if we can more easily add the meeting notes on the website

9. HONORS & AWARDS REPORT (Phil reporting)

- Quiet at the moment. Fall Scholarship deadline November 1, has been mentioned to Student Section and will be formally presented in the coming weeks.

10. MENTORSHIP PROGRAM (Eric/Danny reporting)

- Starting later this year (previously started in October)
- Expanding to include other chapters (LA ASSP and LB)
- Working to get more young EHS professionals involved in the program

11. JOBS (Royce Reporting)

- Two new jobs posted on the website
- Still creating a LinkedIn post along with posting on the website for any new jobs

12. MEMBERSHIP (Bhavika reporting)

- NA

ADJOURNMENT

- Meeting adjourned at **12:57** pm

NEXT MEETING

- Third Wednesday of each month
- September 20, 2022 (12:00 pm)
 - Join Zoom Meeting:
 - Meeting ID: 869 4414 9119
 - Passcode: OCASSP
 - Link: <https://us06web.zoom.us/j/86944149119?pwd=akdJS1U3MmR6NWZLcEYyUkFROWcwdz09>

RECAP OF NEW AND CARRY OVER ACTION ITEMS FROM THIS MEETING

- **August 23'** (Platinum status for 2022-2023 year) Brian to follow up with society regarding the letter and post when receive.
 - **August 23'** – Art to order new checks
 - **August 23'** – (Programs) Azza to confirm speaker moving to January
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