



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Orange County Chapter

OC ASSP Board Meeting Minutes

July 19, 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 checked="" 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 checked="" type="checkbox"/>	Bhavika Lodhia	Membership
<input type="checkbox"/>	Georgette Quinn	Advisory Board	<input checked="" type="checkbox"/>	Bob Howarth	Program
<input checked="" type="checkbox"/>	Royce Hossler	Job Chair	<input type="checkbox"/>	Claudia Morgado	Member-at-Large
			<input checked="" 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

- June meeting minutes approved

## OLD BUSINESS: (PREVIOUS ACTION ITEMS)

- May 23'** - Phil and Georgette 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. **Carry over next month**)
- May 23'** - Azza will send Carolyn the slides once they are posted (from the advisory board) – Teddi volunteered to send this out after today's meeting (**DONE. Teddi sent summary**)
- June 23'** – Brian to email Danni about updating emails (**DONE**)
- June 23'** – Brian to set up a meeting in the new fiscal year with the new treasurer, president-elect (**DONE**)
- June 23'** – Brian to send out information for the upcoming event to the student chapter (**DONE**)
- June 23'** - Notes from previous advisory board meeting will be sent after the meeting (**DONE**)
- June 23'** - Eric to set up a meeting in July with a plan put together to discuss options (**Carry over next month**)

## NEW BUSINESS:

### 1. PRESIDENT REPORT (Brian reporting)

- Welcome everyone.
- Three Goals:
  1. Improve membership experience and value. We will measure this goal by:
    - a. Adding EHS-related facility tours to our recurring mixer and event schedule

- b. Collaborate with other organizations
- c. Recognize members through: Long Member Award, S.P.Y. Award, Safety Hall of Fame Award, and highlight members.

2. Improve visibility and communication with members through social media (LinkedIn).

- a. Increasing members following our LinkedIn account by 25%.
- b. Post activities of every meeting, and activities, and jobs postings on LinkedIn.

3. Improve our student mentorship program. We will measure this goal by:

- a. Coordinate and include mentors and mentees from LAASSP, LBASSP, OCAIHA, and SCAIHA
- b. Follow up with mentors and mentees at least once every 45 days.

- Introduction: Bob Howarth and Bhavika Lodhia
  - Bob Howarth – Program
  - Bhavika Lodhia - Membership
- Present the 2023-2024 Budget (board review and vote)
  - Phil motion
  - Azza Second
    - Budget Passed.

**2. PRESIDENT-ELECT REPORT (Carolyn Reporting)**

- New Board Members (July 1<sup>st</sup>, 2023 – June 30<sup>th</sup>, 2024):
  - Brian Nguyen, MISE, CSP, AEP: President
  - Claudia Morgado, CHST: Member-at-Large
  - Carolyn Oakes, CSP : President-Elect
  - Arturo Pedroza : Treasurer
  - Jessica Bechill Vargas, CSP: Secretary
  - Azza Carmona, ARM, MPH, CIH, CSP: Advisory Board
  - Teddi Penewell, CSP, CIT: Advisory Board
  - Georgette Quinn: Advisory Board
- Looking into the possibility of setting up a meeting/tour at manufacturing facility
- Volunteer activity – Beach Cleanup – Targeting November.
  - Newport Bay Conservancy.[Carolyn to lead]

**3. TREASURER REPORT (Art reporting)**

- Per Brian reporting, last note as Treasurer
  - US Bank
    1. accessed the US Bank Online account.
    2. connected the Intuit Quickbook with the new US Bank account
    3. set up Zelle.
    4. connected the US Bank to our Paypal account. Waiting for confirmation from the system
  - Succession
    1. Went over the roles and responsibilities of Treasurers
    2. Provided Art access (account username and password) to Google Drive, US Bank, Intuit, and PayPal
    3. Added Carolyn and Art as signers the US Bank info.
    4. [action item: Art]Buy new checks for both OCASSP and JTS bank accounts because the old checks are no longer valid after the bank mergers.
  - Brian will transfer ownership of the complete US BANK accounts (OCASSP and JTS) to Art.

1. Union bank doesn't have "owner", they simply had "signers" and all signers are on equal footing. US Bank has to have a sole owner and sub-signers. This is new and Brian automatically succeeded as owner during the transition.

- (Art financial report)
- Does Paypal need new routing number.
  - **JULY 2023 Action item.** Brian /Phil / Art to discuss whether update to the JTS registration account is needed to connect with the PayPal account since we updated to US Bank.

#### 4. STUDENT SECTION (Danny Kim reporting)

- **June 23'** – Brian to send out information for the upcoming event to the student chapter **(DONE)**
- New Board
  - President – Hanna Yi ([hannahannayi@csu.fullerton.edu](mailto:hannahannayi@csu.fullerton.edu))
  - VP – Israel Jaramillo ([izzyjar@csu.fullerton.edu](mailto:izzyjar@csu.fullerton.edu))
  - Secretary – Pauline Lim ([plim@csu.fullerton.edu](mailto:plim@csu.fullerton.edu))
  - Treasurer – Christian Castillo ([castillocu19@csu.fullerton.edu](mailto:castillocu19@csu.fullerton.edu))
  - Social Media – Tiffany Tran ([tiffanyhtran@csu.fullerton.edu](mailto:tiffanyhtran@csu.fullerton.edu))
- Monthly meeting, first Friday of the month
  - Danny will reach out for presenter for the students.
  - One change to the budget was to use the Leadership budget to use toward the JTS meeting.

#### 5. PROGRAMS (Phil Reporting)

- Programs
  - Hold the Date: Saturday April 13, 2024. We are going to try and get some OCASSP members to participate in the ARC's annual "Sound the Alarm" campaign, which entails going around to pre-selected homes and installing smoke detectors. We did this about 4 or 5 years ago, and it went great. Few hour commitment, might save lives.
    - **July 2023 Action Item:** Brian to create a save the date April 13, 2024
- JTS Update
  - JTS Website has been refreshed and should be published in the next few days.
  - Registration to open in the coming 10 days.
  - Planning is going well, and looks like we will have a good turnout.
  - BOARD MEMBERS - Please try to attend. Hold the date: 10/12/23. Discounts available if pricing is a challenge. Talk to Combest. But if your company pays attendance and is not price-sensitive, remember that we split proceeds to do good things for the chapter, our members, and the professional community.
- Programs Status for the year.
  - July 1 – The board had a meeting with a few non board participating members. We took meeting minutes.
    - [Motion] to post all meeting minutes into our website.
    - Meeting minutes were sent to Jessica to log and Danni to post on our website.
      - **July 2023 Action Item:** Jessica to log the meeting minute
      - **July 2023 Action Item:** Danni to post on our website
    - Brian posted the meeting activity on LinkedIn
  - August (Monthly In-Person Meeting)
    - All set! Tuesday, August 22<sup>nd</sup> 12pm-1:30pm. Kevin Bland to discuss the SB553 the WorkPlace Violence standard.

- Venue – ARC / Food Panda Express
- **July 2023 Action Item:** Bob Howarth. Track participants to report out. Brian to use this information to report out
- September (Mixer In-Person Tour)
  - Phil working on it
  - Good for Sept 20<sup>th</sup> Save the date. RFOTC
  - **JULY 2023 Action item.** Brian /Bob to work on confirming the time and details of the September 20 tour.
  - Phil / GQ / Brian working with JTS committee
- October Volunteer – Newport Backbay Beach Cleanup
  - Carolyn is leading this effort and coordinating with the event organizer
- November
  - **JULY 2023 Action item.** Brian/Bob will reach out to committee members who are responsible for the November event.
- Moving forward, please cc Bob on Program effort and progress.
- Update this section to indicate Bob as the owner of this section.
  - **JULY 2023 Action item.** Jessica – Please update section 5 to say “(Bob Reporting)”

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

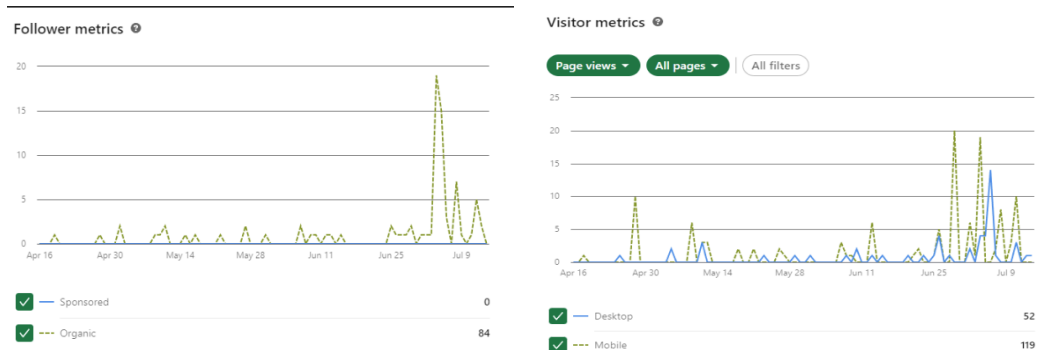
- **June 23'** - Notes from previous advisory board meeting will be sent after the meeting **(done)**

#### 7. GOVERNMENTAL AFFAIRS (Rich)

- Indoor heat standard still being discussed/developed
- Cal OSHA advisory meeting scheduled in July
- SB553 (workplace violence) being discussed – not sure if this will come into effect – Rich is keeping an eye on whether this will change (passed by both houses)
- Textbooks
  - Rich Warner is "decluttering" and has some safety and hygiene textbooks if he can find a good home for them. Was hoping to find some takers with the student group.

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

- Brian has been posting on LinkedIn trying to increase engagement
- (Per Brian) Good visitors activities
  - We are at 274 followers (haven't dissected members vs others)
  - Gain 84 new followers in the last three months.



## 9. HONORS & AWARDS REPORT (Phil reporting)

- Nothing to report.
- Fall scholarship applications due in the next couple months.
- Hall of fame and SPY. Have two for this chapter year.

## 10. MENTORSHIP PROGRAM (Eric reporting)

- Feedback received and will be incorporated into the next mentorship cycle
- **June 23'** – Eric to set up a meeting with Brian and Danny in July with a plan put together to discuss options (Carry over next month)
- **Get word out to get entry professionals.**
- ASP/CSP study group set up by LBASSP and supported by OCAIHA, OCASSP

## 11. JOBS (Royce Reporting)

- Two new positions posted

## 11. MEMBERSHIP (Bhavika reporting)

- Nothing to report

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## ADJOURNMENT

- Meeting adjourned at 12:57 pm

## NEXT MEETING

- Third Wednesday of each month
- August 16, 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

- **May 23'** - Phil and Georgette 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).
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  - **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
  - **July 23'** - Bob Howarth. Track participants to report out. Brian to use this information to report out
  - **July 23'** - Brian /Bob to work on confirming the time and details of the September 20 tour.
  - **July 23'** - Brian/Bob will reach out to committee members who are responsible for the November event.
  - **July 23'** - Jessica to update section 5 to say "(Bob Reporting)"
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