



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Orange County Chapter

OC ASSP Board Meeting Minutes

July 17, 2024

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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"/>	Carolyn Oakes	President	<input type="checkbox"/>	Rich Warner	Government Affairs
<input checked="" type="checkbox"/>	Jessica Vargas	President-Elect	<input checked="" type="checkbox"/>	Phillip Combest	Awards & Honors
<input type="checkbox"/>	Royce Hossler	Secretary	<input 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"/>	Bob Howarth	Advisory Board	<input checked="" type="checkbox"/>	Bhavika Lodhia	Membership
<input checked="" type="checkbox"/>	Georgette Quinn	Advisory Board	<input checked="" type="checkbox"/>	Brian Nguyen	Member at Large
<input checked="" type="checkbox"/>	Haley Binder	Job Chair	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Rollin Gordon	Programs			

## QUORUM / CALL TO ORDER

- A quorum being present, the meeting is called to order at 12:05 by President, Carolyn Oakes

## APPROVAL OF PREVIOUS MEETING MINUTES

- The June meeting minutes were not done as we only went over the financials.
- Brian had sent the financial recap and it was saved in the G Drive.
- Phil said in the past we have found that they need minutes that show the current board.

## OLD BUSINESS: (PREVIOUS ACTION ITEMS)

- None

## NEW BUSINESS:

### 1. PRESIDENT REPORT (Carolyn reporting)

- Met with specific chairs earlier this month: Programs, Membership, Jobs and the Treasurer
  - Review key elements of our year-end goals and they relate to each position
- Please review the Google Drive
- Please let me know once your leadership training is completed (see the list below).
  - [Chapter President](#)
  - [Chapter Vice President / President-Elect](#)
  - [Chapter Treasurer Chapter Secretary](#)
  - [Chapter Communications Chair](#)
  - [Chapter Nominations & Elections Chair](#)
  - [Chapter Professional Development Chair](#)
  - [Section/Student Section Affairs Chair](#)
  - [Chapter Foundation Liaison](#)
  - [Chapter Government Affairs Chair](#)
  - [Chapter Jobs Chair](#)
- July Action** - We should all let Carolyn know which email to use, work or personal.
  - The new board needs to complete the ASSP Leadership Training - the links are noted above. Email Carolyn upon completion.
- Phil asked that we use his work email.
- New 2024-2025 officers now in place per the table atop this document.

- Carolyn will check if there is a training for the Membership Chair. Georgette says if there is not training there will be info on the ASSP website.
  - There is an outline for trainings for the membership chair - this communication was sent with the board minutes on 7/22/2024

## 2. PRESIDENT-ELECT REPORT (Jessica Reporting)

- NA

## 3. TREASURER REPORT (Art reporting)

- Reviewed below content with the board

American Society of Safety Professionals, OC Chapter
 
 Contact experts
 Help

Report period: Last Month (dropdown) | 06/01/2024 to 06/30/2024
 Customize

Display columns by: Total Only (dropdown) | 
 Show non-zero or active only: Active rows/active columns (dropdown) | 
 Compare another period: Select period (dropdown) | 
 Accounting method: ☐ Cash ☒ Accrual
 Run report

Collapse Sort Add notes Edit titles

American Society of Safety Professionals, OC Chapter	
Profit and Loss	
June 2024	
	TOTAL
Income	
Membership Dues	1,111.00
Total Income	\$1,111.00
GROSS PROFIT	\$1,111.00
Expenses	
Mixer Expense	1,059.00
Monthly Meeting Expense	1,016.82
Student Section	
Student Section Expenses	681.53
Total Student Section	681.53
Total Expenses	\$2,757.35
NET OPERATING INCOME	\$ -1,646.35
NET INCOME	\$ -1,646.35

Accrual basis Monday, July 8, 2024 03:34 PM GMT-07:00

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- **July Action** - Brian says we should look at the Budget for approval at the August meeting

## 4. STUDENT SECTION (Danny reporting)

- Danny says we will start the fall semester with the first meeting on the first Friday in Sep.
- Four meetings in the Fall semester and four to five in the Spring semester
- Danny says CSUF has many meeting rooms. The only issue is the parking. It is ten dollars. Per Georgette it is hard to bring in food. Student section can reserve the large rooms.

## 5. PROGRAMS (Rollin reporting)

- Upcoming
  - August 21 - Joint meeting with the Long Beach chapter, tentative, and the OCAIHA. We want to take headshots. Dress up if you like. Bob Howarth will speak with one of his ABM safety directors about some of the unique challenges in the occupational work space and the client base they have. Carolyn will connect with the Red Cross contact to see if we can use them for the August meeting.
  - Sep. 18 -- Indoor Heat Standard? [teddi@mrsoshasafety.com](mailto:teddi@mrsoshasafety.com) thought she had a contact. Per Carolyn we are looking for help with speakers or a location. Teddi has contacted Cal/OSHA consultation. They have new people.
  - JTS is in October. We will go dark that month.
  - September 21st [Coastal Cleanup Day](#).

- Plant tour November/December. We have someone offering their wastewater facility in San Bernardino County. No chapter in the Inland Empire as Arrowhead closed. We have Riverside and LA has San Bernardino. Teddi says LA has a special interest group for the Inland Empire. Safety Center no longer has a So. Cal. location. Gayleen is no longer with them. There is a vacuum in the IE. Phil says we should get her email list. Teddi will ask her. Gayleen is starting her own business. Georgette suggests that.
- Rollin says we are looking to cover topics such as WPV.
- Per Georgette we can send JTS rejects for consideration for OC ASSP meetings. There may be too many people speaking on the same topic. Per Phil we have had some challenges with handling the JTS speakers. Phil says that he reached out to the local Cal/OSHA office as she does talks for Cal/OSHA. There is a form online too for consultation to send a speaker. Phil will talk to Teddi about how to find the form for a Cal/OSHA speaker. Per Carolyn we are looking to do this meeting in September perhaps via Zoom. Targeting the third Wed. of the month. If we don't get a Cal/OSHA speaker we will look at other speakers. Per Phil we need to let the Red Cross know if we intend to use their facility.
- JTS
  - Scheduled for 10/10/24 in Carson.
  - Exhibitor Registration is open.
  - Received over 40 speaker applications. May have lunch keynote from Cal/OSHA. Morning opener is Dr. David Dyjack from the National Environmental Health Association (NEHA).
- **July Action** - Carolyn wants to make sure she has access to the LinkedIn page and Haley needs access to our social media channels too.

## **6. ADVISORY BOARD REPORT (Bob/Teddi/GQ Reporting)**

- Per Georgette nothing new. Bob asks how would we know. Georgette says the Society notifies us. Per Brian at the end of the year the roster was updated with the Society. Bob should be getting Society updates. Teddi has not seen anything either.

## **7. GOVERNMENTAL AFFAIRS (Rich Reporting)**

- NA Rich absent as he is teaching.

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

- NA Danni not in the July board meeting.
- No group photo today. Perhaps in person in August or Sep.

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

- Late member EJ Penewell was installed into the Orange County Hall of Fame following a brief special meeting of a quorum of the board on June 29, 2024. A copy of the nomination petition and copy was provided to Brian Nguyen for a LinkedIn post.
- **July Action** - Member Chuck Kasnow recently passed his CHST exam earning the designation. A photo and copy was provided to Brian Nguyen for posting to LinkedIn.
- Fall Scholarship to be announced in the next couple months.
- Brian Nguyen was presented with crystal plaque and thanked by the board for his exemplary service at June 29, 2024 transition dinner.

## **10. MENTORSHIP PROGRAM (Eric/Danny reporting)**

- Danny says we concluded last year's mentorship program. He will talk to Eric about what went right. The evaluations went out and were turned in. The student evals look good. We are looking at how to improve next year.

## **11. JOBS (Haley Reporting)**

- Carolyn posted one new job on the website and LinkedIn
- Haley got access to the Wordpress website
- Rollin also has access to the Wordpress site.

## **12. MEMBERSHIP (Bhavika reporting)**

- Carolyn met with Bhavika. Carolyn is looking to see if we can run an automated report. Worst case we have to pull the report.
- We saw a good rise in our membership in the last calendar year. Might be due to events, word of mouth, etc. Also last year she developed templates for the new members and those we are inviting to come back. We sent a nice note to the student grads who are entering the EHS workfield so they can join the ASSP chapter. The report is the new members report. It is wonky. We need to find out if it can be sent monthly. She can then set a reminder to send the letters out. Brian says we have

access to the roster but he is not aware of an automatic push. Carolyn has not yet been able to update the LinkedIn. May be set to the Secretary account.

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#### ADJOURNMENT

- Meeting adjourned at **12:52** pm

#### NEXT MEETING

- Third Wednesday of each month
- August 21, 2024 (12:00 pm)
  - Join Zoom Meeting:
    - Meeting ID: 869 4414 9119
    - Passcode: OCASSP
    - Link: <https://us06web.zoom.us/j/86944149119?pwd=akdJS1U3MmR6NWZLcEYyUkFROWcwdz09>

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#### RECAP OF NEW AND CARRY OVER ACTION ITEMS FROM THIS MEETING

- **July 17** - Member Chuck Kasnow recently passed his CHST exam earning the designation. A photo and copy was provided to Brian Nguyen for posting to LinkedIn.
  - **July 17** - Carolyn wants to make sure she has access to the LinkedIn page and Haley needs access to our social media channels too.
  - **July 17** - Brian says we should look at the Budget for approval at the August meeting
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