



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Orange County Chapter

OC ASSP Board Meeting Minutes

January 15, 2025

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## QUORUM: (President or President-Elect plus 3 Committee Members (including 1 Elected Member))

| Attended | Name                    | Position             | Attended | Name                      | Position                              |
|----------|-------------------------|----------------------|----------|---------------------------|---------------------------------------|
| X        | Carolyn Oakes           | President            | X        | Rich Warner               | Government Affairs                    |
| X        | Jessica Vargas          | President-Elect      | X        | Phillip Combest           | Awards & Honors /<br>Acting Secretary |
| X        | Art Pedroza             | Treasurer            |          | <del>Danni Acevedo</del>  | <del>Communications</del>             |
| X        | Teddi Penewell          | Advisory Board       | X        | Danny Kim                 | Student Section                       |
| X        | Bob Howarth             | Advisory Board       |          | <del>Eric Brown</del>     | <del>Mentorship</del>                 |
| X        | Georgette Quinn         | Advisory Board       |          | <del>Bhavika Lodhia</del> | <del>Membership</del>                 |
|          | <del>Haley Binder</del> | <del>Job Chair</del> | X        | Brian Nguyen              | Member at Large                       |
| X        | Tracey Kreiger          |                      |          |                           |                                       |
|          |                         |                      |          |                           |                                       |
|          |                         |                      |          |                           |                                       |

## QUORUM / CALL TO ORDER

- A quorum being present, the meeting is called to order at 12:01 p.m. by President, Carolyn Oakes

## APPROVAL OF PREVIOUS MEETING MINUTES

- Moved to approve by Georgette, Seconded Art, Motion carried.

## OLD BUSINESS: (PREVIOUS ACTION ITEMS)

**Action** – Carolyn to follow back up with the 3M contact (RE Fall Protection meeting) She did, waiting for date. Interest from LA and maybe LB to join. Would be at Tustin training plant. **(Remains Open)**

**Action** – everyone to review (Bhavika's) letter (with info on free year of membership with the local ASSP chapter). **(Remains Open)**

**Action** – Carolyn to connect with Danny about how we could better communicate with the student chapter before graduation?  
**(Per Danny, believes this is automatic generated by Society – Closing)**

**Action** – Haley to post the video Brian created on LinkedIn. **(Closed, Completed)**

**Action** – Carolyn to get the final total of mentors and mentees. **(Closed, Completed)**

**Action** - Danny and Eric to provide details about how they expanded the mentors (LB, LA and OC), and mentees (more schools)  
**(Closed, Completed)**

**Action** – Danny and Eric to provide details about expectations and what will be accomplished during the program **(Closed, Completed)**

**Action** – Carolyn and Bhavika to connect about pulling the membership report. **(Closed, Completed. Working on learning curve)**

## NEW BUSINESS:

### 1. PRESIDENT REPORT (Carolyn reporting)

- Nothing specific. Everyone stay safe in the fires.
- Good year coming. Jess, Brian (nomination/election chair), and Carolyn discussing new board and elections. Interested leaders to connect with one of these three.
- ROC is in Hawaii last week of March / First April. Carolyn going. Agenda not sent yet. Travel not set yet. Brian may go on Region's expense for his regional position.

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

- Nothing new to report.

### 3. TREASURER REPORT

#### Chapter Account Update (Art Reporting)

- Art Shared the Following:

| American Society of Safety Professionals, OC Chapter |                    |
|--|--------------------|
| Balance Sheet  |                    |
| As of January 9, 2025                                |                    |
|  | TOTAL              |
| <b>ASSETS</b>  |                    |
| Current Assets                                       |                    |
| Bank Accounts  |                    |
| Do Not Use 4   | 0.00               |
| JTS  | 0.00               |
| Non Profit Checking (1249)                           | 31,381.97          |
| Non Profit Checking (2437)                           | 0.00               |
| Total Bank Accounts                                  | \$31,381.97        |
| Other Current Assets                                 |                    |
| Do Not Use1  | -44.99             |
| Total Other Current Assets                           | \$ -44.99          |
| Total Current Assets                                 | \$31,336.98        |
| <b>TOTAL ASSETS</b>                                  | <b>\$31,336.98</b> |
| <b>LIABILITIES AND EQUITY</b>                        |                    |
| Liabilities  |                    |
| Total Liabilities                                    |                    |
| Equity   |                    |
| Do Not Use2  | -9,187.84          |
| Opening Balance Equity                               | 48,448.56          |
| Net Income   | -7,923.74          |
| Total Equity   | \$31,336.98        |
| <b>TOTAL LIABILITIES AND EQUITY</b>                  | <b>\$31,336.98</b> |

### Profit and Loss by Month

July 1, 2024 - January 9, 2025

|                              | JUL 2024        | AUG 2024        | SEP 2024          | OCT 2024            | NOV 2024            | DEC 2024            | JAN 1-9, 2025     | TOTAL               |
|------------------------------|-----------------|-----------------|-------------------|---------------------|---------------------|---------------------|-------------------|---------------------|
| Income                       |                 |                 |                   |                     |                     |                     |                   |                     |
| Membership Dues              | 575.00          | 584.00          | 554.00            | 482.00              | 623.00              | 638.00              |                   | \$3,456.00          |
| PayPal Income                | -159.90         |                 | 651.68            | 554.77              |                     | 1,244.92            | 1,383.64          | \$3,675.11          |
| <b>Total Income</b>          | <b>\$415.10</b> | <b>\$584.00</b> | <b>\$1,205.68</b> | <b>\$1,036.77</b>   | <b>\$623.00</b>     | <b>\$1,882.92</b>   | <b>\$1,383.64</b> | <b>\$7,131.11</b>   |
| <b>GROSS PROFIT</b>          | <b>\$415.10</b> | <b>\$584.00</b> | <b>\$1,205.68</b> | <b>\$1,036.77</b>   | <b>\$623.00</b>     | <b>\$1,882.92</b>   | <b>\$1,383.64</b> | <b>\$7,131.11</b>   |
| Expenses                     |                 |                 |                   |                     |                     |                     |                   |                     |
| Awards, Honors, Scholarships | 385.38          |                 |                   |                     |                     | 1,053.88            |                   | \$1,439.26          |
| Holiday Meeting Expense      |                 |                 |                   |                     | 1,384.70            | 4,160.49            |                   | \$5,545.19          |
| Leadership Conference        |                 |                 |                   | 2,697.75            |                     |                     |                   | \$2,697.75          |
| Meals and Entertainment      |                 |                 |                   | 38.89               |                     |                     |                   | \$38.89             |
| Mixer Expense                |                 |                 |                   |                     |                     | 2,700.00            |                   | \$2,700.00          |
| Office Expenses              |                 |                 |                   | 68.00               |                     |                     |                   | \$68.00             |
| Student Section              |                 |                 | 1,040.00          | 284.19              |                     |                     |                   | \$1,324.19          |
| Student Section Expenses     |                 |                 |                   | 752.43              | 381.16              | 107.98              |                   | \$1,241.57          |
| <b>Total Student Section</b> |                 |                 | <b>1,040.00</b>   | <b>1,036.62</b>     | <b>381.16</b>       | <b>107.98</b>       |                   | <b>\$2,565.76</b>   |
| <b>Total Expenses</b>        | <b>\$385.38</b> | <b>\$0.00</b>   | <b>\$1,040.00</b> | <b>\$3,841.26</b>   | <b>\$1,765.86</b>   | <b>\$8,022.35</b>   | <b>\$0.00</b>     | <b>\$15,054.85</b>  |
| <b>NET OPERATING INCOME</b>  | <b>\$29.72</b>  | <b>\$584.00</b> | <b>\$165.68</b>   | <b>\$ -2,804.49</b> | <b>\$ -1,142.86</b> | <b>\$ -6,139.43</b> | <b>\$1,383.64</b> | <b>\$ -7,923.74</b> |
| <b>NET INCOME</b>            | <b>\$29.72</b>  | <b>\$584.00</b> | <b>\$165.68</b>   | <b>\$ -2,804.49</b> | <b>\$ -1,142.86</b> | <b>\$ -6,139.43</b> | <b>\$1,383.64</b> | <b>\$ -7,923.74</b> |

- Phil moved to approve. Brian seconded. Motion carried.
- Carolyn asks for audit, YOY. Brian said he could do once he doesn't have access. Georgette also offered. **Action:** Clearly define audit parameters and assign. **Action:** Carolyn to ask Society POC for guidance on what's needed in an audit. Brian says numbers on checks should match bank numbers. Second part is to confirm documentation of check cutting.

#### JTS Accounting Update (Phil Reporting)

- Final 2024 JTS accounting complete. Total net to each of 5 orgs was \$4,974.32 for the 2024 JTS. Waiting for a couple more checks to clear then will transfer proceeds from JTS account to Chapter account.

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

- New semester starting, fours meeting scheduled (First February 7), topic risk management. Presenter from Travelers Insurance. Jesus Lozano also panelist. Mach is HaMat. April is Hygiene. May is Alumni Panel
- Two board members graduated, and positions were backfilled. Social Media Coordinator is Junior, Vince. Good to enlist Juniors to entrench them.
- Planning to have a tour of facility in Spring Semester.
- See mentor section below.

#### 5. PROGRAMS (Carolyn reporting)

- Upcoming
  - January 18, Stanton, ARC Sound the Alarm (Combest FW email to a few folks). **Action:** Carolyn or Phil to connect with ARC ask for more advanced notice.
  - February 4 (11 am to 1 pm) (Brian N reporting) Plant tour - We have someone offering their wastewater facility in Western Riverside County Regional Wastewater Authority. Event has been created. **Action:** Need create communication (Haley and Danni). **Action:** Someone needs to handle lunch purchase and deliver to location 14634 River Road, Eastvale, California, 92880 (food for 25 people). Link for promotion: <https://orangecounty.assp.org/events/ocassp-feb-facility-tour-wrcrwa/>

- March volunteering event with the OC Food Bank – Saturday March 15<sup>th</sup> (Per Carolyn, it's on website. **Action:** Promote event (Haley and Danni).
- Targeting April: Not date set yet. - Fall protection meeting at 3M facility in Tustin
  - **Action** – Carolyn to follow back up with the 3M contact.
  - Possible limit event attendance due to space available.
- May 3: Angel Game and Tailgate with ASSP Long Beach and Los Angeles invited.
  - Will have three registration options – one for each org – in order to determine cost sharing.
  - Cost \$40 per ticket. We have 36 to start with and can get up to 24 more for 60 total.
  - **Action** – Need volunteer to create flyer for Broadcast and LinkedIn posts. **Action:** Phil to send details to Danni and Haley. (**Completed 1/20/25**)
- May: Joint Meeting with RIMS. RIMS is planning
  - Tracy and Phil have engaged with OCRIMS – still waiting for more information. **Action:** Tracey to obtain and relay meeting details.

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

- No activity since last meeting.
- Next meeting scheduled for February 27nd

## 7. GOVERNMENTAL AFFAIRS (Rich Reporting)

- Silica changes became permanent for manufactured stone.
- 6' trigger height in residential construction became effective.
- Legislature not very active due to being busy with Los Angeles fire stuff.

## 8. COMMUNICATIONS / WEB (Danni Reporting)

- Danni not here.

## 9. SOCIAL MEDIA (Haley Reporting)

- Per Carolyn, she will be sending out stuff.

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

- Seval Kaplan and Ray Liu each awarded \$500 scholarships last month.
- Ray Liu was provided novelty check at December Party with photo posted to linked in. Savval showed to the party, but nobody met her.
- Possibly Chapter Safety Professional of the Year (SPY) recipient identified. More to come next month.

## 11. MENTORSHIP PROGRAM (Danny reporting)

- 2024/2025: Had 24 students registered, students expected to attend orientation lest they be de-listed to cull out those who aren't serious.
- Eric recruits mentors from multiple orgs, has multiple connections and advertises. Danny creates documents and Eric sends out. Well received. Has brought in students outside CSUF section.
- Has 17 pairs of mentor-mentees for this semester. No doubling up needed. 10 from CSUF, 2 grad and 8 undergrads. Others from CSUN, CSUDH, and other emerging professionals.
- Wants to create pipeline and train new generation of pros.
- Surveys mentees post-term for feedback and shares with mentors and chapters. Encourages students to be assertive in asking for specific guidance from mentors.

## 11. JOBS (Haley Not Here)

## 12. MEMBERSHIP (Bhavika reporting via email)

- 20 expiring membership renewal letters sent. No new member letters sent.

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## ADJOURNMENT

- Meeting adjourned at 1:01 pm

## NEXT MEETING

- **Third Wednesday of each month**
- **February 19, 2025 (12:00 pm)**
  - Join Zoom Meeting:
    - Meeting ID: 383 699 1322
    - Passcode: OCASSP

Link: <https://us06web.zoom.us/j/3836991322?pwd=S08xbjhRQXhtYWxkUURgZzhQTyt5UT09>

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

- **Action** – (Carolyn) Carolyn to follow back up with the 3M contact (RE Fall Protection meeting) She did, waiting for date. Interest from LA and maybe LB to join. Would be at Tustin training plant.
  - **Action** – (Everyone) review (Bhavika's) letter (with info on free year of membership with the local ASSP chapter).
  - **Action** – (Haley and Danni) Promote Saturday March 15<sup>th</sup> event volunteering with the OC Food Bank – (Per Carolyn, it's on website)
  - **Action:** (Haley and Danni) Need create communication For February 4 Tour. Link for promotion: <https://orangecounty.assp.org/events/ocassp-feb-facility-tour-wrcrwa/>
  - **Action:** (Need Volunteer or Assign Person) For February 4 Tour, some to handle lunch purchase and delivery to location 14634 River Road, Eastvale, California, 92880 (food for 25 people).
  - **Action:** (Phil) Send May 3 ball game details to Danni and Haley. (Completed 1/20/25)
  - **Action:** (Tracey) Obtain and relay Joint OCRIMS meeting details.
  - **Action:** (Carolyn or Phil) Connect with ARC ask for more advanced notice for the next "Sound the Alarm" event.
  - **Action:** (Carolyn) ask Society POC Clearly define audit parameters on what's needed in an audit. Maybe Confirm This: Brian says numbers on checks should match bank numbers. Second part of audit is to confirm documentation of check cutting.
-