



## Meeting Minutes

**LOCATION:** Greek Orthodox Church Metropolis of Denver,  
4550 E Alameda Ave. Glendale, CO 80246

**TIME:** 9:30- 11:00 AM

### EXECUTIVE COMMITTEE

**ELECTED OFFICERS** (*A majority of elected officers must be in attendance in order to conduct business*)

- Brian Pals, President
- Pat Garland, President Elect/Events Chair
- Ilene Presworsky, Vice President/Programs Chair
- Jennifer Calloway Secretary
- Kelly Schulp, Treasurer/Government Affairs Chair

### APPOINTED EXECUTIVE COMMITTEE MEMBERS

- Rudy Andazola, Website Chair
- Lori Fredric, Membership/Social Media Chair
- Jim Larson, Careers/Professional Development Chair
- Margarita Gutierrez, Newsletter Chair
- Lane McKnight, Chapter Student Liaison

### DELEGATES

- Jerry Salgado, Delegate
- Dan Klimek, Delegate
- David Jeary, Member at Large/Delegate

### Board Members

- Dawn Keeler – Emerging and New Safety Professionals
- Rod Douglas
- Josh Livingston – Gov't Affairs Liaison
- Eugene Andronov- Interconference Liaison
- Kevin Veltri – Emerging and New Safety Professionals
- Jeff Citrone- Region 2 Liaison and PDC Rep.

### DISCUSSION

**1.0** A request was made for a list of those who are on the board to ensure that the e-mail distribution list was accurate. Jeff Citrone doesn't have a title but should be included in the list. A motion to add him as Region 2 Liaison and PDC Representative was placed and agreed upon by the committee.

**Action-** Ilene will send out a new e-mail distribution list to the board members. Jeff's title is now Region 2 Liaison and PDC Representative.

**2.0** **Corrections or Updates to Sept minutes** – No changes or updates to the last meeting's minutes.

**3.0** **General Business** –

**3.1 Chapter Survey and Meeting Attendance**– Brian advised that the survey results are available for review. Once the committee has reviewed the survey, this should be a topic at a future



board meeting. There were 49 responses with comments, which seems low. Most of the people who took the survey are already involved in the ASSP chapter.

Discussion about the rules for winning the drawing were discussed. Ideas included not having to be present to win, notifying the winner in advance so that they could attend the meeting to receive it with a choice of two meetings, or in the alternate, you must be present to win.

The committee thought that another survey should be conducted in January with clear rules. Some of the comments about the meeting were time and day as a big challenge for attending. We could do a series of breakfasts or a 2 pm meeting with a mixer right after. This could be done in March and April along with AIHA. If we have it during the holidays, we can do the afternoon and then do social event thereafter.

Ideas to attracting more attendance to the meeting included:

- With larger groups outside of ASSP, if a new member joins, then they get their lunch and learns for free that year.
- In December, give 2 names to each board member to invite to a meeting or meet and greet. Lori will draw up a template.
- Have an emerging leaders' meetings with one or two seasoned officials and have more interaction.
- Panel of seasoned professionals at an emerging professionals' meeting.
- Have millennials and those with three year's experience or less in the ASSP set up two meetings with a budget next year. This could build on their resumes.

**Action-** Lori will call Dawn and Kevin to see what they are planning with emerging safety professionals. Lori will create a template and will provide a list of names for board members to contact and invite to a meeting.

In the past, having the meetings at the same location was viewed positively. The Wheatridge location gets the best attendance. Lori researched go cart locations and found rooms at two of the locations which will accommodate our meetings and a social.

In November, there will be a tour of Panasonic with no lunch. Concern was expressed about not having lunch.

**Action-** Lori will ask Panasonic if they have a space where lunch can be served after the tour..

Since the technical tour timing interferes with our typical board meeting and Brian's work schedule, the next board meeting could be conducted electronically. Pat can host on his company's platform. Ilene suggested that in the summer, it could be done electronically with the new board for a seamless transition.

**Action-** Pat will electronically host the November board meeting, and Brian will schedule it for Monday, November 5<sup>th</sup> at 3 pm on Monday.



**Action-** Lori and Ilene will brainstorm ideas for December's venue. Ilene will work on March and April as a breakfast or late afternoon chapter meeting.

**3.2 CSA Conference Update-** Dave talked to those who attended and there was no notable feedback.

**3.3 ASSP Leadership Conference-** On October 4-6, a lot of ideas were gleaned and meeting was well received.

**3.4 PS/CIGs/Communities-** Jerry is still researching the Hispanic Common Interest Group. At the ASSP Leadership Conference, we learned that a Communities page for chapter leaders and specialty groups is being piloted. To get more interest, a suggestion was made to use LinkedIn.

**Action-** If possible, Lori will send email of personal connection on LinkedIn to join ASSP CO chapter meetings.

**3.5 Joint Meeting with Rocky Mtn Chapter-** Alison sent Ilene an email, but she hasn't gotten back to her. It is a possibility but nothing has been set up. Because of the small number in the Rocky Mountain chapter it may not be worth it, but the CO Springs might be a better prospect.

**3.6 Partner with other organizations- DJ Basin would love to partner with our chapter. A blast e-mail could be sent out to promote the partnership. They collect a lot of money and give away gift cards to Walmart customers who look like they need it. IHMM Group was sent e-mails but no response was received. Brian is still partnering with the civil engineers.**

**3.7 2 Social Events-** Lori and Brian are working on the go karts and a general happy hour.

**3.8 Veterans Winter Stand Down-Nov 8-Denver-** Brian would like for the chapter to participate in the Denver Veteran's Winter Stand Down on November 8 with the VA. He has asked what is needed and if they have a donation page we could link to. Pat has connections to the VA and will contact them.

**Action-** Pat will contact the VA and veterans he knows to see if they need help and direct donation link.

**3.9 New emails-** Everyone received their ASSP email and are working on set up.

**4.0 Monthly Lunch and Learn –** Discussed above.

**5.0 Emerging and New Safety Professionals Community –** Discussed above.

**6.0 Interconference Liaison –** Eugene advised that this will be a lengthy process. He will come up with a vision statement, and will ask other groups if they are interested in joining. An idea to get attendance is to offer paying for one conference, and get access to both. Structure for money distribution would need to be discussed.



**Action-** Eugene will come up with vision statement and board meeting will vote on it at the next meeting.

**7.0 Fall Tech Conference** –Brian had nothing to add. They added an oil and gas track and would be nice to add a construction track.

**Action-** Brian will forward the conference budget to the board members.

**8.0 Clay Shoot** – Jerry had a conference call this morning and they’re up to 30 participants. It will be in the afternoon, so he asked if anyone has any lawn games to hang out and have drinks. They will be having Smoke House Grill for lunch. Sign-o-rama and MSC will be sponsoring the event.

**9.0 Study Group** –No requests have been made for the study group.

**10.0 Newsletter update** – Margarita received information from Brian on the President’s message and from Pat on the Spotlight.

**11.0 Government Affairs** – Nothing notable discussed.

**12.0 Job Board** – Jobs are being posted.

**13.0 National PDC** – Jeff and Eugene submitted an abstract, as well as other specialties.

**14.0 Facebook Live** – The last meeting was on Facebook Live, but Lori is unable to do it today for the full meeting.

**Action-** Brian will send an email to Rudy on updating the website with the link. Jerry will talk to Rudy on communication.

**15.0 Practice Specialties** –

1. **Construction** – Scheduled for October 17<sup>th</sup> at Panera near Colorado Mills mall.
2. **Oil and Gas** – Their meeting is scheduled for October 25<sup>th</sup> at Cartasite.
3. **Consulting Practice** –Is still going, but its slow. No meeting has been scheduled.

**16.0 Membership Update** – Lori Frederic

Current Members	New Members	Expired Members
686	3	

**Action:** Lori will split out the emerging professionals for board members.

**17.0 Other Business-**

Lori looked into a communication app for the board members. We’re beta testing the Ryver app. to determine if we can have our chats in one location.



**18.0 Financial Report – Kelly Schulp**

Finances are looking good but we have expenses coming up. Funds for the Clay Shoot will go to the scholarship or reach out to a charity? Think more about other charities for golf tournament.

**Action-** Brian will put on agenda for next meeting and will send an e-mail asking board for charity suggestions.

**American Society of Safety Professionals Colorado Chapter**

**Monthly Financial Report**

**Period Ending September 30**

**INCOME STATEMENT**

**REVENUES (Cash Receipts)**

Dues		\$ 845.00	
Meeting Fees		\$ 18.00	
Conference/Seminars		\$ -	
Special Project		\$ -	
Interest		\$ 0.82	
Advertising	(Unrelated Business)		\$ -
Sale of Products *	(Unrelated Business)		\$ -
Sale of Services	(Unrelated Business)		\$ -
Other		\$ 1,300.00	
<b>\$ 2,163.82</b>		<b>REVENUE (Total Receipts)</b>	

**EXPENSES (Cash Disbursements)**

<b>MEETINGS:</b>			
Lunch/Dinner			\$ -
Speaker Gifts		\$ -	
Other		\$ 1,700.00	
<b>CONF/SEMINAR:</b>			
Meals/Breaks			\$ -
Speaker Expenses		\$ -	
Books & Materials		\$ -	
Other		\$ -	
<b>NEWSLETTER:</b>			
Printing			\$ -
Postage & Mailing		\$ -	
Other		\$ -	
<b>TRAVEL:</b>			
Officers			\$ 525.89
Other		\$ -	
Publicity		\$ 990.45	
Special Project		\$ -	
Administrative		\$ -	
Scholarship		\$ -	
Bank Fees		\$ -	
Web Hosting		\$ -	
Other		\$ 191.08	
<b>\$ 3,407.42</b>		<b>EXPENSES (Total Disbursements)</b>	
<b>(\$1,243.60)</b>		<b>NET INCOME (Excess Receipts over Disbursements)</b>	
<b>\$24,184.31</b>		<b>PREVIOUS MONTH/YEAR CASH BALANCE - Total Assets</b>	
		from Previous Month/Year	
		<b>NEW CASH BALANCE - Previous Month/Year Cash Balance</b>	
		plus Net Income	

**\$22,940.71**

**Total Assets as of September 30/ Bank Balance**

Savings		\$11,034.82	
Checking		\$11,905.89	
Other/CD	\$0.00		<b>MUST MATCH</b>
Deposit In Transit		\$0.00	
(Outstanding Checks)		\$0.00	
<b>NEW CASH BALANCE = Total Bank Balance</b>		<b>\$22,940.71</b>	

\* Does not generate UBIT if (1) includes an educational/information message on the product or (2) is accompanied by literature which describes the organization's programs and mission.

**Chapter Treasurer (Print and Sign Name):** Kelly Schulp /

**Date:** 09/30/18

*Kelly Schulp*