

JULY 31, 2025 – SW CHAPTER EC MEETING

Quick recap

The group discussed and approved various chapter initiatives including a dissertation survey and flood relief donations, with specific decisions made about donation amounts and bank account access. They established regular monthly meeting schedules and addressed website updates, while also welcoming a new student section chair and discussing job posting requirements. The team reviewed operational plans for the Southwest chapter, coordinated upcoming events and meetings, and explored AI tools for meeting documentation and summary purposes.

Next steps

- Abby to send email with steps for completing role trainings to Randall and Montral
- Abby to forward previous year's membership survey to Randall and Montral for review
- Chapter members to complete required role trainings by end of August
- Montral to send draft email for dissertation survey to Abby for review
- Abby to draft and send membership survey by August 25th
- Alex to work with Dr. Nichols on Student Leadership Conference planning
- Chapter members to update their ASP profile photos and information by end of August
- Ryan to check with general contractors about Deloitte campus job site tour for September
- Montral to upload operational plan by August 15th
- Chapter members to review and provide input on membership survey questions by August 21st
- Abby to send email connecting Alex with Dr. Nichols regarding Student Leadership Conference
- Chapter members to attend Region 3 Fall ROC on September 21st and PDC September 22-24
- Randall and Abby to review the list of potential speakers from the AI conference for possible inclusion in future technical meetings
- Abby to send email with specific instructions for accessing leadership training modules
- Abby to review and send out the meeting summary/notes to all attendees
- Randall to follow up with the 3 speakers who reached out to him about potential speaking engagements

Summary

Safety Survey and Flood Relief

The group discussed two main topics: a dissertation survey and flood relief donations. Abby agreed to draft and send out an email to chapter members promoting a 24-question anonymous survey developed by a doctoral candidate, which includes both demographic and profession-focused questions aimed at improving safety professional training and resources. The group also discussed a request to donate funds to flood-impacted families in the hill country.

Flood Relief Donation Planning

The team voted to donate \$2,000 to the Hill Country Community Foundation to support families impacted by recent floods. Abby confirmed she would handle the online donation, as she had experience with the donation account. The group also discussed the need to reassign bank account access and cards, which would require a meeting at the bank with Lena, Abby, Randall, and Lenna to confirm roles and complete the necessary paperwork.

Chapter Meeting Schedule and Updates

The group discussed setting a regular monthly meeting schedule, agreeing to hold meetings on the third Thursday of each month at 4 PM, with a preference for in-person meetings when possible. They addressed website updates, with Abby explaining that profiles need to be updated in the ASSP system by the end of August to ensure current photos and information appear on the website. The team also discussed adding new photos from the National PDC to the website and agreed that job postings on LinkedIn tagged with the chapter would count toward their COMT requirements. Finally, they welcomed Alex as the new student section chair and discussed coordinating job postings for new college graduates.

Southwest Chapter Planning Strategy

Southwest discussed the operational plan for the Southwest chapter, emphasizing the importance of planning and organizing activities early in the year to avoid last-minute chaos. He proposed focusing the first quarter on scheduling speakers, tech talks, and other events to ensure a smooth execution of the year's goals. Abby agreed with this approach, highlighting that proper preparation allows for more meaningful activities and avoids the "treading water" scenario. Randall suggested exploring the possibility of combining technical meetings across different sections to optimize time and resources.

Quarterly Meeting and Tour Planning

The group discussed organizing quarterly meetings and agreed to explore collaboration with the Fort Worth chapter for the upcoming September meeting. Ryan proposed organizing a job site tour at the Deloitte campus in Westlake, which would serve as both a networking opportunity and a learning experience. The meeting participants aligned on the idea of combining a brief meeting with a tour, with Abby confirming that such an event would count as a quarterly meeting. Ryan will check with the general contractors to confirm their availability and willingness to participate in the tour.

Chapter Activities Enhancement Plan

The team discussed plans for improving chapter activities and increasing participation. Ryan will provide an update on available resources next week. Southwest and Randall agreed to enhance technical meetings by incorporating adult learning principles and mixing up activities. The group set a goal to increase attendance at technical meetings. Abby advised that the operational plan can be updated after submission if needed. The team also discussed a survey for a student member pursuing a doctorate, which will be categorized under membership value feedback.

Delegate Changes and Training Updates

The group discussed replacing Randall with Helene as a delegate and noted that Montreal had left the meeting unexpectedly. Andy reported reaching out to Dallas Tomlin about scheduling advisory group meetings for the year. The conversation ended with a discussion about completing required role trainings, with Randall suggesting that members should complete their training requirements ahead of time if possible.

August Meeting and Leadership Updates

The team discussed the upcoming August meeting agenda, which will include individual goal presentations and a review of the membership poll from last year. They agreed to finalize and distribute the poll by August 25th. Abby announced upcoming events in September, including the Region 3 Fall ROC and PDC, and mentioned a new Student Leadership Conference as part of the PDC. The team was reminded to complete their leadership training by the end of August, and Randall shared insights from the recent national meeting in Orlando, emphasizing the growing importance of AI in their field.

AI Meeting Recording Tools Discussion

Abby and Randall discussed using AI tools to record and summarize a meeting. They explored features of their Zoom account, including cloud recording and AI-generated summaries. Abby agreed to compile the meeting notes and send them via email to the group. They confirmed that the recording and summary processes were working correctly, and Abby concluded by stopping the recording.