**ASSP HoA Board & Executive Committee Meeting Agenda**

**May 22nd, 2025**

**Call to Order (first/second/time):** Derek / Ashley @ 1:15 pm

**Board Members Present:** Mike Carlson, Mindy Prichard

**Executive Committee Members Present:** Derek Farmer, Shelly Higgins, Ashley Parker, Phil Shomaker

**Guest(s):** Harold Rudd

**Approve April’s Minutes (first/second):** Mindy / Mike

**Financial Report:** Ravi was not able to attend the meeting but he completed the chapter’s annual financial report and it was reviewed by the board and submitted by Derek to Society since it is due by the end of May.

**New Business**

* **COMT (Chapter Operations Management Tool) Status**: 8,270 points – deadline for earning points is June 30th. We can get 400 pts. for the "Chapter Leadership Report" for the 2025-2026 year listing our Officers and Leadership Team. Mike can upload this report. These actions will put us into Platinum (9,000 points):
  + 400 pts. for election (done)
  + 40 pts. x 2 for a meeting in June and July – we discussed a meet-up with CSG/AIHA/AHMP. AIHA is not able to join us due to recent AIHA Conference.
* **ASSP Meeting Schedule** – Mindy
  + May 22 – Contractor Management @ The Builders Education & Training Center presented by Derek. Mindy announced the 3 winners for “Most Attended Meetings”. There was a three-way tie. Mindy put names in a hat and Ashley drew names. AJ Turner won 1st place (free monthly meetings in 2025-2026 & $50 ASSP Gear Store credit; Mike Combs won 2nd place ($100 Amazon gift card); Chris Saiya won 3rd place ($50 Amazon gift card). Ashley received a $50 ASSP Gear Store credit for her nomination to VP/Pres Elect.
  + June 27 – A summer meet-up event will be at the Farmhouse Five (same spot as last year) in the Beer Hall at Boulevard Brewing from 3:30 - 5:30 PM. CSG and AHMP plan to attend. ASSP will buy appetizers and CSG will provide two drink tickets each. Invoice was sent to Ravi for the $50 deposit (paid). We plan to do another 50/50 raffle. This led into a discussion of incorporating 50/50 raffles into our next Chapter year to raise money for scholarships.
  + Mindy said that we need to meet in July to brainstorm topics/locations/presenters for the 2025 – 2026 chapter year. The 2nd week works best for most. We at least need to nail down a few months so we can send out “save the dates” to members. Several of these topics were discussed briefly at the April meeting and again today with a few new ones:
    - Lunch & Tour at Faith Technologies – Mindy confirmed this can happen with Faith’s Senior Safety Manager, Mark Carlson.
    - Toastmasters Meeting – Ravi as host
    - Virtual Reality – Ashley Parker
    - Octoberfest Lunch & Tour at Weber Food Technology where Harold works. They build the machinery that food processors use for preparation, slicing, automation, packaging, etc.
    - Music Bingo
* **Student Section** – Phil Shoemaker
  + **UCM** – There are 4 degreed programs with 248 students.
  + **Pitt State** – Mindy is on the ESM Board and indicated at the end of 2023, there were 32 students in the School of Construction. The ESM did not meet in 2024 and has not met in 2025 thus far.
* **Transition from VP to President** – Lunch scheduled with Ashley, Mike and Derek on 5/28/25.
* **Formation of an Emerging Professionals Group** – the EC collectively would like to see this Specialty Group form. Jessie Glenn has many ideas per Eric Hallerud. We discussed seed money for a future kickoff event. Eric is on an Alaskan trip for two weeks and we will discuss at next meeting.

**Old Business:**

* **Safety Excellence Award** – Mike has the trophy. We can hopefully present it to Tom at our summer meeting.
* **Executive Committee Dinner** – we set a date for June 19th @ Rye Leawood – 10551 W. 106th Street, Leawood, KS – meet at 4:00 pm. Meeting invite will go out.
* **Newsletter** – Mike indicated the May newsletter is almost ready to go out. We discussed how we still needed a replacement because the President should not be doing the entire newsletter, rather they contribute the monthly President’s Message. We need help finding content and the assemblance of the newsletter and Harold expressed an interest in helping with this and his familiarity with different apps to create it are a great fit. He helps with content creation where he currently works at Weber Food. We are very, very excited for his help and talent!

**Committee Reports** – discussions on where we are at on committees in place:

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| Events Coordinator/Vendors: Active | Mindy Prichard / **OPEN** |
| PDW Committee Chair: Active | Mindy Prichard / **OPEN** |
| Social Media/Communications: Active | Derek Farmer |
| Student Section: Active | Phil Shoemaker / Eric Hallerud |
| Website Updates: Active | Dave Hallerud |
| Scholarships: Active | Phil Shoemaker / Dave Hallerud |
| New Members/Member Engagement: Active | Eric Hallerud – Eric also plans to reach out to Steve Ratliff as he expressed an interest in helping our Chapter. |
| Newsletter: Active | Mike Carlson / Harold Rudd |
| Vendor Promotions: | Ashley Parker / Shelly Higgins – recruit sponsors and keep track of our commitment with current sponsors. |
| Election Committee: Active | Derek, Mindy, Tom (this position is always done by past president) |
| Emerging (Young) Professionals **NEW** | Eric Hallerud / Jessie Glenn (hopefully) |

**Adjourn** (first/second/time): Mindy / Mike @ 2:38 pm