



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Greater Chicago Chapter

Meeting Name:	July Greater Chicago Committee Minutes		
Date & Time:	July 29, 2026, 3:00 pm	Meeting Location:	(Virtual)
Prepared By:	Sanobeia Brima/Kim Cook-Harris		

1. Attendees							
Executive Board				Chairpersons			
x	Kristine Tiangco		Sanobeia Brima	x	Edgar Salazar		Rachel Rowland
x	Kamesha Hill			x	Justin Smith		
x	Brian Thomas				Bernard Britz		
x	Kimberly Cook-Harris			x	Melanie Taffe		
Students				Members			
							X for Attended

A majority (3) of the Executive Committee constitutes a quorum for Executive Committee meetings.

For Chapter meetings, a quorum is fifteen (15) chapter members and at least one elected Executive Committee member.

Meeting Agenda
President Report (Kristine) 1. Updates: • Bank account access • Leadership meetings with Regional - Brenda Allard ○ Treasurer – Event Website Instruction W/Mark or Kamesha ○ Secretary • Fall ROC - MN 9/23 - 9/25 • Annual Operating plan 8/15 ○ Grow membership retention ○ Increase student engagement ○ Succession planning
First Vice President Report (Kamesha) 1. Treasurer Report: Review previous budget to prepare anticipated budget; incoming revenue; current budget is \$115K; 2. Secretary Report: • Approval of June's minutes; Approved • Submit CEUs • Upcoming Key Dates – 8/15 Submission for Annual Operating Plan 3. Communications Chair Report: • CSHEC update • Chicagoland Safety Conference – voted on \$2K; Suggest 3 Rivers cover cost and Greater Chicago Reimburse



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Meeting Agenda

Second Vice President Report (Brian)

- Program Chair Report
 - Cruise Event – [Total Headcount?? Finalize menu w/Bernard by 8/7/26](#)
 - Member Programs Survey – [Get Results from Benard to get future speakers; 42 Responses; obtain printout; determine future meeting location](#)
- Honors and Awards Chair Report
 - [Total Pricing; Tablecloth \(2\); Vote on Spend Approval for Totes](#)
- Membership Chair Report
 - [No update](#)
- Jobs Chair Report
 - [CTA – Chief Safety Officer](#)

New Business

- CSHEC
Attendees: [Kamesha \(x\)](#), [Brian \(x\)](#), [Edgar \(x\)](#); [Wednesday Expo Table volunteers??](#)
- [Online Training Completion by August Meeting; Access to Google Shared Drive; Teams Call](#)
- [Update @ AASPChicago.org – Distribution Email for access](#)
- [Ensure Sanobeia has everyone's contact for emails & meeting invites](#)
- [Membership/ Programs Co-Chair Opportunities](#)
- [Pull past attendees from past programs/technical events](#)
- [Checklist from Mark or Regional Treasurer](#)

Adjournment: 3:40pm

KEY DATES:

August

August 14:

Chicago River Cruise

August 15:

- Annual Operational Plan (annual planning template and performance report) uploaded to the Chapter Operations Management Tool (COMT). (chapterservices@assp.org) (Kristine)
- ASSP files taxes for Chapters under \$50,000 revenue (ASSP)
- Receipt of tax filing due for Chapters filing taxes (Kim/Kristine)

August 25:

2026-2027 Chapter Leader Orientation

Join fellow chapter leaders and ASSP staff for a deep dive into the tools 7 and resources available to support your community.

September

September 14-16:

Chicagoland Safety, Health and Environmental Conference



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September 23-25, Minnesota:

Fall Regional Operating Committee (ROC - up to 3 board members)

October

October 19-23, 2026:

2026 Leadership Conference Virtual Event: This weeklong series of sessions will feature presentations and discussions on a variety of leadership and community operations topics.

December

- Long Service Recognition sent to members (ASSP Chapter Services)

December 1:

Selection of the Nominations and Elections Committee Members and report to the Society.

December 21:

Nominations and Elections Committee is formed and reported in the COMT. (Kristine & Kemesha)

February 1:

Chapter SPY Award Deadline (Kristine & Edgar)

March

March 1:

Chapter Dues Report Form due to ASSP Chapter Services - only if chapter will be making a change in dues. Dues changes occur only once a year. Dues change requires a vote of the entire Chapter membership. (Kristine & Kim)

March 15:

Deadline for submitting Charles V. Culbertson Volunteer Service Award to ASSP Executive Committee

March 31:

End of the Fiscal year.

April

April 1:

Deadline for submitting petitions for Outstanding Student Section Award to Chapter Services

April 14:

Board Connection Series Virtual Meeting 1-2:00 p.m. (Kim)

May 31:

- Previous fiscal year's annual financial reports uploaded to Question 3 of the COMT. (Kristine, Kim)
- Annual Leadership Form for incoming leaders uploaded to Question 2 of the COMT (Kristine)
- Regions to submit financial report to Chapterservices@assp.org (Treasurer)

June

- Host transition meeting in election years. (Kristine)
- Review Chapter bylaws with incoming leadership team. When changes to bylaws are under consideration, provide a draft to Society for review/approval before the Chapter votes on the changes. (Kristine)
- Transfer all chapter administration materials to incoming chapter officers (All outgoing Chapter Officers)



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June 7-9:

Professional Development Conference (PDC), New Orleans, LA

June 30:

COMT Report Due (Kristine)