AMERICAN SOCIETY OF SAFETY PROFESSIONALS
Greater Chicago Chapter

Meeting Name:	**August Greater Chicago Committee Minutes**		
Date & Time:	8.20.26, started at 3:07 pm	**Meeting Location:**	Virtual
Prepared By:	Sanobeia Brima		

1. Attendees								
Executive Board					**Chairpersons**			
X	Kristine Tiangco	X	Sanobeia Brima		X	Edgar Salazar	X	Rachel Rowland
X	Kamesha Hill					Justin Smith		
	Brian Thomas					Bernard Britz		
X	Kim 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:
   - Annual Operational Plan submitted last week.
   - Reviewed COMT Report and 4 goals for the year:
     - Achieve Platinum status (9,000 points), details itemized under Annual Chapter Activities
     - Strengthen membership retention and long-term commitment
     - Elevate student engagement and participation (plan to become more involved with the Chicagoland area safety students, communities and do more outreach.)
     - Develop a sustainable succession and leadership pipeline
   - Everyone who has not already, needs to complete their leadership training by the September meeting.
   - Kristina needs to know if anyone is interested in attending the September Fall ROC in MN with her.
   - Tuesday, September 16th, the Greater Chicago Chapter will be participating with other organizations in the networking event at Morton's Steakhouse in Naperville after that days' Chicagoland Safety, Health & Environmental Conference (CSHEC). All members can attend without registering.
   - Kristine reviewed the document describing the monthly duties and responsibilities for each committee member.
     - Sanobeia is to the pull the roster for the entire chapter monthly to share on the Google Drive for other committee members.

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Meeting Agenda

First Vice President Report (Kamesha)

1. Treasurer Report:
   - Kim reviewed July's expenses.
   - Kim is all set with the bank. Kim will work with the bank to get Kamesha set-up with a card.
   - Kamesha motioned to approve the financial report, Kristine second.
2. Secretary Report:
   - Mel made a motion to approve the July's Meeting Minutes, Kamesha second.
3. Communications Chair:
   - Kamesha will see if Justin can create a communication for the CSHEC networking event. If not Kristine and Benard will work on it.

Second Vice President Report (Brian)

1. Program Chair Report (Benard)
   - October and November speakers are secured.
   - Maggiano's in Chicago is reserved for the October meeting. Benard will work with Kim to pay.
   - Kristine asked Benard to confirm the technical meeting topics so that the event can be communicated to the chapter, and the registration and CEUs can be organized.
   - Kamesha will transfer last year's templates to the GC Programs/Events folder for the 26-27 year.
   - Kristine plans to meet with Benard, Brian and Kamesha to discuss reaching out to the three individuals that are willing to assist Benard with the Program Chair and other responsibilities.
   - Benard reviewed the survey that was sent to the chapter.
   - Benard will send the technical meeting dates to Sanobeia so she can create invites for the board meetings.

2. Honors and Awards Chair Report
   - The chapter will be purchasing new swag (table cloth, pens, notebooks, etc.)
     - Racheal made a motion to approve the new swag, and Kim second.

3. Membership Chair Report
   - Kristine stated that she would try to give Rachael a co-share. She also discussed the responsibilities of the Membership Chair with Rachael:
     - Review roster to reach out to members
     - Send thank-you emails to technical events attendees
     - Greet members at the technical events, and/or have the co-share do so
   - Rachael plans to share a flier to other organizations to build membership

4. Jobs Chair Report
   - Mel updated the jobs site and received verbal information about open opportunities during the cruise. Those will be uploaded soon.

Meeting Agenda
New Business Kristine asked who all was attending the CSHEC. Justin, Kim, and Kamesha will be in attendance. Kristine asked for GC ASSP volunteers to man the ASSP table in the exhibition hall on the last day.
Adjournment: Kamesha made a motion to adjourn the meeting at 3:49 pm, Kim second.

KEY DATES:

September

September 14-16:
Chicagoland Safety, Health and Environmental Conference

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.

October 23, 2026:
Technical Meeting

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

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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 the 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)

June 7-9:
Professional Development Conference (PDC), New Orleans, LA

June 30:
COMT Report Due (Kristine)