



ASSE AZ Chapter
2017-2018 Board Meetings
August 11, 2017
Budget Meeting

Increasing member engagement by providing an extraordinary member experience

Meeting held: GateWay Community College, Center for Entrepreneurial Innovation, Phoenix

Attendees: Michael Bryant, Harold Gribow, David Belmont, Larry Tinker, Larry Gast, Loretta Williams, Carly Baez, Stephanie Steinberger

A quorum was not present as per Chapter bylaws. So, therefore, no motions or monetary expenditures were discussed or made.

Michael Bryant, president, called the meeting to order at 11:10 a.m. and provided the meeting agenda.

The meeting goals were as follows:

- List potential budget items for 2017/18 chapter year
- Establish methods of evaluating budget requests by establishing qualitative scoring criteria
- Begin evaluating potential budget items based on scoring criteria

Before discussion began, the meeting attendees participated in a demonstration of a meeting discussion techniques called “Six Thinking Hats.” President provided a brief overview of the process and played a demonstration video for instructional purposes.

I. Potential budget items were proposed by the attendees and categorized on a white board. Each meeting attendee was then asked to prioritize the listed budget items as top or second most important using sticky notes. Items listed included travel, PDC, monthly meeting expenses, community outreach events, web services, scholarships, charities, awards and honors and etc. It was noted that travel expenses in 2015 were \$6,000 and rose to \$9,000 in 2016. The chapter monthly meeting generally breaks even. It was noted that the in March 31, 2016, The chapter had \$63,024 in funds and that one year later in the treasurer report ending March 31, 2017 indicated \$39,971 in funds. At the time of the meeting total chapter funds in reserve amounted to \$31,958.11.

II. The discussion shifted towards sources of income available to the chapter, including \$6,000 annually from ASEC, \$6,000 in chapter dues for a total of \$12,000 income per year. It was reported from the Treasurer, David Belmont, that the chapter has approximately \$31,900 in reserves. The president discussed the need to avoid spending money from chapter reserves because the funds are not being replenished creating a deficit in spending versus income each year.

III. The president asked for suggestions on establishing a budget criteria to prioritize spending. Members at the meeting wrote suggestions on note cards that were examined by Michael and discussed as a group. The president stated that he intends for the chapter executive board to evaluate all spending requests against the criteria in the chapter bylaws, Article 11, Section 1. The attendees were in consensus that this was appropriate.

There was a suggestion that before budget items are approved, the chapter must identify an appropriate source of income to cover such expenses. It was agreed upon that, in general, budget requests would need to be evaluated based on ROI to the chapter members. Such requests for spending would be required to include a list of benefits to the AZ safety profession and chapter members as well as explaining the need for the expenditure. It was further decided that an objective criteria should be established in writing and presented to the Executive Board for further discussion.

The budget meeting ended at 12:15. Several members stayed a few minutes later to discuss ideas on chapter meetings, creating networking opportunities for members, recruiting new members to the chapter, and recognition opportunities for chapter members at the lunch meetings.

Respectfully Submitted,

Larry Gast