

Monthly Permian Basin ASSP Chapter Board Meeting

Mon, Dec 8, 2025

Summary:

The board discussed several key topics, including the extension of the nomination period for a safety representative due to a lack of submissions. Megan raised issues regarding financial verification, leading Lynn to agree to reach out for necessary bank statements. The group reviewed plans for the upcoming Christmas party, with Heather expressing concerns about obtaining a card for the event, while Lynn confirmed coordination efforts. Chris provided an update on a proposed online Christmas party, and Gabriel confirmed a January meeting with Manuel to finalize paperwork.

Nicole suggested capturing photos at the Christmas party for social media, and Megan committed to delivering a financial update in the next meeting. Lynn announced the Region 3 virtual Christmas party scheduled for December 19, featuring activities like an ugly sweater contest. Heather noted that board elections are set for April, with both her and Chris opting not to seek re-election, and emphasized the need to correct the ASSP logo on promotional materials. The meeting concluded with holiday wishes and reminders for future events.

Chapters & Topics:

Discussion on Nominations and Financial Reports

Heather proposed extending the nomination period for a safety person until the next meeting, as only one nomination had been received. Megan reported challenges in obtaining verification for financial documentation, and Lynn offered to reach out for the necessary bank statements and access. They also discussed the logistics for the upcoming Christmas party.

* Bank statements and access for financial reporting

Updates and Planning for Upcoming Events

Heather Ferrell acknowledged the absence of several members, including Mike and Nicole, due to personal events. Chris Martin mentioned an upcoming online Christmas party for the region, and Gabriel Ibarra-Mejia confirmed plans for a meeting in January with Manuel Soto, who indicated they would finalize details before the end of the year. Nicole Valenzuela suggested taking pictures at the Christmas party for social media.

* Planning for the online Christmas party
* Updates on the Christmas card usage
* Coordination for the upcoming El Paso meeting

Region 3 Updates and Upcoming Events

Lynn shared details about the Region 3 virtual Christmas party on December 19, including activities like an ugly sweater contest and safety bingo. Heather discussed the upcoming elections in April, indicating that she and Chris will remain in their positions while others may run for board roles. Lynn also addressed banking issues and credit card usage, confirming that they typically use debit cards.

* Preparation for the upcoming elections in April

Action Items:

- * Megan Brown will draft a letter for verification and email it by tomorrow.
- * Lynn Richardson will reach out to the contact regarding the bank statements and access.
- * Lynn Richardson will inquire about the Christmas card usage and report back.
- * Gabriel Ibarra-Mejia will coordinate with Manuel Soto to finalize the paperwork before the end of the year.
- * Nicole Valenzuela will update the flyer to correct the ASSP logo and ensure it is not stretched.

Key Questions:

- * What is the plan for the online Christmas party for the region?
- * When is the next meeting scheduled for the El Paso group?

Notepad:

- * No notes

Monthly Permian Basin ASSP Chapter Board Meeting
Mon, Dec 8, 2025

0:00 - Unidentified Speaker
Hello everyone. Hi everyone.

0:06 - Ibarra-Mejia, Gabriel
Good afternoon. Good afternoon. Hey everybody.

0:16 - Ibarra-Mejia, Gabriel
Thank you guys. I'm Nicole.

0:22 - Ferrell, Heather
That wasn't Nicole, right?

0:25 - Ferrell, Heather
No ma'am, just kidding.

0:29 - Unidentified Speaker
It's me.

0:33 - Ferrell, Heather
That's been a long year.

0:36 - Unidentified Speaker
All right.

0:59 - Ferrell, Heather
How are y'all doing today? So good, yourself?

1:12 - Ferrell, Heather
So first thing, I only received one.

1:26 - Ferrell, Heather
it either, you know, open it up for a little bit more time, or we open it up to vote with y'all. And how long have we given it?

1:41 - Unidentified Speaker
Because honestly, I couldn't really think of it.

1:47 - Chris Martin
I mean, other than nominating one of the other officers, I really hadn't.

1:54 - Unidentified Speaker
three weeks, I think.

2:00 - Ferrell, Heather
And it's not getting any safety person in our district?

2:05 - Unidentified Speaker
Yeah, they just have to be the last five years.

2:14 - Ferrell, Heather

So, like, I'm not eligible for another two weeks.

2:23 - Ferrell, Heather

are recommending. There's a, I put the criteria on LinkedIn, and I think Facebook, I can't remember. We managed what was happening, and we're doing it the way we were doing it. We get to the last minute And the Board would get together and go, okay, well, who hasn't gotten it? So I wanted to change that. So we're going to extend this out until the next Meeting.

3:17 - Ferrell, Heather

19th and see what we get or if you guys want to just take the one.

3:44 - Unidentified Speaker

It's been a week.

3:50 - Unidentified Speaker

I'll second that.

4:04 - Unidentified Speaker

Megan, the treasure stuff, were you able to talk It was not there.

4:17 - Brown, Megan C

They said if I came back with a letter to talk to.

4:31 - Unidentified Speaker

Proof that I am who I am.

4:36 - Unidentified Speaker

There wasn't much she can do.

4:41 - Brown, Megan C

things like this and she said the same thing like some sort of verification that um yeah let me draft a letter then I'll put it on assist and I'll email it tomorrow we'll see what You can do it.

5:13 - Ferrell, Heather

All right.

5:13 - Unidentified Speaker

I'm working in town tomorrow, so I'm going to go out for my lunch.

5:17 - Brown, Megan C

So hopefully I'll have an update that I can email you Monthly reports that I'll need so that I can, for now, if I could just get those statements so I could to another Monthly, so that's a good start.

5:45 - Unidentified Speaker

No, okay. All right.

5:46 - Unidentified Speaker

I have not thought about trying to get in touch with, you know, about her husband.

5:56 - Lynn Richardson

Yeah, I do, yeah. I was kind of afraid that was what was going on, but You know, I will get in touch with her and see what I can find out.

6:13 - Ferrell, Heather

Okay, are you getting, she told Megan that me and Chris should be getting these statements or reports. I've never seen those. Do you get them?

6:33 - Ferrell, Heather

It's kind of delicate because I don't want to bother her, but I also have to get these things taken care of

6:42 - Unidentified Speaker

Let me send her a message, a text, and see if I hear back from her during the Meeting.

6:50 - Lynn Richardson

You need the bank statements, right?

6:54 - Unidentified Speaker

We need the bank statements.

7:00 - Unidentified Speaker

and access to the bank statements, so I can start receiving them.

7:07 - Brown, Megan C

And then the Monthly financial reports, they run on a 12-month cycle with different tabs on an Excel workbook, so I'll need that too, but to start with at least the bank statements and access. All right.

7:40 - Lynn Richardson

I'll see if I hear back from her. Thank you.

7:45 - Unidentified Speaker

Thanks Lynn.

7:50 - Ferrell, Heather

Also if you could ask her about like for the Christmas I'm assuming we have a card to use, correct?

8:01 - Lynn Richardson

There should be a card to use.

8:04 - Ferrell, Heather

I'm assuming she probably has it.

8:07 - Unidentified Speaker

So we'll have to get that as well.

8:13 - Lynn Richardson

I would have thought, has Maggie gone with her and signed all the stuff?

8:23 - Ferrell, Heather

No, because that's the problem we're having is she's not been available to do that with Megan.

8:30 - Unidentified Speaker

All right.

8:35 - Lynn Richardson

Let me see when she responds if we might have to just run a manager somewhere to get the card.

8:49 - Unidentified Speaker

Yeah, that's fine. I can do that.

8:52 - Lynn Richardson

And then we can say about getting the two of them together. All right.

9:03 - Ferrell, Heather

All righty. Okay, so that's been taken care of Christmas party is Friday at the bar. I hope to see you some I know Mike can't make it. His daughter's got an orchestra concert. And Nicole's got a chair competition, so she won't be there either. I think the rest of you... Gabe, I didn't know if you were coming or not.

9:37 - Ibarra-Mejia, Gabriel

I don't think I am. I'm going to have to be at the commencement for the college.

9:42 - Unidentified Speaker

It's going to be the same day. Sorry about that. I mean...

9:47 - Unidentified Speaker

No worries, man.

9:54 - Ferrell, Heather

That's all the stuff I have, so I'll go to the roundtable. Chris, what do you got?

10:02 - Chris Martin

I sat through the Meeting on Friday and just kind of gave a quick update per your instructions, and I know Lynn was on for part of the call as well. They want to do some kind of online Christmas party for the region and invite everybody so maybe just be looking for that email or notice and we can send it out to any of our people who might want to do that but otherwise that's all I've got.

10:37 - Ferrell, Heather

Okay thank you Chris. Mike do you No, I don't have anything.

10:44 - Unidentified Speaker

Yeah, I'm just a little careful.

10:46 - Mike Truitt

I listen to a bunch of cats dying on Saturday at the orchestra concert.

10:57 - Ferrell, Heather

Thanks, Mike. Gabe, anything new with El Paso?

11:03 - Ferrell, Heather

Nothing much to report.

11:04 - Ibarra-Mejia, Gabriel

I think we can ask Manny here. I think we're planning on having our Meeting this month because we didn't have one in November. Is this correct, Manny?

11:29 - Ibarra-Mejia, Gabriel

I'm asking Manuel. Are you there, Manny?

11:38 - Ibarra-Mejia, Gabriel

Okay, so well, we'll talk it over.

11:40 - Unidentified Speaker

If not, I think we're going to meet until January for the next Meeting. Can you hear me?

11:47 - Unidentified Speaker

We can hear you now, Manny. I'm sorry about that.

11:51 - Soto, Manuel

I'm in a different location, but the question is, we're planning something in January because I was but he cannot conduct the, I guess for the Meeting, he can't conduct a specific topic we want until January. So yeah, Gabe, we're gonna have it in January.

12:11 - Unidentified Speaker

Okay, perfect. No worries.

12:14 - Soto, Manuel

And I'll get with you, hopefully, sometime before the end of the year, so we can do that paperwork.

12:20 - Ibarra-Mejia, Gabriel

Okay, sounds good. While we're here, next week will be better for I'm, you know, I'm done with schoolwork this week after Friday. So I'm good.

12:33 - Soto, Manuel

Maybe two weekend. We're on the 15th on Monday in the afternoon.

12:39 - Unidentified Speaker

Sounds good.

12:41 - Soto, Manuel

So I'll send you an invite. Sounds good. Appreciate you. Thank you. All right.

12:49 - Unidentified Speaker

Thanks, kid.

12:51 - Ferrell, Heather

Nicole, anything for social media?

12:56 - NICOLE VALENZUELA

Other than take lots of pictures at the Christmas party.

13:01 - Ferrell, Heather

I don't really have anything Okay, and have a few drinks for me Okay Chris Megan you yeah, I know you don't have anything for financial so and we went over everything that I think you Do you have anything else we can help you with?

13:26 - Unidentified Speaker

No, not right now.

13:27 - Brown, Megan C

I'll give an update tomorrow. Okay, thank you.

13:31 - Ferrell, Heather

You're welcome.

13:33 - Ferrell, Heather

And then, Lynn, do you have any updates for us for the Region?

13:38 - Lynn Richardson

Yep, so the Region 3 virtual Christmas party is on the 19th at noon.

13:49 - Lynn Richardson

And Amy will be sending out the The invite.

13:58 - Lynn Richardson

It says soon. So it's going to be an ugly sweater contest doing safety bingo. And a

14:12 - Lynn Richardson

Shout out. Bored so that. Anybody that has something they want to promote can do that. And they're going to be giving away, I think she said, \$250 certificates. I'm assuming that will come from the safety bingo or something like that. But I don't know a lot more. It's actually out on LinkedIn for Region 3 ASSP.

14:54 - Lynn Richardson

And so you can find some more about it. As a matter of fact, Heather, I just sent you the link for it on LinkedIn.

15:13 - Lynn Richardson

I just heard from Keetha. Hang on.

15:22 - Lynn Richardson

All right. So here's what she said. I'm awaiting her final approval. The problem is that Judy's name is still on the account. So I try removing her. But she and I are the only ones that have access to the money market account. No biggie, it's just been that way for, she said, 183 years. So, I don't know if you ever knew Judy, but she was the 20 plus year person that did our money handling.

16:07 - Lynn Richardson

She said, I do have approval that had head there and the new treasurer just simply waiting for the green light to add them and forward links.

16:20 - Lynn Richardson

So that's what I got back from Keetha.

16:27 - Unidentified Speaker

Okay, thank you, Lynn.

16:29 - Brown, Megan C

I'll send her an email today asking for just the current Monthly statement until I get added. Did she I'm assuming I could probably reach out to her by email then. She's not busy with family stuff. OK, OK, I'll reach out to her by email again. I just didn't want to bother her.

16:48 - Unidentified Speaker

If you if you have an issue, let me know and I can text her.

16:55 - Lynn Richardson

Did they get that?

17:01 - Unidentified Speaker

Let me do this.

17:03 - Lynn Richardson

What about the credit card?

17:16 - Lynn Richardson

So, Heather, I'll let you know. Heather and, well, Megan, I don't have your email address yet. I'll let Heather know, and

she can forward that answer you so that we can still we may have to just put it on somebody's credit card and get them reimbursed.

17:46 - Lynn Richardson

So but that's what I have right now from from reaching three and all of that.

18:06 - Lynn Richardson

I'm getting an answer back from Keetha about the credit card.

18:14 - Unidentified Speaker

No, I appreciate that Lynn. Thank you.

18:16 - Unidentified Speaker

Hang on. She's texting me back.

18:22 - Lynn Richardson

No credit cards ever. We just had debit cards.

18:26 - Unidentified Speaker

But yeah, I'm gonna say OK.

18:32 - Lynn Richardson

And ask her if she still hasn't.

18:45 - Lynn Richardson

Alright, I'll let you know what she answers back and we can go from there.

18:55 - Ferrell, Heather

All right. Thanks, Lynn.

19:06 - Ferrell, Heather

If we have to put up, it didn't bother me if I have to put it on a credit card, I can do that.

19:12 - Ferrell, Heather

All right. Well, if nobody has anything else, I don't think I have anything else to Think about it. I know it's another few months away. Our elections are in April. So if you want to stay in the position that you have, you want to run for a new position, or you don't want a new position, or you know somebody that does want to run for a Board position, keep those in mind.

19:45 - Ferrell, Heather

Chris and I are the only ones that will not be up for election this time. It'll be my last year going into 26. And then Chris will take over for me after that. And then we'll look for VPs for him.

20:05 - Unidentified Speaker

So just keep that in mind if you want to stay in the position you have or if you know somebody that for a position on the Board.

20:14 - Ferrell, Heather

That's all I have.

20:18 - Ferrell, Heather

Yes Lynn.

20:20 - Lynn Richardson

Keith had just answered back and said please and we can get all the banking stuff straightened out.

20:31 - Lynn Richardson

She says she can call and pay it over the phone if we need to or we can just Get reimbursed.

20:43 - Ferrell, Heather

That's fine too.

20:48 - Unidentified Speaker

So she just wants to call them ahead of time like I don't understand.

20:56 - Lynn Richardson

You might just want to ask.

20:59 - Unidentified Speaker

I'll ask if she wants to handle it.

21:04 - Unidentified Speaker

Was she on this?

21:17 - Lynn Richardson

I think she's sending.

21:19 - Unidentified Speaker

I'm sorry Lynn. No, you're fine.

21:23 - Unidentified Speaker

No, I think.

21:24 - Unidentified Speaker

The location is now DBAR.

21:26 - NICOLE VALENZUELA

Are we updating that on the flyer or are we just sending an email out?

21:33 - Unidentified Speaker

You can update it on fire, Nicole.

21:36 - Ferrell, Heather

I got an email from the region on that fire, because I guess when you put the ASSP logo on there, it got stretched out, and so it's not like ASSP. It's not the original logo, so they asked that we take it down and redo it. I meant to bring that up earlier, but thank you.

22:00 - Unidentified Speaker

If you'll do that.

22:01 - Ferrell, Heather

Yeah, it has to be, I guess, the same way, like it can't change, we can't stretch it, we can't make it look any different than what it is.

22:07 - Unidentified Speaker

I think it's because I chat GBT'd it.

22:12 - Unidentified Speaker

That's okay. Can be our friend.

22:18 - Unidentified Speaker
Yeah, I'll get that fixed.

22:21 - Unidentified Speaker
Okay, thank you, Nicole.

22:22 - Lynn Richardson
I appreciate it.

22:25 - Unidentified Speaker
Okay, I'll reach out to our list.

22:27 - Unidentified Speaker
And don't worry about it. All right.

22:33 - Ferrell, Heather
All right. Well, if you guys don't have anything else, I appreciate your time. Let me know if you need anything. Let Chris know if you need anything.

22:40 - Unidentified Speaker
Happy holidays.

22:41 - Ferrell, Heather
And if I don't see you Friday, hopefully I'll see you in January at the Meeting. So thank you.

22:47 - Unidentified Speaker
Happy holidays, everyone. Thanks, Heather.

22:49 - Unidentified Speaker
Everybody, be careful. Be safe.

22:51 - Unidentified Speaker
Thank you.