**The International System Safety Society**

**Houston Chapter**

**Professionals Dedicated to the Safety of Systems, Products and Services**



**Chapter Report for Society Year 2016-17**

This chapter report is submitted to document the successful fulfillment of the By-Laws requirement that allow the chapter to remain active. In addition, this report permits chapter eligibility for reimbursement funds and evaluation of Chapter of the Year (COY) Award Criterion for Society Year 2016-17 that started on July 1, 2016 and ends on June 30, 2017. Note that chapters of 50 members or less will be eligible for a certificate of achievement for placing highest in the COY competition.

**Section One: Chapter Planning Team (PT)**

**Table 1: Chapter Planning Team for Society Year 2016-17**

|  |  |  |  |
| --- | --- | --- | --- |
| **Chapter PT** | **Name** | **E-Mail** | **Phone Number** |
| **President** | Russell Mitchell (acting) | russmitchellcsp@yahoo.com | 2819867991 |
| **Vice-President** | Derek Robbins (acting) | derek.robins@mwcc-usa.com |  |
| **Treasurer** |  |  |  |
| **Secretary** |  |  |  |
| **Past President** |  |  |  |
| **Membership Chair** |  |  |  |
| **Newsletter Editor** |  |  |  |
| **Webmaster** |  |  |  |
|  |  |  |  |

Indicate PT member changes from resignations and appointments after July 1, 2016 with name and date.

**Table 1-A: Chapter Planning Team for Society Year 2017-18**

|  |  |  |  |
| --- | --- | --- | --- |
| **Chapter PT** | **Name** | **E-Mail** | **Phone Number** |
| **President** |  |  |  |
| **Vice President** |  |  |  |
| **Treasurer** |  |  |  |
| **Secretary** |  |  |  |
| **Past President** |  |  |  |
| **Membership Chair** |  |  |  |
| **Newsletter Editor** |  |  |  |
| **Webmaster** |  |  |  |
|  |  |  |  |

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**Section Two: Chapter Planning Team Meetings**

**Table 2: Chapter Planning Team Meetings Summary for SY2016-17**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PT Meeting\***  **Date/Location** | **Topic** | | **PT \*\* Chapter**  **Attendees** | **Other Chapter**  **Attendees** | **Goal Set** |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
| **Total:** |  | **Average :** |  | **0** |  |

\* Chapter PT meetings are **not** counted in chapter meetings in Table 3 this year but will be used as a tie breaker.

\*\* Total Number of PT members on date of chapter PT meeting.

Table 2A: Chapter Planning Team Goals for SY2017-18

|  |  |  |  |
| --- | --- | --- | --- |
| **Society and Chapter Goals** | **Goals SY2015-16** | **Goal Status SY2016-17** | **Goals SY2017-18** |
| Chapter PT Meetings |  |  |  |
| Chapter Meetings |  |  |  |
| Chapter Newsletters |  |  |  |
| Chapter Special Events |  |  |  |
| Chapter Promotional Activities |  |  |  |
| Society and Chapter Awards |  |  |  |
| Chapter JSS Contributions |  |  |  |
| New Chapter Members |  |  |  |
| Membership Classification Upgrade |  |  |  |

The chapter either met or exceeded \_\_\_ out of \_\_\_ goals for SY17

. **Section Three: Chapter of the Year (COY) Award Criterion**

**Table 3: COY Award Criterion for Society Year 2016-17**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COY Award Criterion \*** | **Weighting**  **Factor** | **SY 2016-17**  **Chapter Totals** | | **Table & Section in Chapter Report that Contains Detail Information** |
| Number of Meetings Held | 15% |  | | Table 4 Section Four |
| % Chapter Attendance at Meetings | 10% | % | | Table 4 Section Four |
| Number of Chapter Newsletters | 10% |  | | Table 5 Section Five |
| Number of Special Events | 10% |  | | Table 6 Section Six |
| Number of Promotional Activities | 10% |  | | Table 7 Section Seven |
| Number of New Members | 20% |  | | Delta of Members on last row of Table 3 |
| Number of Awards Program Recipients, Nominees, or Other Participation Items | 10% |  | | Table 8 Section Eight |
| Number of JSS Articles | 15% |  | | Table 9 Section Nine |
| **Total:** | **100%** |  | |  |
| Chapter Members on July 1, 2015: **\_\_\_** | | | Chapter Members on June 30, 2016: **\_\_\_** | |

**Do not use the weighting factors**. Enter the totals in SY17 Chapter Totals column from the referenced tables in the last column of Table 3.

### Membership Upgrade

**Table 3-A: Chapter Membership Status/Upgrades for Society Year 2016-17**

|  |  |  |  |
| --- | --- | --- | --- |
| **Membership Level** | **Members Jul 1, 2016** | **New in SY2016-17** | **Upgrade to Next Level In SY2016-17** |
| **Student** |  |  |  |
| **Affiliate** |  |  |  |
| **Member** |  |  |  |
| **Senior** |  |  |  |
| **Fellow** |  |  |  |
| **Emeritus** |  |  |  |
| **Totals** |  |  |  |

### Membership Upgrade

Our Chapter has \_\_ members with Affiliate status and \_0\_ were upgraded to Member by the Operational Vice President of Membership in SY17.

Our Chapter has \_\_ members with Member status and \_0\_ were upgraded to Senior Members by the ISSS Executive Council in SY17.

Our Chapter has \_\_ members with Senior Members status and \_0\_ were upgraded to Fellow by the ISSS Executive Council in SY17.

**Section Four: Chapter Meetings**

**Table 4: Chapter Meetings and Attendance Summary for SY2016-17**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Meeting Date**  **Location** | | **Speaker – Topic** | **Chapter**  **Members\*** | **Chapter**  **Attendees** | **Ratio\*\*** | **Guests** |
| Virtual meeting with Virtual Chapter | |  | 1 |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| **Total:** |  | **Average :** | **\_** |  |  |  |

\* Total Number of Chapter members on date of chapter meeting.

\*\* Divide the Chapter meeting attendees by the total number of Chapter members on date of chapter meeting to calculate the ratio.

A chapter meeting is a meeting that all members are invited to, with a planned agenda that supports the chapter and society goals that is not credited as a Chapter Special Event or Promotional Activity. A Chapter Planning Team Meeting, Special Event or Promotional Activity can be held prior to or after a Chapter Meetings

**Section Five: Chapter Newsletters**

**Table 5: Chapter Newsletters Summary for Society Year 2016-17**

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue** | **Distribution\*** | **Content \*\*** | **Additional Information** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total:** |  |  |  |

\* Post on website, email or mail and add the Director of Chapter Services to newsletter distribution.

\*\* Content of newsletter: meeting announcement, awards, upgrades, general information, etc.

**Section Six: Chapter Special Events**

**Table 6 Special Events Summary for Society Year 2016-17**

|  |  |  |
| --- | --- | --- |
| **Date/Location** | **Special Event** | **Additional Information** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total:** |  |  |

A chapter Special Event is a planned event that all members are invited to, with a planned goal that supports the chapter and society goals that is not credited as a Chapter Meeting or Promotional Activity. Chapter tours, special training, and Chapter support of the ISSC, RAMS, workshops, U.S. Space Observance, Engineers Week and Joint conferences with other societies.

**Section Seven: Chapter Promotional Activities**

**Table 7: Promotional Activities Summary for Society Year 2016-17**

| **Date/Location** | **Promotional Activity** | **Additional Information** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total:** |  |  |

A Chapter Promotional Activity is a planned event that all members are invited to, with a planned goal that supports the Chapter and Society goals that is not credited as a Chapter Meeting or Special Event. Promote System Safety, your Chapter, and the Society within your area. Examples include Chapter member’s participation in G-48 Committee, served as Science Fair or Engineering Fair judges and increasing child safety awareness. Chapter initiated proclamation signed by Government or Industry leaders that promotes system safety goals.

**Section Eight: Chapter Awards**

**Table 8: Chapter and Society Award Summary for SY 2016-17**

|  |  |  |
| --- | --- | --- |
| **Award** | **Chapter Award Winners** | **Society Nominees** |
| Professional Development |  |  |
| Manager of the Year |  |  |
| Engineer of the Year |  |  |
| Educator of the Year |  |  |
| Scientific Achievement Award |  |  |
| International Award |  |  |
| President’s Award |  |  |
| **Total:** |  |  |

List all award nominations submitted by chapter members to the society award committee for consideration. Credit is also given for Society award nominations by chapter members for non chapter members. Please forward your **Chapter President’s Award** winner to the Society President with supporting comments. Enter in the last column the number of Society Award Nominations submitted to Anthony Burno, OVP of Awards prior to the deadline.

**Section Nine: Chapter JSS Contributions**

Table 9 below summarizes COY Award Criterion for chapter contributions to the Journal of System Safety (JSS) for Society Year 2016-17.

**Table 9: Chapter JSS Contributions Summary for Society Year 2016-17**

|  |  |  |
| --- | --- | --- |
| **JSS Issue** | **Chapter Author** | **JSS Article Title\*** |
| Spring |  |  |
| Summer |  |  |
| Fall |  |  |
|  | **Total:** |  |

\* Include all chapter member contributions to the JSS spotlight and feature articles, including Chapter News and comments on JSS articles.

## Section Ten: Chapter Financial Report and Reimbursement Request

***NOTE: The SSS requires all chapters to use only the SSS Federal Tax ID number issued to HQ by IRS. Chapters using any other tax id number must cancel it and refer back to the SSS tax ID number. Please contact the Treasurer (Clif Erickson) or HQ Office manager (Cathy Carter) if you have any questions.***

Table 10: Combined Financial Report for Society Year 2016

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Chapter Information** | | | | | |
| Chapter Name: |  | Houston | | | |
| Society Year (SY) 2016: |  | July 1, 2016 to June 30, 2017 | | | |
| Chapter Treasurer: |  |  | | | |
| If the report and section 10 are prepared by different individuals please indicate each in the appropriate column. |  | **Report** | **Section 10** | | |
| Chapter Preparer: |  | Russell Mitchell | Russell Mitchell | | |
| Address: |  | 4519 Kingussie Drive | 4519 Kingussie Drive | | |
| Phone Number: |  | 2819867991 | 2819867991 | | |
| Email: |  | russmitchellcsp@yahoo.com | russmitchellcsp@yahoo.com | | |
| **Account Information** | | | | | |
| Financial Institution Name and Number: |  | JSCFCU | | | |
| Account Number: |  | Xxxx5279 | | | |
| Account Name: |  | Houston Chapter System Safety | | | |
| Account Type: |  | Checking | | | |
| Bank Address: |  | PO Box 58346, Houston, TX 77258 | | | |
| **Financial Summary** | | | | | |
| Account Balance on July 1, 2016: | | | | $ | 1054.66 |
| Income SY (**Not** including Chapter Reimbursement): | | | | $ | 0.44 |
| Income from Chapter Reimbursement, Deposited in SY2015 from SY2016: | | | | $ | 0.00 |
| Expenses for SY2017: | | | | $ | 0.00 |
| Account Balance, June 30 2017: | | | | $ | 1055.10 |
| **Financial Details** | | | | | |
| **Income** | | | | | |
| Chapter Reimbursement, Deposited in SY2016 from SY2016: | | | | $ | 0.00 |
| Interest Earned: | | | | $ | 0.44 |
| Other Incomes: | | | | $ | 0.00 |
| **Expenses** | | | | | |
| Outreach, Professional Involvement | | | | $ | 0.00 |
| Chapter Services, Events | | | | $ | 0.00 |
| Chapter Project Development | | | | $ | 0.00 |
| Bank Fees | | | | $ | 0.00 |
| Chapter Equipment, Supplies, Books, etc. | | | | $ | 0.00 |
|  | | | | | |

The reimbursement check will be made out to the Account Name listed in Table 10 and not to an individual**.** The requirement for Chapter reimbursement is submitting this Annual Chapter Report that documents chapter financial data and two chapter meetings in Table 4 that are summarized in Table 3 prior to the Close of Business July 15, 2016.

**NOTE: Supplementary financial information, including monthly bank statements and receipts covering expenses are required to be submitted. *IRS tax rules require that the Chapter Account Name have a reference to the International System Safety Society (ISSS) or SSS.***