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**2019 Board of Directors/Officers Meeting Minutes**

Tuesday, July 9th, 2019, 2:00 - 5:00 p.m.

**Location:** Gibson Board Room, Pevehouse Administration Building

Midland College main campus, 3600 N. Garfield Street

**In attendance:**

**Board of Directors:** Mark Campbell, Chairman, and Rebecca Bell, Scholarship chair

**Officers:** Jason Wolf, Jim DeSotle, Jon Sheng, Chryl Larabee, Samantha Rabas

**Special Guests:** Rudy Bazaan, SAPA representative

Austin Agnew, PBAP attorney

Audra Kirby, PBAP accountant

**Discussion Topics:**

State of the Association since June 2018:

Formed as a 501c(6) focused on oil and gas safety improvements, service to community, scholarship for STEM and O&G programs, and networking to achieve common goals

Advice from SAPA, HAPA, others: bylaws, history and learnings - great teamwork and support from Michael Johnson, others. Achieved 220+ members in 6 months, with 50 people at holiday party in 2019

Participated in the 86th Legislative Energy Summit – held in Austin TX. Mark Campbell led the contingent

First year: raised over $60k with $50k distributed to 4 individual scholarship recipients, and 3 colleges

Our safety committee, led by Terrell Roddy, chairman, is focused on improving the training, tracking, and data record maintenance for periodic operator qualifications.  Having a standardized approach with central record keeping will be more effective and efficient for operators, service companies & workers.

Our community improvement initiatives are being led by Kelly Maddox, committee chairman, and our inaugural event was held Tuesday 30 April at Reyes/Mashburn/Nelms Park - 57 attendees, $15k raised

First annual Clay Shoot was a success – Ryan Logsdon and Emilee Larabee hit a home run. A few items for improvement in future events, such as lunch sponsorships, event venue, and awards. $40k raised

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| **Date** | **Status** | **Guest Speaker** | **Topic** | **Lunch Sponsor ($2500)** | **Lunch Provider** |
| 9-Jan | complete | Juern Tech - Neal Juern | Cyber Security | None | Hilton Garden Inn |
| 13-Feb | complete | Commissioner Wayne Christian | Oil and Gas in our Nation & World | None | KD's Bar B Que |
| 13-Mar | confirmed | Oil and Gas Journal - Chris Smith | 2019 Oil and Gas Outlook | S&B Drilling | LJ Mexican |
| 10-Apr | confirmed | Terracon - Brandyn Littleton | USACE/EPA Rules and Guidance | Terracon | KD's Bar B Que |
| 8-May | confirmed | S&B Drilling - Clayton Carmack | Helical Pier Installation | None | Petroleum Club |
| 12-Jun | confirmed | Mallory Friend – PEC Safety | Safety integration, streamlined support | Safety Tech - Jim DeSoto | Petroleum Club |
| 10-Jul | confirmed | Epic - Michael Nischan | Transportation Risk Management | EPIC - Dan Thompson | Petroleum Club |
| 14-Aug | Pencil | Permian Lodging | Logistics - promoting business success | Permian Lodging | Petroleum Club |
| 11-Sep | Pencil | Jenny Cudd, mayoral candidate | Midland Opportunities | None yet | Petroleum Club |
| 9-Oct | pencil | Brooks Landgraf, TX Legislature | Imminent Domain | None yet | Petroleum Club |
| 13-Nov | pencil | Matcor - Dean Lioliou | Cathodic Protection in the Permian | None yet | Petroleum Club |
| 11-Dec | pencil | N/A - holiday party in evening | Thank you, yearly accomplishments, 2020 officer elections | N/A | TBD |

Focus Items for 2019 second half:

Membership Drive, with assistance from 3rd party to generate social media buzz and leverage their expertise to help us reach our goals. We’re at 100 individual (we’ve achieved our 100 member goal) and 46 company/97 person corporate (75 company/300 person goal).

First annual Golf Tournament at Ranchland Hills on 10 Sep, our second annual Team Roping event at Andrews Arena on 9 Nov – will raise add’l $110K

Community Improvement event at Reyes/Mashburn/Nelms Park (spend/implement donations)

First Safety Initiative achievement – announce, publicize, drive company participation

Election of 2020 Officers in November, announce at Holiday Party at Venue TBD (11 Dec)

By-Laws Review, with Austin Agnew, PBAP Attorney:

Several areas we’re considering for improvement, in the areas of officer elections, continuity, and board promotions. Working towards seven board members is appropriate. Tentatively discussed rotating officers after 2 years, and having the VP position moving up to the Presidency in year 2. Discussed use of funds, liability forms at events, insurance for injuries and bonding the Treasurer position. Suggested removing Scholarship info from the By-Laws and having details in a separate PBAP Scholarship and Grant Processes document. Austin guided us based on previous 501c3/c6 experience and best practices. Drafting the revised By-Laws for our review and adoption in the next month. We should plan to share with membership in August.

Treasurers Report – Jon Sheng: $139k, with $20k in outstanding checks written. Discussed probable $175 in account at end of year, following upcoming fundraising and holiday party. Considered a split of funds for association needs: 65% scholarships and grants, 25% community support/improvement and 10% working capital.

Scholarship report – Rebecca Bell

College recipients update: Midland College, Odessa College, UTPB receiving $10k checks

Individual Recipients: Four members’ children, & an opportunity for many more next yr

2020 scholarship program changes: include members who are obtaining degrees, their grandchildren, adding 2-3 local colleges as beneficiaries, and asking those organizations seeking scholarship grants to submit a proposal for consideration, to be distributed based on their need and plans for use.

501c3/6 status, Tax filing status – Audra Kirby, CPA

We’ll pursue a 501c(6), not c(3). IRS form signed and returned. IRS Form 2848 signed to allow Audra to receive information and correspond on our behalf. We may work under a c(3) foundation umbrella for c(3) tax deductible charitable donation opportunities, similar to SAPA & others. Rudy Bazaan helped guide in this issue.

Election of Officers Process – Mark Campbell with Austin Agnew advising: solicit candidate inputs starting in October, vote at the November members meeting, announce at Holiday Party

Meeting adjourned at 5 pm, with a motion from Jon Sheng, and a second from Jim DeSotle. We agreed to have a face-to-face meeting more often, semi-annually, and a quarterly conference call in between.

Special thanks to Midland College, for the use of their board room and facilities for the afternoon, as well as refreshments during our productive meeting.

In service,

Jason Wolf

PBAP President