

## **Day 1, Sep 27, 2018**

8:00 James called the ROC meeting to order and welcomed attendees. Thanks to Mark Wagar for hosting the meeting. James posed a question: when was Inland Northwest chapter formed? Introductions around the room. Special intro for our guest speaker, Rick Gleason, who's been a member of ASSE/ASSP for 40 years. James spoke about Maribeth Anderson's roles at Society.

8:10 I called the role of chapters. 17 of 19 chapters present. Quorum achieved.

8:12 James covered safety and evacuation procedures.

8:13 James explained the purpose and tradition of the voting paddles in Region 1.

8:15 Welcome from Mark Wagar. He answered the question: 1949. He talked about tonight's dinner. The magic bus will hold about 35 people and leave the hotel at 5:30. Maddie asked if there will be a TV at the dinner to watch the NFL game. The location is 7 miles away. Mark suggests visiting the Davenport Hotel while here in Spokane. And walk along the Spokane River. James gave credit to Mark for "turning around" the Inland Northwest chapter.

8:23 James talked about the agenda and called for amendments. Maddie suggested there be less of James on the agenda.

8:24 Motion to approve the minutes of the Long Beach ROC meeting by Corrina. Second by Tony Canizales. 17 votes in favor. No nays, no abstentions. Motion passed, minutes approved.

8:26 James explained how the ROC meeting abides by the Roberts Rules of Order. The Society website explains these rules, too. Dolores proposed we also use Chatham House rules, that allow for specificity about chapters and members, but those discussions don't leave the room. James highlighted the two purposes of chapter meetings: networking and education. Mark wanted to clarify that smack talk about Guy Silvey is still okay. The ROC agreed to use the Chatham House rules by silent consent.

8:32 James covered meeting objectives, and emphasized that this group is the "go to" resource group. Share accomplishments.

8:35 Dolores of Greater San Jose has agreed to be our timekeeper. Tristan of Hawaii has agreed to be our parliamentarian.

8:36 James talked about the Region VP position. The upcoming election will be for one year, with no follow-up. Also, Area Director for Region 1 Area 2 will up for re-election, and Guy has announced he will not be running for a second term.

8:40 James explained the purpose and responsibility of the Deputy RVP. James complimented Pam Ahr for her work as the immediate past DRVP. James called for self-nominations for the new DRVP. There was a brief discussion about what constitutes a professional member of ASSP. Justin of Puget Sound self-nominated. 17 votes in favor of Justin, no nays, no abstentions. Justin is our new Deputy RVP.

8:46 BREAK

8:59 James introduced Rick Gleason, our guest speaker. There are 800+ attendees at the WA State Governor's safety and health conference. The University of Washington has been authorized for many

years to be an education center for OSHA inspector training. There were two times that the feds told states could not be more strict: harmonization initiative and recording practices. April 28<sup>th</sup> is workers memorial day. The fatal injury rate for all of US is 3.4 per 100K workers. The worst state is ND with a fatality rate of 18 per 100K. The safest state is Delaware at 1.6 per 100K. Rick pointed out the fall prevention height requirements vary by industry. He also had fun with what safety GHS pictograms mean. Then he provided 10 reasons that your OSHA inspection is going badly.

9:46 Tristan asked if other chapters allow for copies or scans of receipts as valid for reimbursement. Greater San Jose does permit this, but the original receipt must be subsequently presented. James asked which chapters have dual signature for disbursement. He cautioned about fraud, and protecting the chapter financial resources. Suggestion: have a member of another chapter audit your books.

10:00 BREAK

10:15 James explained which chapters are covered by which Area Directors. Tom, Tim, and Guy (by go-to-meeting) provided an overview of what AD's do.

10:32 James introduced our ROC liaisons, starting with Dan's responsibilities for awards and recognition. Bruce, who was in attendance, explained his background and responsibilities. He recommends working the "faculty member" aspect of building and maintaining a student section. Mark Stone spoke highly of one-on-one mentoring with students and young safety professionals. Corinna shared that Columbia Willamette Operations Committee has a project building a mentoring toolbox. Ward Scheitrum complimented chapters that have had significant growth over the past year. He challenged each chapter to recruit 6 new members, which would create a 5% growth for the entire region. Bill Kness explained his role in government affairs. **TO DO: Each chapter should send the names of membership and government affairs chairs to Ward and Bill, respectively.** Michael Garcia explained his role in professional development. James explained that Pam Ahr is working on goals for professional affairs, i.e., promoting the value of the safety profession. Finally, James talked about the Council on professional standards.

11:11 STRETCH BREAK

11:17 Steve Conkle presented his ARVP-Finance report. James talked about how AD expenses are supposed to be paid by Society, not the Region. Atis reminded everyone about the financial importance of registering for ROC meetings.

11:28 Steve continued his presentation, talking about spear phishing – highly targeted scams. Michael Hill said Southern Oregon has pulled officer emails off the website. Patricia Sellner of Midnight Sun shared an example of how their chapter was spear phished. Recommendation: verify through direct contact or phone call.

11:43 JT started presenting his ARVP-Communications & Technology report. Hashtag #INLANDROC1. Society is now officially recommending that each chapter utilize the role emails for all officers.

12:05 LUNCH BREAK

12:55 JT continued with his presentation. Recommendation: use Google Drive for chapter documents. Key people: Mark Huelskamp at Society and JT at the Region 1 level. Special request for participation in the ASSP Communities page on the Society website beta test. Royal made a suggestion

for “user guides” for various Society tech apps. JT gave a demo on using Event Espresso. JT intends to facilitate 3 webinars on various topics: one before the end of 2018, one before the April ROC, and one in the summer of 2019 for new, incoming officers.

1:49 BREAK

1:59 Regroup. Announcement by Atis.

2:02 Chapter Report: Columbia Willamette. Primary goal is outreach through leadership development, touching local media, holding a networking/social event, and community volunteerism (raising funds for Halloween costumes for children with cancer.)

2:05 Chapter Report: Bakersfield. Challenge is a 3 county geography. Goal is to hold a PDC in a different county and quarterly meeting in a different county. Perhaps a section in a different county.

2:07 Chapter Report: Alaska. Goal is to restart a student section. Challenge is to get each member of the executive committee to be fully engaged. Stretch is to get a routine attendance of 40 members at each meeting,

2:09 Chapter Report: Hawaii. Goal is to submit a member for Region SPY. Challenge is to improve student section participation. Stretch is a chapter dinner to support the ASSP foundation.

2:13 Chapter Report: Orange County. Goal is succession planning for two to three years out. Challenge is member involvement. Stretch is to start up a construction section.

2:16 Chapter Report: Southern Oregon. Goal is outreach training programs for schools. 70 member chapter. Challenge is small community size impedes recruitment. Stretch is to digitize all business documents for online access. Atis asked Michael Hill: what’s a barn?

2:25 Chapter Report: Long Beach. Challenge is member participation, e.g., networking events, BCSP study groups. Goal is to engage more members to assist with website updates, focus groups, etc. Stretch is to create a occupations safety degree at a local university (Cal State Dominguez Hills).

2:29 Chapter Report: Midnight Sun. Goal and challenge is to provide meaningful safety & health resources. Challenge to overcome is get more members to engage. Their motto is Make ASSP Great Again. Stretch is to bring financial stability and process continuity.

2:34 Chapter Report: Central Report. Tony is happy to have a slide this ROC meeting. Goal is to create a dynamic chapter that members can be proud of. Challenge is to prove that volunteerism is rewarding. Stretch is to establish a non-member marketing strategy. Tony said he was very competitive as a basketball player, but when you get fat and old, you just get competitive in other ways.

2:42 Chapter Report: Greater San Jose. Goal is more member engagement through orientation packet, webinar meetings, social events, recognition, and increased communications through quarterly newsletter. Stretch is to solicit sponsorships to help with a shrinking budget. Challenge is succession planning focusing on realistic time commitments. Dolores says ask your members to volunteer, and they will.

2:50 BREAK

3:05 James introduced the topic of engaging our future leaders. He asked what is the value of supporting emerging leaders? Table exercise about tasks and who should complete those tasks (chapter officer or volunteer)

3:35 Report out of table exercise. Tim Bogowith suggested unless the task requires an officer's signature or involves money or is required by bylaws, then the task can be delegated to volunteers. James suggested that the checklist can be used for many types of events a chapter does.

3:45 James presented the volunteer needs assessment tool. Kaila asked if a person should hold a position for a long period of time. By consensus this situation is okay, but perhaps that person should also be asked to mentor others. James suggested that chapters should not only use surveys, but actually call members who are not regularly participating and ask them why? James held up Bakersfield as unique because they actively recruit and sit down with potential volunteers. James challenged each chapter to use the task assessment tool for at least one event/activity. Invite volunteers: chapter meetings, newsletters, conversations. Tristan suggested that we carve out a couple hours at the ROC meetings to roll-up the sleeves to work through position descriptions. TO DO: identify what positions we should concentrate on at the next ROC meeting in San Diego. Tim suggested this discussion topic may be bleeding into the AD presentation tomorrow. So, James tabled the discussion until then.

4:22 BREAK

4:32 James called for chapter proposals to host the fall 2019 ROC meeting. Jon Hall presented for Bakersfield. Tristan presented for Hawaii.

4:47 Closing remarks from Mark about the group dinner.

4:51 Recess for the evening.

## **Day 2, Sep 28, 2018**

8:00 James called the meeting to order. Atis made an announcement about asking chapters to project attendance at the next ROC meeting in April 2019 in San Diego. Tom Logan suggested that we donate guest room soap. Maddie told us that socks are the most needed item at shelters.

8:03 James presented a photo montage of Region 1 evening out. Everybody thought that having the dinner at Mark's home was a GREAT idea for socializing.

8:09 Roll call. 17 of 19 chapters present.

8:10 Jonathan presented Alaska chapter's bid for hosting the fall Sep 2019 ROC meeting.

8:13 Vote on the Sep 2019 ROC meeting host chapter. Bakersfield: 4. Hawaii: 5. Alaska: 7. One abstention. The host chapter will be Alaska.

8:19 Chapter Report: San Diego. Success was completing their financial audit and improved profit and loss tracking. Goal is to recruit and mentor future leaders. Stretch is to build an independent PDC fund separate from the chapter operating budget. Challenge is appealing to a membership with a wide range of interests, practices, industries and resources in a large geographic area.

8:24 Chapter Report: Valley Coastal. Goal is to increase membership, particularly through not only college but high school students. There's a shortage of safety professionals to staff construction trades in the greater Los Angeles area. Challenge is to coalesce the executive board.

8:29 Chapter Report: Inland Northwest. Goal is to really organize the chapter by filling key roles and by using the tools we learned about yesterday. Mark Wagar said James is not as full of crap as we thought.

8:32 Chapter Report: Puget Sound. Goal is to grow the chapter by 15% and repeat Platinum level again. There's also recognition that one of their sections is getting back in good shape. Stretch is to increase accessibility. Challenge is to maintain the momentum. Justin recommended that each chapter check the chapter roster every month and follow up with members who have dropped off.

8:40 Chapter Report: Sacramento. Susan accepted the position of President because no one else volunteered. Challenge is getting technical speakers for meetings. Stretch is to increase volunteers to the executive committee. Goal is to attract students from Sacramento State. Susan said that her chapter will be collaborating with other nearby chapters.

8:43 Chapter Report: San Francisco. Goal is to make chapter events more engaging and maintain platinum status. Better utilize go-to-meeting more. Stretch is to get 25-30 people at all events. Major challenge is the increased cost of venues in the SF Bay Area.

8:50 Chapter Report: Lower Columbia Basin. Jeff showed a map of WA state to show the tri-cities area compared to Spokane and Seattle. The Hanford nuclear facility used to be the core of the chapter. Goal is to reach back out to the Hanford members and retired safety professionals. Stretch is to digitize paper files AND to send more people to leadership conference. Challenge is to demonstrate value to members of all ages.

8:55 James welcomed Maribeth Anderson, VP-CoRA. She thanked all the attendees for volunteering and for dedication to ASSP and the safety profession.

9:00 BREAK

9:17 Regroup. James raised the topic of awards and recognition, presenting Dan Hopwood's PowerPoint deck. Dan's goal is for each chapter to recognize a chapter SPY. And then selecting the Region SPY from those 19 people. And then presenting the Region SPY to Society. James shared his story about how he earned a challenge coin. Maddie volunteered to "chair" a challenge coin initiative for the Region, will research prices, etc., and make a presentation at the spring 2019 ROC meeting.

9:30 James presented a video of Jerome the Magic Bus driver on the drums playing to the Beattle Sargent Peppers Lonely Hearts Club Band.

9:35 Area Director activity. Tom and Tim led a brainstorming session, soliciting hot topics. Voting on the topics yielded the top three: succession planning, member engagement, meeting attendance.

9:55 BREAK

10:15 Regroup. Area 1 will discuss meeting attendance. Area 2 will discuss succession planning. Area 3 will discuss engaging volunteers.

10:45 BREAK

11:00 Regroup. Atis described the process that Area 2 chapters developed to fill the pipeline with qualified candidates for positions as they become available. Kaila described how Area 3 chapters addressed engagement of volunteers. Jon Johanson described how Area 1 chapters addressed improving meeting attendance. Maribeth explained how CoPD vets all speakers for the Society PDC and will sort those speakers into a top, middle, and bottom. The top will be invited to that PDC. The middle category are speakers who need a little more experience, and would be a perfect fit for chapter meetings and chapter PDC's.

11:33 James asked all attendees if having exercises like this hot topics activity is useful AND how each chapter will use this information.

11:34 James introduced Maribeth for her presentation. Maribeth asked each attendee to name the person who most influenced you to join ASSE/P. And then asked that we all contact that person to say thanks. Maribeth emphasized important changes including the introduction of Area Directors, the RVP term from 2 years to 3 years. She explained that any member can sit on Society CoRA committees (leadership, future safety leaders conference, membership engagement, education and training, chapter operations), and can volunteer on the Society website. Maribeth encouraged chapters to shake it up to attract different members at different times.

12:06 LUNCH BREAK

1:00 Regroup. By consensus, the food and beverage arrangements for subsequent ROC meetings will include: 1) an expanded breakfast to include eggs and breakfast meat, 2) a lunch comparable to the lunch on Friday at the DoubleTree in Spokane, and 3) no snacks. This will mean no coffee and soft drink refreshes in the mid-morning and mid-afternoon.

1:03 James led a discussion about Community Leader Resources page on the Society website, the ASSP Online Community function, the Your Stories, promoting your events in PSJ, on-site professional development, SeminarFest. He went over the key dates calendar. James spoke about the ASSP Foundation. Maribeth challenged the Region to fully endow a scholarship for schooling in Region 1.

1:39 James provided a strategic update on the ASSP.

1:45 BREAK

2:00 Informal roll call to verify a quorum. 16 of 19 chapters present. Vote on officially creating the Broken Top Section of Cascade Chapter. Motion made by Dolores. Jon Hall seconded the motion. 16 in favor. No nays. No abstentions.

2:13 Vote to increase dues to Region 1 from \$2.25 to \$3.00. Motion made by Enrique. Seconded by Tristan. 16 in favor. No nays. No abstentions. Consensus about doing a short video of the ROC meetings.

2:34 Briefing by Enrique about the current plans for the spring 2019 ROC in San Diego. Four hotels under consideration. Possible harbor cruise for dinner.

2:36 Dates for the fall 2019 ROC. Labor Day is Mon, Sep 2. Jon suggest 12-13, or 19-20 alternate.

2:45 Jon Hall said anyone can look at the Bakersfield chapter website as a resource.

2:47 Motion to Adjourn by Kaila. Seconded by Jon Hall. 16 votes in favor. No nays. No abstentions.