Thursday, September 24, 2015

Call to Order and Roll Call
Dan Hopwood, Region 1 Regional Vice President called the meeting to order and welcomed everyone. He led the group in self introductions and thanked the Columbia-Willamette chapter for the warm welcome and Voodoo Donuts.

Chapter Roll Call and Quorum Confirmation was made by Ted Davis, ARVP-Secretary. Dan Hopwood congratulated the chapters as every chapter was represented by their chapter president, or their chapter representatives in the form of 6 proxies. Dan also noted we have 10 first time members at this Region 1 ROC meeting.

Host Welcome – Laird Blanchard, President Columbia-Willamette Chapter
Paula Jones, Columbia-Willamette Chapter began their welcome with 2 introductory games focusing on the geography of our host state. Laird Blanchard, Chapter President continued the chapter welcome and discussed the logistics of traveling to and from the Spirit of Portland dinner cruise.

Review Meeting Agenda and Call for Amendments
Dan made a few changes to the agenda and no other changes were presented by ROC members.

Prior Meeting Minutes—Dan asked everyone to review the Minutes from April 16-17 2015 Region 1 ROC meeting that were sent with the meeting agenda. A motion to approve the minutes was presented by Amy Leung, San Diego Chapter and 2nd by Tom Logan, Valley Coastal Chapter. The motion passed unanimously.

Review of the Society Mission Statement-Dan Hopwood. Dan discussed the Society’s Mission statement and reminded us leadership is a commitment to members. We need to understand there is a step between leadership and involvement, or mentorship. Chapters are challenged to keep members engaged and involved in the chapter leadership positions. We are responsible for the development of chapter leadership. Over the next two days, we will continue to learn new things and walk away with ideas to help us become more effective leaders.

Society is growing and we now have 37,000 active members with the most growth in international areas. Soon we will have an international RVP. Because of growth of local chapters, internationally, the international RVP position was proposed and will be voted on in October.
Rules of the Road and Meeting Objectives
What do we want to walk away with? We want you to see and hear about best practices of other chapters, how to effectively use the new business plan that replaced the old STARS, how to motivate members, how chapters are reaching the millennials and effective use of social media. Regarding social media, how do we know Region 1 ROC emails are legitimate? Any email with 30 names or more can become a target for hackers; therefore Ted / ARVP Secretary will send region information via BCC to hide individual addresses from hackers on the internet. How can our group work together to fix common problems such as attendance and member involvement? Should we use LinkedIn, monthly or quarterly meetings? We can address competition from other organizations with coopetition with other organizations.

Parliamentarian appointed-Katie Roberts-San Francisco Chapter

Time Keeper appointed-Christy Foster-Greater San Jose Chapter

Nomination and Election of Deputy RVP- Dan Hopwood
Dan discussed the duties and responsibilities of the Deputy RVP and told us which committees are established. The DRVP will assist RVP by helping to coach / mentor the committees. The term is for one year. We currently have the SPY award committee. Another responsibility is to manage region nominations. Dan asked who is interested or if you want to nominate someone, please present your nominee.

Tom Logan-Valley Coastal Chapter was nominated by Atis Zikmanis-Valley Costal. The nomination was seconded by Teddi Penewell, no other names were submitted. The election of Tom Logan as DRVP was approved by the committee.

Society Update – Kim McDowell
Kim is Society’s Director, Member/Region Affairs and is responsible for recruitment and retention of our 37,000 members. She works with Society staff, volunteers and chapters to communicate news and announcements. We have new online member portals, practice specialists and common interest groups, using virtual reach out. The member portals are for technical use. Kim showed an example using http://www.asse.org/practicespecialties/manufacturing/ (temporary password is Chapter1031). On this site is normal ASSE.org access information. Members can access publications, which are frequently updated and is where members can submit information, as there is a technical log, which is updated frequently. General information updates are entered as they are made. If you are looking for something specific this portal offers a bit more customized information than BOK. It is a customized search tool. It automatically takes you to the LinkedIn site and has a Q & A, or you can ask a question a 2 way communication. Responses are usually within a week. Responses are by experts who make up the leadership team. It is a way to stay connected and informed to the practice specialty. This information needs to be communicated to chapter members. Use of this resource would improve member experience.
Most chapters want to recognize accomplishments of chapters and of their members. All chapters receive 1 free meeting announcement to be posted in Society newsletters. To post an announcement in the Society Newsletter, contact cbaker@asse.org or at 847.768.3414. Society update comes out 1st of each month.

Critical Chapter dates:
October 6-7 - Leadership Conference in Chicago.
November 5-6 - Future Safety Leader Conference
June 26-29 - PDC
August 15- Chapters Operation Plans for the past year and coming year are due.

Chapter Management Tool (COMT) replaced the Stars Chapter management report in the 2014-2015 chapter year. Many chapter leaders commented the STARS report was difficult to manage and it asked for duplicates of information Society already had. The Chapter Management tool is an online tool, customized for each chapter, accessed by officers, and is focused on helping chapters plan their year and direct the chapters toward what they should be doing. It is one place to upload all of Society’s required reports and provides the framework for chapter recognition. COMT is designed to be populated during the year and chapters should not wait until the end of the year to update it. Currently it does not link to prior year’s information, but that can be downloaded as pdf. Reviewing what the chapter accomplished the past year, would help upcoming years planning.
If chapter did not submit last year’s COMT, the chapter would not have received most recent link.
To access the COMT your email address must be current with Society’s email list. A couple of new questions have been added to the COMT to align with SOG8.10 requirements. This is a streamlining of how Society receives chapter input. As leaders there are things we need to measure, which drives activities and helps with the decision making process. Currently sections cannot populate COMT and changes have to go through chapter officers. You can use this tool as a topic of your board meeting. A reminder, to pull up prior years COMT, you have to ask Society. Save and continue at the end of updating. You should only hit “Submit” one time, at the end of the year.
Officer Central has videos on how to navigate COMT. Submission date for this report is August 15th. As this tool is the past president’s report for his term, some have suggested the report be submitted just after his/her term has ended. July 15 is a date under consideration by CORA

After some discussion of when chapters develop their upcoming years plan the Region 1 ROC wants July 15 as the due date for the past year’s COMT. Dan will communicate this during the next CORA meeting. Clarification on COMT, next year’s new plan would be due August 15. The prior year’s plan recommended due date is July 15th. The COMT Tool year is from July 1 to June 30. New chapter link will not be sent until prior years report is submitted.

The Officer Central website is under redesign. This site is a portal to a repository for information valuable for chapter officers. It holds a great deal of information, but
sometimes difficult to find and navigate. The redesigned site will be active before the end of the year. The redesign team looked at data on most asked for information, for example the roster. Members will be able to click on icons which have broken information down into categories. Information on dropdowns will be easier to navigate. There will be a communications tab where email and social media information will be migrating over along with other new features. Website and data base are connected. Target for launching is November 1.

**ASSE Foundation-Safety Matters Campaign-Ricky Sanders**

Ricky told us about the ASSE Foundation which is celebrating its 25th anniversary. The revenue the foundation generates is allocated 71% to education, 21% to leadership development and 8% to research. Many scholarship winners do not know where the funds came from. The educational piece has parts which are professional development grants, scholarships, family scholarships and ABETS accreditation. A student does not need to be in a safety program, but safety related program. Our responsibility is to make sure students are enrolled in a community college level curriculum or above to be eligible to submit a scholarship application.

Ricky’s job is to travel around to chapters explaining how funds are allocated and ask for money.

The benefit to the local chapters is their proceeds apply toward the regional number. The winning region will have funds directed back to the region with awards of 8%, 5% 2% going back to the winning regions to allocate as region wants.

**Safety Challenge and T-Shirt initiative**

*The Safety Challenge* is about increasing member direct donations to the Foundation. Individual donations to the Foundation are part of the member renewal form and all you need to do is click the Foundation link. Or you can donate directly to the Foundation, by accessing [www.asse.org](http://www.asse.org) to donate. To make the Safety Challenge more equal, small chapters and larger chapters will be graded on a percentage increase in number of donors and their dollar increase.

*The T-Shirt initiative* is a new program and Society is making it as easy as possible. The chapter orders the shirts. They are $9 each for 50 shirts, which is a $450 chapter commitment. The t-shirts are shipped and sold @ $25.00 or more. The recommended price for a t-shirt is in honor of the foundations 25 year anniversary. A $50 donation would be looking forward for the next 25 years. Once the sale is completed, the chapter sends the funds to Society (all shirts are expected to be sold). The cost of shirt, taxes and shipping is deducted. The net amount is the credit applied to the chapter and region.

**Society and Region Update-Dan Hopwood**

Dan asked the group if there should be a Region 1 get together Friday night of leadership conference and the consensus was yes. Then he spoke of the importance of the leadership conference and how to fund for next year. Dan has a special interest in students and their development.
Bruce Holcroft was not able to attend our meeting due to prior commitments. He will be building the program student section program as it develops, reaching out to chapters and sections which may involve occasional travel. If you have a student section, do you have a liaison? And are your chapter officers visiting all their sections?

Dan spoke about being a president and a leader and the value of communication; it should be constant and two ways. As you are talking to boards and chapters, always have an objective and a way to measure progress toward that goal. A leader’s goal is to get a group to work hard and expand what we are. One chapter is combining their PDC with SHRM (Society of Human Resources) and asked how do we reach out into the community? Another chapter went to RIMS and to Professional Women in Insurance, and said we they want to help in the community. They began working with the Wounded Warrior Program and started helping with goods and services. In the insurance industry ASSE name jumped in value. What does your chapter do to reach out to the community?

Will Region 1 host an event at the June PDC? If so, what do we want to do and how much do we want to pay? A discussion followed.

**A Motion was made:** For Region 1 ROC to support a Region 1 event at spring PDC by Mark Stone-San Francisco Chapter, seconded by Leigh Freeman-Cascade Chapter. The motion passed with a vote of 14 yes, 4 no and 1 abstention. Region 1 will have a social event at the upcoming June PDC and chapter financial responsibilities will be sent after the 1st of the year.

**ARVP Treasurer Report** – James Boretti
James told the group the current treasury report, as well as all treasure reports going back to 2013, will be uploaded to the Region 1 Website once we can get security for them. This information will be available to all chapter officers to see once we figure out how to secure the information. Our assets are $30,000, $2,000 less than 2 years ago. What do we want to do with Region money? The role of the Region 1 ROC members is to guide. We need to keep in mind we should take our 3 worst years and determine what we need in reserve to cover our expenses in the event we are faced with another 3 year downturn. California Government Affairs Committee Treasury Report. This is funded by California chapters and funding is only requested when funds are low. This money is for California ASSE members to go to various California boards, to represent our position on issues. All the fund covers is mileage and parking. In spring California members will be asked if they want to renew this committee.

CPA firm is looking at ASSE incorporation in California and is helping “pro bono” for now.

This firm found 4 chapters where there is no information. They have identified what current chapters need to do to stay current and what chapters that have fallen behind can do to become current again. Dan told us James has put a lot of time on this and he
and James are working with Society to develop a flow chart to show chapter presidents what has to be done and when. Society has taken a large part of the work to be done off the chapters plate.

**ARVP Secretary Report** – Ted Davis (So You Are Thinking of Hosting a ROC Meeting)

Ted discussed the duties and responsibilities of the Region secretary. The goal was to show how current ROC members can help the Region by taking on a different role once their role as chapter president has concluded. Ted presented an overview of what is involved for a chapter to host a ROC meeting. The Region secretary has a key milestone calendar which he sends to the hosting chapter along with milestone reminders. Ted told the group hosting a ROC meeting will make your chapter famous.

**Motion was made to:** Hold the spring 2016 ROC meeting in San Jose on April 21-22 with April 28-29 as secondary dates was made by Laird Blanchard with Christy Foster 2nd. Approved 17 in favor, opposed 1 abstain 1.

**ARVP Website Forum** – JT Parnell

Our Region needed to improve the way information is communicated to the Region 1 using the website. JT’s goal is to make Region website a resource for members and he will be setting up LinkedIn page for Region 1 ROC members only. He is working on document archives and wants to hold conversations with everyone asking about what works best. You can access all chapters in Region and link to can now Link chapter events to Region website. Go back to chapter and let chapter members know there is a Region web page and LinkedIn page. Society’s website service is good but, JT is a good resource. JT can help chapters with registration pages, but his support function is only good if we ask. MailChimp, which can be linked to chapter roster, can be updated every Monday. All solicitations at all levels must have an option out section.

The Government affairs password GAROCK12015 you can discuss but cannot copy or sent to non-members.

**Resources Available for Chapters and Chapter Presidents** – James Boretti

ASSE has over 37,000 members and Society’s Goal & Objective is to be recognized as the thought leader of the profession, define standards of professional competence, be the recognized source of SH&E, the voice of the SH&E profession and foster and sustain a global community. James explained the role of the Board of Directors, COPS (Council on Professional Standards), and COPA (Council on Professional Affairs). He described the value of Professional Development and Regional Affairs is in the research. Goldman Sachs study compared companies with & without solid safety programs. Companies with solid safety programs had a 20% improvement in safety performance which showed the companies that have outperformed others were good places to invest for the long haul. For more information, go to: [http://www.asse.org/professionalaffairs/](http://www.asse.org/professionalaffairs/)  [www.centershs.org](http://www.centershs.org) or [www.oshrisk.org](http://www.oshrisk.org)

**Summary of Today’s Presentations and Discussions-Dan Hopwood.**

The following was accomplished on our first day:
• COMT reports
• 4 chapter presentations completed
• Revised the spring meeting dates,
• Learned common communication challenges, including how to we motivate and
excite members especially the millennials. This will be a topic at fall 2016 ROC.
• JT suggested we visit #PortlandROC1 the official hash tag twitter site Facebook,
LinkedIn
• Laird Blanchard discussed the logistics of this evening’s event.

A Motion: To Recess for the day (Wednesday) was made by Leigh Freeman-Cascade
and seconded by Eric Anderson Central Valley Chapter and approved by ROC
members.

Friday, September 25, 2015

Meeting Reconvened – Dan Hopwood
Dan reopened the meeting with comments about how he is impressed with ROC
teamwork and enjoyed our dinner cruise and fellowship.

Motion was made: Change or modify the agenda on Friday morning was made by
Christy Foster-Greater San Jose Chapter and seconded by Eric Anderson-Central
Valley Chapter and was approved.

Roll Call/Establish Quorum – Ted Davis, 18 chapters in attendance, Scott Strueli of
the Puget Sound Chapter absent. We have a quorum.

Governmental Affairs and Professional Affairs Updates – Teddi Penewell
The California heat law goes into effect at 80 degrees. At the hearings many groups,
were representing many factions were heard, but not ASSE. Government Affairs is a
volunteer organization that should take a look at legislation and have a collective stand
or opinion. For example California OSHA is lowering fall protection height trigger height
from 7.5 feet to 6 feet. Teddi believes every meeting should have a government affairs
update to keep our members aware of potential and real changes in legislation.
Teddi made a Call to Action asking each attendee who is each chapter’s Government
Affairs Chairman? ASSE has taken position for Congress to fully fund OSHA and other
safety oriented agencies members can use votesilo.com to vote your position. When
taking a stand or interviewed, you can say you are an ASSE member but cannot speak
for ASSE unless approved by Society. Lets make government affairs an important and
valuable part of each chapters service to its members

Member, Chapter, speaker, guest recognition Ideas—A summary of collected
comments follows:
Speaker of the year, appreciation gift, ASSE flashlight, ASSE coffee mugs, newsletter
bio on members, invite members as speakers, 5 chapters had a SPY.
Topics for next ROC  
9 topics were suggested: sharing ROC info, emerging issues, awards & recognition, mentorship, student liaison, motivation, generational considerations (how do we engage younger/older members?), technology-virtual meetings, and how to improve member involvement with committee.

Motion was made: To form a committee to look at topics, from the Learning and Organization (L&O List) and prioritize the list for the ROC by Artis Zikmanis, Valley Coastal Chapter and seconded by Tom Logan Valley Coastal Chapter and passed by a vote of 19 to 0. Atis then volunteered to send a Survey Monkey, to the ROC members asking them to prioritize the list and he will send the results of the survey back to the committee for their review and prioritization. Bruce Hollcroft will focus on students. From L & O list 4 topics will be selected focusing on generational considerations led by John Bresky-Orange County Chapter (will do student technology piece) and Christy Foster-Greater San Jose Chapter Mark Stone-San Francisco Chapter will lead the group, including Laird Blanchard-Columbia Willamette Chapter and Mary Sullivan-Hawaii Chapter on “How to run a successful PDC”.

Region 1 ROC Meeting Registration Fee
We had a discussion on increasing the Region 1 ROC registration fee. It was explained the cost was $160 until the fall 2014 meeting and spring 2015 meetings when the cost of the meeting was significantly reduced to $100.

Motion was made: to increase spring ROC registration fee to $120 by John Breskey-Orange County Chapter and 2nd by Denise Pitts-Lower Columbia Basin Chapter. The vote passed 10 for and 6 opposed. ROC for Region 1 registration fee for the spring 2016 meeting is $120. Dan commented this was in line with our being good smart stewards of the Region 1 funds.

ASSE Resources- James Boretti
James showed resources available to members and demonstrated new Links to what ASSE is all about and what has been updated on the Region 1 Website…He recommended each of us look at other chapter and safety related organization websites.

Selection of spring 2016 ROC Meeting
Amy Leung representing the San Diego chapter proposed having the meeting in San Diego’s Old Town close to hotels, great weather, Sea World and a Saturday tour of the USS Midway. She is suggesting the Marriott Courtyard, which has an airport shuttle.

Atis Zikmanis representing the Valley Coastal chapter recommended his chapter host the conference. His proposal included flying into Bob Hope airport, Burbank, which has plenty of airport shuttles. He suggests the meeting be the Marriott Courtyard. Los Angeles is a food mecca, they have Universal Studios, and North Hollywood District supports the arts, the AVA’s Santa Barbara and San Luis Obispo, known for wine. You
will be close Simi Valley and the Ronald Regan Library a possible Saturday dinner location.

**A vote was taken** to select either the San Diego Chapter or the Valley Coastal Chapter to host for the fall Region 1 ROC meeting. The results of the voting were 3 for San Diego and 15 for Valley Coastal with Scott Streuli absent for a total of 18 votes. The September 2016 Region 1 ROC will be hosted by the Valley Coastal Chapter with dates to be determined at the fall 2016 meeting.

**RVP Chapter visits – Dan Hopwood**

Dan wants to attend chapter meetings at least once every two years. In the northwest he should try to coordinate between, the Puget Sound Portland, Lower Columbia Basin chapters

Dan asked the group if they have you seen the Region Strategic Plan for 2015-2019? He encouraged everyone to become familiar with the plan, the objectives, impact to improve member experiences, and to determine how we will support the plan.

**Chapter Presidents Reports** (Combined into one section of the minutes)

*Sacramento Chapter-* Chris Baughman. Since they began using Greg May their vendors increased from 18 or 23 spaces. A challenge to them is monthly meeting attendance, usually 20-30. When surveyed as to why they do not show up, 64 responded “job demands”. Tours are the number 1 incentive to bring people out,

*Columbia Willamette Chapter-* Laird Blanchard has 60-70 attending meetings. It used to be in the 40 range before they changed venue and changed topics. Paula Jones added their chapter only sends out 3 emails a month. Of 450 members 70-80 are not on email list and are sent a post card.

Their chapter has 30 positions staffed; they have a 9 page newsletter with a scholarship section. Since emphasis was placed on the student section they experienced an increased to 4 scholarships in June. Their challenge is reaching the millennials, as they need to reach younger members. Their PDC, every other year pulls, 1500-1700 attendees. It is Co-hosted with Oregon OSHA and is a revenue generator. Their sections are heavily involved as they receive funding from the conference. All Oregon chapter conferences are assisted by Oregon OSHA. As Oregon OSHA does not accept funds, their biggest challenge is how to disperse money.

*Orange County Chapter-* John Breskey uses a technique to get board members to get up and move around during discussions. We learned community outreach is not a high priority as some board members do not want to spend money, and would rather offer a CSP study group using GoTo Meeting. - Their challenges are increasing members, but decreasing revenue with more student members and meeting attendance is flat. Succession planning, and finding and keeping a treasurer is their biggest challenge. They want to revamp their SOG to map plan for new members. They are cosponsoring a PDC Oct 21 with AIHA and they have their own PDC March 23rd, 2016. Their measure of success is the amount of money made at their PDC. They use Greg May,
but their PDC challenge is the cost of the venue will force increase in cost or a loss of revenue.

Southern Oregon Chapter - Curtis Charley. They have a small population base and at their technical meetings about ½ of the attendees are non-members. Their PDC Oct 13-15. They draw 300-350 at this conference. Oregon is a safety committee state; many get their annual training at the meeting. Their conference has various seminars such as fall protection, confined space and a mentorship program for new safetymen. A lot of the profit generated, goes toward Society functions like HOD, ROC, and the Leadership Conference. They partner with Oregon OSHA, who handle the registrations and the chapter mans the program events.

Midnight Sun Chapter - John Clendenin Jr. Their challenge is keeping the revenue up as they have competition from the Alaska Miners, and the Alaska Governor's Safety Conference and they chose to not hold PDC, but hold classes instead. They conduct classes, such as crane rigging. State of Alaska is in financial crisis due to reduction in price of oil.

Alaska Chapter- Joireen Cohen- Estimates the Alaska conference has about 50 in attendance and includes risk assessment, risk management topics. They have 24 members in student chapter who attend the Chapter meetings and join for lunch.

Inland Empire Chapter - Don Ebert informed us they have 75-80 members and last fall their President and President Elect took jobs out of the area. They dropped dinner meetings and their 1st meeting of the year was an open forum asking the attendees for their input into speakers.

Los Angeles Chapter – Hector Escarcega said they have 400 +members and recently completed 2 good strategic planning sessions. Starting 2 years ago they made it a point to invite members to board meetings. As a result, several have volunteered for some of the committee work and at last year’s planning session, new folks brought in ideas. Last April they sponsored a PDC which was one day training. They usually draw 20-25 per meetings but need to alter their topics as 50% of are in construction, yet topics are general industry related. They have a common interest group, SPA.

Greater San Jose Chapter - Christy Foster told us they have their own scholarship, their board tries to operate with minimal members and as a result it is always the same people. They will be asking people, rather than waiting for them to volunteer, by getting them involved in committee work requiring minimal hours.

Cascade Chapter - Leigh Freeman told us their regular meeting is 15 people from a chapter of 70 members. They have a lot of competition, from an independent group, Douglas County safety Association that charges members $20 per year.

San Diego Chapter - Amy Leung reports this group meets the 2nd Tuesday of month and with the North County Section quarterly for lunch. Their ½ day PDC is March 8th, 2016.
and they are using more volunteers for the PDC and for the leadership succession planning. They invite members to executive meetings. After their PDC a survey is handed out immediately for feedback.

Valley Coastal Chapter - Tom Logan reports VCC was in decline last 5 years then they had an uptick. Just completed first CSP study group went well. CEU’s could be spread over two meetings. They use Society webinars which has CEU credit and charge for the meeting.

Long Beach Chapter - Dan Napier was put into his position as other officers not functioning. Their own Long Beach PDC will be held on May 18 and they have joint a winter conference with AIHA. They found in the winter time you can attract speakers from Washington, D.C. who want to see the sun. They are partnering with the Orange County chapter in October. Last May their PDC had 60 people, but most of the revenue went to Greg May. The joint Oct 21st PDC usually generates $1000-$2000 for the chapter.

Lower Columbia Basin Chapter - Denise A Pitts. Denise describes their group as having 30-40 attendees and they meet jointly with AIHA, as a majority of members are from Hanford site. They have an evening dinner meeting in a location easy to access from either Pasco or Kennewick. Meal charges range from $0 to $25 with the members first meal free and $20 thereafter. Students are free, and they charge $20 lunch $10 if member is unemployed and just to hear speaker $ 5.00 charge. In Nov & Dec they ask members to bring non-perishable food, during the Dec holiday party they collect additional food & toys for foster children. They support Blue Mountain Conference-Pendleton, OR. They have 9 technical meetings a year and sell tickets to a holiday function (bring spouse or other & white elephant gift exchange).

Bakersfield chapter - Jose A Perez. This chapter has 2 active student sections and uses volunteers, by giving a person a task and expecting it to be completed and done. They believe if you give a person a purpose they continue to work. Fortunately, they have a seasoned board, always looking at what chapter will look like 3-5 years out. Challenge is PDC where they have maxed out capacity and had to say no to 18 vendors. Their next PDC is March 30 2016. For the PDC they create a business plan which is a financial plan based on 400-450 in attendance and they use Greg May. They have strong membership involvement and use May Day Marketing. Currently, some of their members, in the oil industry, are being laid off. That is a struggle and an opportunity. When someone says all I know is safety in energy you tell them, no you know safety in general.

San Francisco Chapter – Mark Stone. Their success story is they have experienced a +50% increase in monthly Tech. Meetings attendance by moving to an upscale restaurant, and their December meeting was dropped. One of their challenges is to get their website up to date and communicate Society updates to their members. They now use MailChimp and LinkedIn to announce meetings. For publicity they added the Cal-OSHA Reporter to broaden scope of meeting announcements. They use the local
OSHA Training Institute for cross pollination of meeting information. The PDC is with the San Jose Chapter and in the past had 150 to 280 attending. This year’s goal is 400 attendees. Christy Foster is the Tracks Chair with 4 tracks on Executive Management, Ergonomics, Construction and Legal/Regulatory. They plan on using a Key Note panel of speakers again, including Construction and Cal/OSHA. By June 2105 the PDC hotel and track leaders were picked, and now working on final speakers list. Greg May sends PDC meeting announcement and brings in the vendors; half of the PDC meeting cost is food with cost being off-set by vendors registrations.

Hawaii Chapter - Mary Sullivan. They use an outside accountant firm for their books. They have a big PDC every other year and small conference in the between years. They have a spreadsheet for tracking motions to spend money, and reconcile with financial report. Even with 250 chapter members, meeting attendance is low as they have a high level of military that cannot leave their base. Traffic in Honolulu is bad and they found if they hold 3-4 technical meeting they get better response. Their PDC is an OSHA one day conference during the odd years. The next PDC is May 2-4, 2016 and they are expecting 300 registrations.

Valley Coastal Chapter - Atis Zikmanis. Atis states they increased members by changing meeting location and changing technical presentation, after asking members what they wanted in the meetings. They are conducting a PDC and have a sponsor that paid the meeting facilitator cost. If they do not meet PDC financial objective chapter could be upside down financially quickly. They are actively reaching out to other safety professional organizations to pull members into ASSE. Executive committee, has begun using GoTo Meeting format, will be writing a “how to use manual” for the GoTo meeting.

Meeting Wrap Up, Action Items and Motions
1. Region 1 will host a get together at PDC and James Boretti will develop estimated costs and communicate to Region 1 ROC by the first of the year
2. Region 1 ROC wants July 15 as the due date for the past years COMT.
3. Topics, from the Learning and Organization List will be prioritized for discussion at the next ROC, based on survey to be sent by Atis Zikmanis-Valley Coastal Chapter, assisted by Hector Escarcega-Los Angeles, Thomas D. Logan-Valley Coastal
4. 13 of 19 chapters have PDC and half are using Greg May
5. Dan will conduct conference call with chapter presidents, perhaps monthly to begin In November 2015.
6. All Region 1 ROC members are to review the Region 1 Strategic Plan and it will be placed on Region 1 website.
7. Life blood of chapter relies on the chapter leadership. How do you share a learning moment from this conference? Go to the meeting minutes to review the notes. If the notes / the region can streamline processes and reduce your workload, it will help you become a better leader.
8. Kristy Roberts the Camcard code is 2596
9. Region has a GoTo Meeting account at Region level. Chapters can request use, free to use. Plan virtual meetings

10. Chapter Bylaws need to be updated as appropriate; the two year review requirement has been eliminated.

11. Society is providing Military dues of $15 for first year after separation.

Motion Summary:

Motion was made: Hold the spring 2016 ROC meeting in San Jose on April 21-22 with April 28-29 as secondary dates was made by Laird Blanchard with Christy Foster 2nd to Approve 17 in favor, opposed 1 abstain 1

Motion was made: Recess for the day (Wednesday) was made by Leigh Freeman-Cascade and seconded by Eric Anderson 2nd Approved by ROC members

Motion was made: Change or modify the agenda on Friday morning was made by Christy Foster-Greater San Jose Chapter and seconded by Eric Anderson-Central Valley Chapter was approved.

Motion was made: For Region 1 ROC to support a Region 1 event at spring PDC by Mark Stone-San Francisco Chapter, seconded by Leigh Freeman-Cascade Chapter. The motion passed with a vote of 14 yes, 4 no and 1 abstention. Region 1 will have a social event at the upcoming June PDC and chapter financial responsibilities will be sent after the 1st of the year.

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Motion was made: Increase spring ROC to $120 registration, anticipating the cost is going up by John Breskey-Orange County chapter and 2nd by Denise Pitts-Lower Columbia Basin chapter. The vote passed 10 for and 6 opposed. ROC for Region 1 registration fee for the next meeting is $120.

A vote was taken to select either the San Diego Chapter or the Valley Coastal Chapter to host for the fall Region1 ROC meeting. The results of the voting were 3 for San Diego and 15 for Valley Coastal with Scott Streuli absent for a total of 18 votes. The September 2016 Region 1 ROC will be hosted by the Valley Coastal Chapter with dates to be determined at the spring 2016 meeting.

Chapter PDC Dates as captured by ROC Secretary
Central Valley PDC - Sept. 16, 2016
Inland Empire PDC - Oct. 27-28, 2015
Hawaii Chapter PDC - May 2-4, 2016
Orange County co-sponsor with AIHA - Oct., 21, 2015 and own PDC March 23, 2016
San Diego - ½ day PDC March 8, 2016
Long Beach - PDC May 18, 2016
Bakersfield PDC - March 30, 2016
Puget Sound PDC - late May, 2016

**Motion to made:** Adjourn the meeting by Amy Leung-San Diego seconded by Laird Blanchard and the motion passed at 3:07

Submitted by Ted Davis
ARVP-Secretary
November 6, 2015