Fall 2016 Region 1 ROC Meeting Minutes

*Wednesday September 21, 2016*- Dan Hopwood, Region 1 RVP called the Fall 2016 Region 1 ROC meeting to order at 8:03 am with a warm welcome to the Region 1 ROC members and guests including Liz Urban from Society.

Roll call was taken and quorum was met with 18 of 19 chapters, having voting members present, including a proxy from the Los Angeles Chapter. Central Valley Chapter did not have an eligible voting attendee.

Dan opened the meeting by asking everyone in the chapter to continuously be soliciting new members. As the pace of change increases, the movement of people in jobs, and the advancement in technology, we must grow our members to survive. Dan told us he is impressed with the chapters and their leadership teams and appreciates their great work with chapter PDC’s.

We reviewed the spring 2016 Region 1 ROC meeting minutes and a motion to approve the minutes from spring 2016 meeting was made by Chip McKenna and seconded by Tami Galt. **Motion Passed**

ARVP changes, Dan told us James Boretti has stepped down as Treasurer, but, is still actively involved in the Region 1 ROC. Dan introduced Steve Conkle, the new Region 1 ROC Treasurer, who briefly described his experience and background.

Dan recognized, the ARVP’s, who are selected by the RVP and noted the DRVP is elected from the ranks of the current Presidents.

Dan continued by asking the question” Why do we have a ROC and why has everyone taken time away from work to attend this meeting?” The answer is, we are here to guide the region, to fulfill the mission and vision of Society. That is also why it is important to have representatives from Society, like our guest Liz Urban here to clarify things for us.

**Meeting Objectives**

See the Region 1 ROC Mission Statement in the Bylaws –We are here to promote the safety profession and to develop future safety professionals

When Dan asked the group what they expected to get out of meeting some of the responses were:

- how to increase membership
- how to develop and improve abilities and capabilities
- develop 10 best practices
- how to help members become more active
- best practice-what can we share with each to make the chapter better
- succession planning
- more information on transition planning that was started at the last meeting
• help employer see the value in ASSE membership (See objectives white page posted on Region website)

Parliamentarian - Jenn Harris was appointed

Time Keeper - Chris Malicki was appointed

See Dan Hopwood’s slides on ASSE Mission Vision Values and on CoRA Council on Regional Affairs (Information on Region 1 website)

Dan set an important meeting objective for the group to elect a Deputy Regional Vice President before the meeting concludes.

Dan introduced Liz Urban who was collecting toiletries for Society efforts to benefit the Ronald McDonald Houses and to package supplies during the upcoming Leadership Conference.

The new Executive Director at Society has looked internally and discovered several large silos of work that need to be restructured. Chapter Regional Affairs will now be called Member Communities. Communications has been broken out and Marketing has a couple of new people, who are looking at what group membership could look like. Society has an analyst who is mining the data to see what members are doing, when and how they are doing it. Liz is working on chapter engagement at all levels. She is researching technology to help chapters that cover a broad geographic area. She wants us to understand what engagement means and how to better connect with our members through meetings. For member issues contact Liz. Urban issues should be directed to Chapter Communities Manager Arielle Semmel (new Steve Hansen) or Geri Golonka, who handles the ASSE booth.

Liz’s Goal is to: Provide better goals and opportunities to help chapter officers communicate and collaborate with their membership. Dennis Hudson, the Executive Director and Director Professional Affairs is a collaborative person with vision for the strategic plan. Liz will put together a cheat sheet and send to JT to post. Part of her responsibility of attending our meeting, is to listen and learn and take information back to Society.

ARVP Reports

Government Affairs - Teddi Penewell (See presentation slides posted on Region 1 website.) Teddi became interested in Government Affairs when she attended a California meeting on a standard change and saw many companies had representation, but ASSE did not.

ROC GOVT Affairs teams should be commenting on issues before state and Federal safety issues. If you take a personal position on an issue you are free (write letters or speak) to do as you wish. But, to take a position on the part of or representing ASSE your comments need to go to Teddi and to Dan for their review. If they approve the position you propose, the information goes to other regional chapters in the state for their agreement.

The California Government Affairs Committee serves at the pleasure of the ROC and their expenses are supported by the California chapters only and not from the Region treasury or chapters located in other Region 1 ROC states. Teddi is not hearing updates on activities of the CGAC and will communicate to CGAG to tell them the ROC is considering defunding the CGAG unless the group becomes active and reports the results of their activity. Teddi will contact chapter presidents and inform them of who is listed as their Government Affairs Chairperson.

Treasurer Report - Steve Conkle. Steve was the Puget Sound Chapter treasurer for over 7 years and has many years of experience as treasurer of other organizations. He was recently appointed by Dan and has received the Region 1 ROC financial information from James Boretti. He is looking forward to serving the ROC members in his new role.

Technology/Communications - JT Parnell (See JT’s Presentation and other ROC 1 ARVP Report presentations on the website.) JT is promoting social media and chapter Facebook pages. During the ROC, or if you want to post ROC
information, use the meeting designated ROC hashtag. - #BurbankROC1 added to end of the post on social media. If you go to Facebook and insert this hashtag it will be posted.

Region 1 website has gone through Society update. If you have a Society run website, go to WordPress platform. Only thing missing is the banner, chapters are to send a picture of the chapter in action 1500 X 448-pixel size.

For Society Website help contact is Mark Huelskamp (847 768 3445)

For Society Provided Chapter Email addresses go to:  http://smail.asse.org

Chapters should use Master on line Merchant Services for chapter meetings and PDC Registrations. You will find information on the website (Society provided Guidance)

When sending mass communications such as Chapter meeting notifications (ROC email blasts such as MailChimp) include the opt out option. JT suggests using the Opt Out option in a footer form.

Go to Meeting service is available in the region. Contact JT for access information and it needs to be scheduled.

ROC registration went very smoothly---some of the new WordPress upgrade was included in this registration process and in the future, we will add a column for email addresses for registrants to get meeting updates.

**ARVP-Student Sections** - Bruce Hollcroft told us Region 1 has 8 student sections. He needs the name of your chapter student section liaison. Presentations about ASSE are available from Society. It is a lot of work to keep up to date with changes in student sections. There are numerous scholarships available to students.

Dan asked the chapter Presidents to send Bruce 3-5 things chapter will be doing with their student sections. He also mentioned Susan Clark, at Society, is most helpful with student sections.

Dan took a few minutes to Review Chapter Operations Management (See Slides) COMT to plan and evaluate the chapter’s activity. He mentioned the ASSE Foundation helps provide education assistance to children of workers that have died on the job. Dan asked the chapter presidents to look at the RVP video welcome for new chapter officers.

**Election of the Deputy Regional Vice President for 2016-2017**

Tom Logan described the duties of DRVP which includes managing the Regional SPY award. The DRVP oversees recruitment of RVP every two years and Area Directors each year. When members are interested in the Area Director position they should notify the RVP and the ARVP, but need to apply to Society (Specific duties will be on the website).

**Motion** was made by Atis Zikmanis for Chris Malicki to be Region DRVP for 2016-2017, which was seconded by Terry Watkins. **Motion Passed**

**Society Update-Liz Urban**

Liz is responsible for ASSE Professional Development ([see slides on ROC website](#)) and is in the process of reimaging how we provide education and professional development.

Society uses Adaptive Learning, which uses technology and accumulated data.

As ANSI standards grow, ASSE’s reputation as a globally recognized standards organization for ANSI grows. with ASSE serving as the Secretariat and covering 11 areas.

How new members are learning has changed. Previously we learned by reading, listening and by utilizing. But, younger members prefer short digestible pieces.

JT added new people want information pushed to them. Post information on website and or on Facebook. Record technical session at the end of the meeting, do a quick synopsis then post it on website and or Facebook.
Values of Profession include working to advance the professional and professional capability and improve sustainability.

ASP credential has been approved for ASSE professional Membership recognition.

2017 Nominations are open www.asse.org/elections/2017 and after today we will be voting for Area Directors utilizing a Special Elections process.

California Chapter Tax Status – James Boretti, presented by Dan Hopwood. Chapters hold a not for profit status as chapters of foreign corporation, that is organizations with their headquarters out of state. ASSE California chapter status as a not for profit has been challenged and in California corporate charters have been suspended or forfeited.

We have a CPA for California chapters to regain proper corporate tax status and correct tax filing methods. He will help recover proper corporate status for the California chapters and everyone will understand what their status is. Every chapter must file tax information, annually with each state Secretary of State tax department.

If James sends a note requesting help from chapters, please respond quickly so he get information to the CPA

Area Directors - Mary Sullivan (via conference call)
During the last meeting, we created a working group to consider the structure of the Region Area Directors and provide input. Most at the meeting thought the number should be between 2-3
Mary’s committee looked at any advantages / disadvantages of 2 areas vs 3 areas in terms of cost, travel time and span of control.

Mary asked the question, “Do Area Directors have vote at Region 1 ROC meetings?” Dan said yes, as they are elected, not appointed, and their voting would be consistent with Area Directors in other regions. Dan also noted that a lot of the current RVP travel & expenses would be taken over by AD’s and their expenses are covered by Society. To be a candidate for an Area Director position the candidate must be certified ASP or CSP.

Today we are voting on the number of Area Directors and how each area would be configured. Motion was made by Chip McKenna to adopt 3 area director model which was seconded by Terry Watkins and Traci Snyder. Motion Passed

Motion was made by Traci Snyder to adopt three geographical areas (listed below) for the 3 area Directors. Motion Seconded by Tim Bogowith and the Motion Passed

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<th>Area 3</th>
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Data Storage - JT Parnell reminded us chapters are required to preserve Committee meeting minutes, tax information, etc. He had an advocate at Society in Steve Hansen, but Steve left ASSE. This left JT with the responsibility to determine how to configure data storage for the region and the chapters. He wants to run a cloud based data storage system and will begin at the region level, but this will eventually need funding. A key question is how much storage space do we need? He will have a working prototype, using Central Valley data to show us at the spring 2017 ROC meeting.

Practices and Standards - Jose Perez
There is nothing standard in common interest groups. Women in Safety Engineering, Blacks in Safety Engineering, Young Professionals and SPALW Safety Professionals and the Latino Workforce are all separate groups. It was
requested by Jose Perez that Society create standardized practices or a common platform to be used by the common interest groups.

**Professional Alliances - Chris Malicki** gave some examples of how to start building Professional Alliances by opening dialogue and establishing relationships with State / FED OSHA, RIMS, or Regional Safety Centers. Target organizations who would benefit from joint PDC’s or strategic partnerships. Explain to them who ASSE is and what their return on investment can be. To be successful you need to better understand ASSE and what we do by looking at ASSE marketing materials At the chapter level, establish a committee to use relationships, set goals and milestones. Dan asked that Chris’s white paper on Professional Alliances with action steps and summary slides for chapters to use in their strategic planning process be posted on the Regio 1 ROC website. This will help people understand who we are and what we are about. Once received, JT will load it on the website for the chapters to access.

**Speaker Data Base - Jenn Harris** has started a data base of past speakers, including if they are willing to travel. She asked us to send her information on past speakers, you might have, including technical speakers at chapter meetings, speakers for PDC’s, FED OSHA, state OSHA. Jenn will send us a google doc. to use for this information.

**Wednesday September 23, 2016**

Dan welcomed everyone to the second day of the meeting and thanked ATIS for an amazing dinner venue, at The Reagan Presidential Library.

**Add to agenda,** Elise Fisher asked if we could include a Guest Contact list, to be passed out with agenda or send as a follow up. List should include the contacts name, their chapter, phone number and email address.

**Spring Region 1 ROC-Terry Watkins Hawaii**

The Hawaii chapter is working on potential Maui Hotels, but needs a set of dates, to work with. The first or second week of April is a window with our best availability and pricing. Eventually, they will need to know if you want to stay longer, to enjoy the island and if the hotel will extend the room rate for us. Due to the Easter season the best dates for the spring 2017 ROC fall into the week of 3 April or 17 April with the week of 3 April as our first choice with our Society President, Thomas F. Cecich, CSP, CIH planning to join us as will be Maribeth Anderson, Vice President of CoRA.

**Fall ROC Presentations**

Chip McKenna Puget Sound Chapter and Chris Maliki, San Diego Chapter both presented good reasons the fall ROC should be hosted by their chapter. After a general discussion, a vote was asked for by Dan with the Puget Sound chapter approved to host the fall 2017 Region 1 ROC in the Seattle area.

**Chapters are to make copies of tax filings** and send to James Boretti within two weeks and future year-end financials report at james@borettiinc.com

**Today is about interaction and integration** (see Dan’s slides on the Region 1 ROC website)

Dan set the stage for the balance of the meeting by requesting three meeting working groups (teams) be formed using chapters included in each of the three new geographical areas. The geographical area teams should use “Lightning in a Bottle” process to review best practices and develop:

1) Chapter region SPY awards, how are the candidates developed and how are they selected?
2) Community Outreach, how do you seek recognition for chapter and yourself in the community? How do you tell others who we are and why we are there?
3) Networking chapter internal and external successes.
Region Spy
Area 1 Team Response-Lower Columbia chapter has a SPY nominee every year, hard to find application on the website, very long cumbersome form.
Area 2 Team Response-There is a lack of nominations, small pool of applicants, takes a lot of time, and the nominee should have earned the honor as many candidates are past Presidents. The larger benefit of the SPY process is getting to know members.
Area 3 Team Response-Not all chapters participate, some use committees, there is some confidentiality involved (sometimes must use family member or boss to gather information). The nomination and selection process helps drive membership and is open to community nominations or to self-nominations. The nominee could be inactive in monthly chapter meetings. Often it is the same 3-4 people every year. At some chapters the award is presented at the chapter PDC with a statue or plaque and have their family and employer in attendance.

Community Outreach
Area 3 Team Response-You can join small nonprofit organizations, donate time, provide financial, offer expertise work with a vendor to supply PPE, T shirts with chapter information.
Area 1 Team Response-Use expertise, reach out to high schools, foster children, police, fire. You could teach CPR to girl and boy scouts.
Area 2 Team Response-Present the “Life Safety Award” at PDC, and if possible include media coverage. Invite students to OSH conferences, volunteer for community safety and non-safety events.
Combine your volunteer efforts with other organizations (RIMS, ASSE, Insurance) and get 20-30 people to the event
Liz Urban Suggested partnering with charities and get members engaged.

TO DO - Atis Zikmanis will set up a working group to consider what is our position and how do we approach what may seem to be an unsafe situation, while performing community outreach services. Peter Petro will assist.

Networking (See White Board Images, on Best Practices listed on the Region 1 ROC website)
Area 1 Team Response-3 state chapters combine to host a PDC at CWU. They support the Blue Mountain Safety conference and have a NW Occupational Health Conference joint meeting.
Area 2 Team Response Team Response -RIMs, Occupational Health nurses, joint meetings, share good speakers/topics with other organizations.
Area 3 Team Response-Grow networking, utilizing social events and mixers. In one chapter, it was mentioned ¼ events for students with a structured setting to allow students to meet with key contacts. Use a recreational event or social media to promote activity. Tim Bogowith said to reach non-safety organizations you need to be knowledgeable about ASSE, know a bit about our organization. See information on the ASSE website, under how to align with non-safety organizations. Be very active with FED & state OSHA, take advantage of relationships to build more relationships. Invite FED and state OSHA field associates to meetings. (See Chris Malick’s presentation posted on ROC website).

Mentoring
Area 1 Team Response-Mentoring within own companies, within the industry, students, interns. Terry Watkins added student officers are mentored by chapter officers included at every executive committee meeting. Do not mentor unless you are excited about it. Mentor can be younger or older than you. Importance of mentee selection, clear expectations and goals, be consistent and stay connected.
Area 2 Team Response -A formal program is important, have a coordinator and a structured program, pairing up the right person. Partnering with Universities, (formalization needed as is consistency).
Area 3 Team Response-only one chapter has program, Bakersfield has a coordinator. Establish norms on how to interact and use a formal plan with due dates. Use an informal setting as every conversation is an opportunity for coaching. Sometimes the mentee goes through several people in the process. What comes out of this program is used internally for succession planning and sustaining who we are, as we develop future leaders. Mentoring comes with membership--If value is good the investment is worth it.

Succession Planning: Look at mining attendance sheets to look for repeat attendees, make meeting process easy, create more committee positions to create multiyear succession planning. Give them a title, give them experience they can refer to in a resume. Welcome committee should greet guests at the door.

Dan asked if we understand our responsibility to bring in value, to keep our members engaged and offer them added value? If you want to be a safety professional, you must jump into the deep end of the pool. Do something to help.

Look at the assets in the Body of Knowledge (BOK). You could use the BOK as meeting topic and as a presentation for students. Non-members see some of the information in the BOK, members see all of it.

OSH Risk Assessment Institute goal is to reposition the OSH professional from compliance area to risk arena. What is the value of safety, the value of being a member? To answer that we must know about ASSE and can point people in the direction of ASSE and what is about.

Take all information you have heard and seen over past 1.5 days and based on that, what will you do differently in the next 12-18 months? That information could be / should be part of your chapter strategic plan.

Area 1 Team Response-SPY is a benefit for members and as a recruitment tool (what does an individual must do win that award) the value of competition and engagement. Recognition, as winner’s names should be published and serve to recognize the winner’s role in safety to their work group, and their company.

Area 2 Team Response-Volunteer involvement-succession planning, alliances & partnerships with outside groups. Community engagement as all members who are volunteers are in a leadership role.

Area 3 Team Response-Increased member involvement by setting up a Go to Meeting (using region tool.) Change starts with the individuals, define current state, define future state, the tactics are in between. Region strategic, area tactic, chapter implementation.

Good strategic plans look out 2-3 years and focus on one year then clarify the goal/objective then plan how to get there.

Meeting Attendee Closing Comments
Include Chapter names on name tags…. Spring ROC first choice of dates are 6,7 8th April with weekend activity.

Dan closed the meeting by thanking everyone for the active participating and telling us he knows how hard all of us are working, every day to improve the health and safety of those we work with. Have a safe and successful journey on the way home.

Motion to adjourn the meeting 2:16 was made by Paula Jones, the motion, seconded by Tami Galt Motion Passed

Minutes recorded and completed on November 5, 2016 by Ted Davis, Region 1 ROC Secretary