



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Region I

Spring 2024

Regional Operating Committee Meeting



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Region I

WELCOME





**ROC MEETING
#HASHTAG**

#Spring2024ROC1

Ice-Breaker

■ How it Works

- 2 cards in front of you
- Choose a partner A and B
- You will have one min to answer each questions
- Remember to do the stretch (on the back of the card)



Chapter Roll Call

- Chapter Roll Call
 - Identify that you are here
 - Confirm your name
- Quorum Confirmation



Area Director Introductions

Traci Snyder CHST, OHST, STS, GSP

Area A

CONGRATULATIONS TRACI!

Wes Lashbrook MS, CIH, CSP, FAIHA

Area B

Jose Perez CSHM, CIT, SMS, OHST, CHST

Area C

CONGRATULATIONS BRAD PERRY SMS!



Board Introductions

- Joey Garza CSP ARVP Secretary
- Enrique Medina MS, CIH, CSP, FAIHA AVRVP Finance
- Amanda Shin MS, CSP ARVP Technology & Communications
- Megan Guarducci CSP, ARVP Special Projects
- Tina Holland RSM, OHST, ARVP Student Affairs
- **Seeking Candidates**, ARVP Awards & Honors
- Chris Vochoska CSP, ARVP Membership
- Monica Netherly CIH, CSP, ARVP Government Affairs



Guests

Kim McDowell Director Membership & Communities

Jennifer M. McNelly CAE Chief Executive Officer



Room Introductions





AMERICAN SOCIETY OF
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Region I

ASSP Region 1 Operating Committee Agenda
Long Beach
April 15 & 16, 2024
Hyatt Regency
200 South Pine Avenue
Long Beach, CA 90802

Agenda Overview

Sunday – April 14th

Time	Activity	Location
6:00 PM	Cocktail Hour and Meet-Up	Hyatt Regency Seaview Rotunda

Monday – April 15th

Time	Activity	Location Presenter
7:30 AM	Breakfast and Coffee	All
8:00 AM	Meeting call to order <ul style="list-style-type: none">• Welcome• Ice breaker• Chapter Roll Call• Review Agenda• Vote to approve Fall	Justin/Joey



Approval of Fall ROC 2023 Meeting Minutes

- Vote to approve
Fall ROC 2023
Meeting Minutes
 - Motion and 2nd
 - Discussion
 - Final Vote



Region 1 Operation Committee Minutes

Facilitator: Justin Molocznik, Region 1 Vice President
Secretary: Joey Shibata Garza

I. Call to order – Day 1

At 8:00 am, Justin welcomed the group being held in San Francisco, CA- hosted by the San Francisco Chapter. An Ice Breaker was performed to get everyone acquainted. Reviewed/Introduced Board Members, Area Directors

II. Roll call

Joey conducted a roll call. The following persons were present:

Twenty (20) chapters present; Region 1 has a quorum.

Area 1

Traci Snyder, Area Director

- Alaska – Micheal Stoddard, President
- Hawaii – Rob McCarthy, President
- Inland Northwest – Not Present
- Lower Columbia Basin – Mark Cranston, President
- Midnight Sun – Patti Selner, (proxy)
- Puget Sound – Brian Padgett, President



Meeting Rules



- Psychologically Safe Space
- “Chatham House Rule”
 - Anyone who comes to a meeting is free to use information from the discussion but is not allowed to reveal who made any comment. It is designed to increase openness of discussion.
- Meeting Etiquette

Meeting Objectives

- Network
- Developing Leaders
- How to Effectively Run Chapters
- Tools & Resources from Society
- Regional Business



Parliamentarian and Timekeeper

- Make sure that we follow “Robert’s Rules of Order”
 - Make a motion
 - Amend the motion
 - Postpone the motion
- Keep the meeting on schedule



ROC Planning



■ Fall ROC 2024

- We will need to consider a location
- If you are interested, please develop a small presentation (2-3 slides) as to why the ROC should meet there.
- We will discuss tomorrow morning and vote on location
- Feedback from Long Beach

Break





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ASSP Board of Directors Update

Jennifer McNelly | ASSP CEO

Break





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ARVP Reports

Enrique Medina, MS, CIH, CSP, FAIHA

Amanda Shin, MS, CSP

Chris Vochoska, CSP



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ARVP Finance Update

Spring 2024 ROC Meeting
Region I ASSP

Enrique Medina, MS, CIH, CSP, FAIHA

Agenda

- Chapter Financial Reporting Deadlines
- End of Year Audit
- New Chapter Year Checklist
- Cyber Fraud Stories
- Region I Financial Report



Chapter Financial Deadlines

- March 31: End of Fiscal Year
- May 31: Annual Financial Report & Checklist to AD/RVP & CS
- August 15: Annual Operating Plan (Budget) to AD/RVP & CS
- August 15: Proof of Tax Filing or Extension to AD/RVP & CS



Annual Financial Report Due May 31, 2024

- Covers period from April 1, 2023, to March 31, 2024
- Section's finances in Chapter's Annual Report
- Include Financial Checklist
- Upload to ASSP Chapter Services with copy to AD and RVP



Filing Chapter Tax Returns: August 15

<i>Form to File</i>	<i>Tax (Form) Year</i>
990-N	Gross receipts normally \leq \$50,000; Society will file on your behalf once you send in completed annual report due May 31
990-EZ or 990	Gross receipts $>$ \$50,000 and $<$ \$200,000, and Total assets $<$ \$500,000 Proof of filing due to ASSP by August 15
990	Gross receipts \geq \$200,000, or Total assets \geq \$500,000 Proof of filing due to ASSP by August 15



Chapter & Section Treasurer Audits

- April – June. Complete before the start of the new Chapter year
- Or immediately upon change of President or Treasurer
- Conducted by the Financial Audit Committee
- Follow current Chapter Accounting Guidelines
 - Sample Audit Checklist in the Appendix
 - Sample Cover Statements for “Good Order” or “Irregularities”



Audit Committee

- Incoming Chapter President
- Current member of the Executive Committee
 - Except the Treasurer and President
- Chapter member(s)



Audit Procedures: What to Check

- All records, check books, expense reimbursements, receipts, bank statements, and online cash transfer accounts (Paypal).
- Compare records to the monthly financial reports.
- Proper authorization for all bank withdrawals, checks, gift cards, and travel expenses with receipts.
- Log every error/omission/deficiency individually
- Report inconsistencies, suspicion of misappropriation or unethical conduct to Chapter Ex Com, AD, and RVP



Audit Report

- Audit report sent to Area Director who advises the RVP
- Address and correct deficiencies as soon as possible.
- If the audit committee cannot complete the audit due to inconsistencies, a 3rd party accounting firm must conduct an independent forensic audit.
- Report results to the Chapter Executive Committee and membership



New Chapter Year Checklist

- Chapter Ex Com reviews current operating procedures.
- Approves new bank account signers, and any new bank accounts.
- New signers complete signature card and Chapter resolutions
- Bank may need Officer Verification Letter and Meeting Minutes naming new signers.
- Collect all debit cards from outgoing officers and signers.



Share Your Cyber Fraud Stories

- Did you have a phishing, spoofing or cyber fraud attempt?
- Did they succeed?
- How much did they take?
- How did you thwart it?
- Lessons learned to prevent the next one



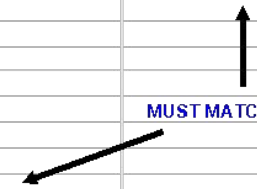
**American Society of Safety Professionals - Region I Operating Committee
Annual Financial Report**

Year Ending March 31, 2024

INCOME STATEMENT

REVENUES (Cash Receipts)				
Dues		\$	13,926.00	
Meeting Fees		\$	13,691.26	
Conference/Seminars		\$	-	
Special Project		\$	-	
Interest		\$	-	
Advertising	(Unrelated Business)	\$	-	
Sale of Product **	(Unrelated Business)	\$	-	
Sale of Services	(Unrelated Business)	\$	-	
Other		\$	7,345.96	
Gross (total) revenue from Sections		\$	-	
			REVENUE (Total Receipts)	\$ 34,963.22
EXPENSES (Cash Disbursements)				
MEE TINGS:	Lunch/Dinner	\$	4,119.23	
	Speaker Gifts	\$	250.50	
	Other	\$	9,135.73	
CONF/SEMINAR:	Meals/Breaks	\$	5,607.51	
	Speaker Expenses	\$	864.07	
	Books & Materials	\$	1,402.69	
	Other	\$	-	
NEWSLETTER:	Printing	\$	-	
	Postage & Mailing	\$	-	
	Other	\$	-	
TRAVEL:	Officers	\$	4,547.02	
	Other	\$	2,234.78	
Publicity		\$	-	
Special Project		\$	-	
Administrative		\$	127.20	
Scholarship		\$	-	
Bank Fees		\$	-	
Web Hosting		\$	-	
Other		\$	417.75	
Gross (total) expense from Sections		\$	-	
			EXPENSES (Total Disbursements)	\$ 28,706.48
NET INCOME (Excess Receipts over Disbursements)				\$ 6,256.74
PREVIOUS YEAR CASH BALANCE - Total Assets from Previous Year				\$37,867.86
NEW CASH BALANCE - Previous Year Cash Balance plus Net Income				\$44,124.60
Total Assets as of March 31 / Bank Balance				
	Savings	\$0.00		
	Checking	\$44,124.60		
	Other/CD	\$0.00		
	Deposit In Transit	\$0.00		
	(Outstanding Checks)	\$0.00		
NEW CASH BALANCE = Total Bank Balance				\$44,124.60

MUST MATCH



Questions?

- Chapter Financial Reporting Deadlines
- End of Year Audit
- New Chapter Year Checklist
- Cyber Fraud Stories
- Region I Financial Report





AMERICAN SOCIETY OF
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Technology and Communications Update

Amanda Shin, MS, CSP

ARVP Technology and Communications

Chapter Document Storage

- Society-Provided Google Drive
 - 15GB
 - Upgradable as needed (chapter paid)
- Allows for Cloud-Based storage of chapter documents (and possibly other things):
 - Chapter By-Laws
 - Financial Records
 - Chapter Meeting Minutes
 - COMT Tracker
 - Agendas
 - Presentations

Shared with me > Annual Operating Docu...

Name ↓

- 2022 - 2023 Chapter Year_Alice Yu
- 2021-2022 Chapter Year_Tiffany Barnett
- 2020-2021 Chapter Year_Jonathan Scruggs
- 2019-2020 Chapter Year_Amanda Shin
- 2018-2019 Chapter Year_Amanda Shin
- 2017-2018 Chapter Year - Dave Paoletta



Role-Specific Chapter Email Accounts

Your chapter may choose up to ten addresses, such as:

1. president@[yourchapter].assp.org
2. vicepresident@[yourchapter].assp.org
3. secretary@[yourchapter].assp.org
4. treasurer@[yourchapter].assp.org

Can forward chapter email account to personal or work email accounts.

Helpful during transition between outgoing & incoming chapter officers each year

Log Into: <https://ded5439.inmotionhosting.com:2096/>

[Click here for more info](#)



Surveys - Crowdsignal



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Sample Chapter Member Survey Questions

Use the questions below to create a survey to learn more about the needs and interests of your chapter's members.

If your chapter has a web hosting agreement with ASSP, you have access to a Poll Daddy account to help you administer the survey online. Contact ChapterWebUpdates@assp.org for more information.

-
1. Why are you a member of ASSP? Check all that apply.
 - It looks good on my resume.
 - I get discounts on products and services.
 - I use it for the services ASSP provides.
 - I use it to connect with my local chapter.
 - I am building my professional network.
 2. What do you hope to get from your local chapter? Check all that apply.
 - I want to take advantage of career advancement opportunities.
 - I want to develop my leadership skills.
 - I am working to attain certifications and earn continuing education credits (CEUs).
 - I hope to expand my local network of safety professionals.
 - I am seeking to expand my technical knowledge.
 - Other _____
 3. What would motivate you to attend chapter meetings? Check all that apply.
 - I like opportunities to socialize and network with my peers.
 - I want to learn about current topics and what others are doing.
 - I need to earn CEUs.
 - Other _____



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San Francisco Chapter

Member Survey - Chapter Year 2022-2023

Dear San Francisco Chapter Members,

Please take a few minutes to tell us how you will utilize your membership in the coming 2022-2023 chapter year and what services you'd like to see from your local chapter.

We value your thoughts and we will use your responses to plan events and activities for the upcoming chapter year.

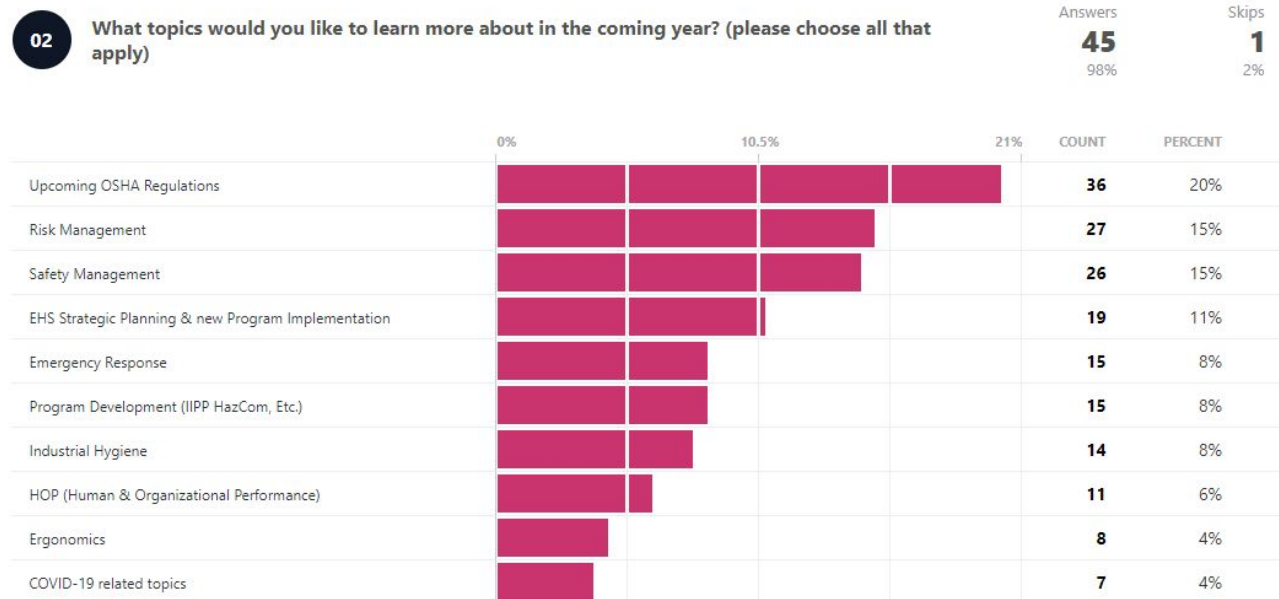
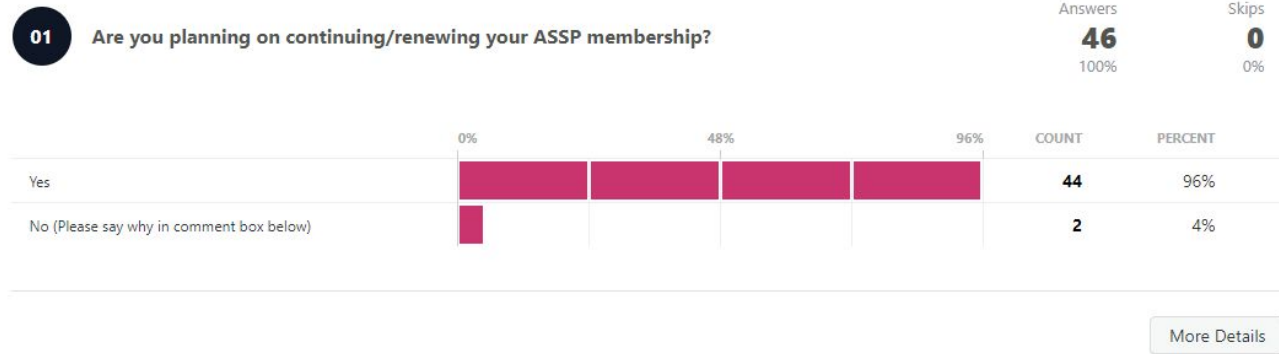
Thank you for your time.

Sincerely,
2022-2023 SF Chapter Executive Board

[Click Here to Take the Survey](#)

Survey Results & Responses

Responses





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San Francisco Chapter

ASSP SF Chapter Networking Happy Hour II

Date: **April 19th, 2023 | 4:30pm-6:30pm**

Location: Mad Oak Bar 'N' Yard - 135 12th St, Oakland, CA

Cost: \$2 (Food & first drink are on us)

The first one Networking Happy Hour was so **FUN** so we are doing it again!

Come out to meet your safety colleagues in a fun, informal setting that is central to the Bay Area. The venue has indoor/outdoor seating so plenty of good ventilation and room to spread out.

[RSVP HERE](#)

Direction:

Mad Oak Bar 'N' Yard, 135 12th Street, Oakland. Just around the corner from the Oakland Museum of California so plenty of parking nearby, and only four blocks from the Lake Merritt BART station.



Chapter Newsletters: *Real Magnet/Higher Logic*



Chapter Newsletters: *Real Magnet/Higher Logic*

Message Overview ~ *Happy Hour II*

From Address

"ASSP San Francisco Chapter" <updates@sanfrancisco.assp.org>

Subject

ASSP SF Chapter Networking Happy Hour - Wed, April 19th

Sent to groups

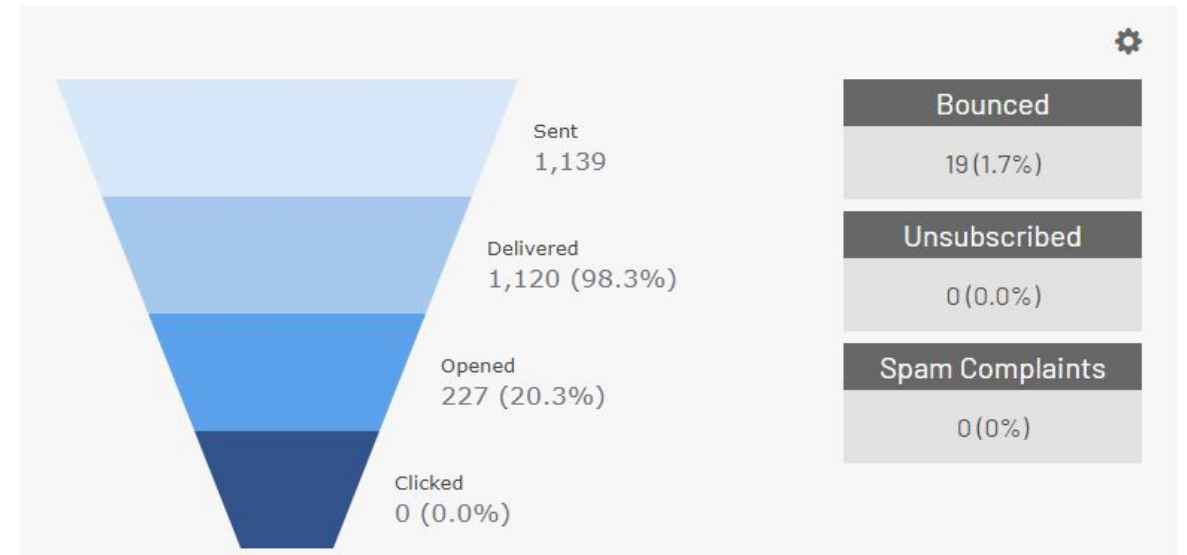
Group Details

Last Sent Date	Group
4/17/2023 11:06am	Chapter Roster
4/17/2023 11:06am	Construction Section
4/17/2023 11:06am	Construction Section Non Members
4/17/2023 11:07am	Grapevine Section
4/17/2023 11:06am	Non Members
4/17/2023 11:07am	WISE



Message Results: *Send Metrics* ⓘ

Send Metrics ▾



PROTECT YOUR CHAPTER FROM SPEAR-PHISHING ATTACKS!



Spear-phishing attack:

Targeted email message that appears to come from a trusted source requesting money or information

Example Spear-Phishing Message

From: Enrique Medina [asspchpers@cox.net]
Sent: Monday, April 17, 2023 10:05 AM
To: Justin Molocznik <rvp@region1.asse.org>
Subject: Hello Justin

I need you to process an outgoing payment, can we process via wire transfer or check today?
You will need to update the payment details in order for me to process the payment.

Please update the payment details by clicking below:

Thanks,
Enrique

UPDATE ACCOUNT NOW



Example Spear-Phishing Message

From: Enrique Medina [asspchtpers@cox.net]
Sent: Monday, April 17, 2023 10:05 AM
To: Justin Moloczniak <rvp@region1.asse.org>
Subject: Hello Justin

I need you to process an outgoing payment, can we process via wire transfer or check today? Let me know the details you need. You will need to update the payment details in order for me to process the payment.

Please update the payment details by clicking below:

Thanks,
Enrique

[UPDATE ACCOUNT NOW](#)



Example Spear-Phishing Message

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You will need to update the payment details in order for me to process the payment.

Please update the payment details by clicking below:

Thanks,
Enrique

UPDATE ACCOUNT NOW



Example Spear-Phishing Message

From: Enrique Medina [asspchtpers@cox.net]
Sent: Monday, April 17, 2023 10:05 AM
To: Justin Molocznik <rvp@region1.asse.org>
Subject: Hello Justin

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You will need to update the payment details in order for me to process the payment.

Please update the payment details by clicking below:

Thanks,
Enrique

[UPDATE ACCOUNT NOW](#)



Best Practices

1. Verify email addresses
 - A. Utilize chapter emails from ASSP (ex: president@chapter.assp.org)
 - B. Contact the “sender directly”

2. Follow financial management policies & procedures from **Chapter Accounting Standard Operating Guidelines:**
 - A. Prior approval documentation
 - B. Reference purpose of request
 - C. Include relevant team members



**DON'T GIVE
YOUR MONEY
TO
STRANGERS!**



What to do...

When you get the email:

- Delete the message
- Report the email address to the email service provider

If you did send payment:

- Inform you leadership team
- Report the fraud to the authorities
- Report the incident to your financial institution
- Report incident to your Area Director, Regional Vice President and ASSP Chapter Services





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Membership Update

Chris Vochoska, CSP
ARVP Membership Experience

Break





RVP Update

Justin Moloczniak, MS, CSP, CHST | RVP



Regional Goals Updates

Goal Region I Growth

Goal Chapter Operations

Goal Membership Experience

Goal Relationships

- **Vote**





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Task Force Reports

Membership & Regional PDC

Task Force Chairs

Membership and Regional PDC

- Members of the Committee
- Meetings
- Takeaways/Findings
- Action Items for Region





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Lunch



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Chapter Reports

Successes for 2023-2024



AMERICAN SOCIETY OF
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Orange County Chapter

Spring ROC

Long Beach, CA

20
24

Orange County Chapter

Orange County Chapter 2023-24 Goals

1. Improve membership experience and value
 - Adding EHS-related facility tours to our recurring mixer and event schedule
 - Collaborate with other organizations such as LAASSP, LBASSP, OCAIHA, SCAIHA, and OCRIMS
 - Recognize members through: Long Member Award, S.P.Y. Award, Safety Hall of Fame Award, and highlight members.
2. Improve visibility and communication with members through social media (LinkedIn). We will measure this goal by:
 - Increasing members following our LinkedIn account by 25%.
 - Post activities of every meeting, and activities, and jobs postings on LinkedIn.
3. Improve our student mentorship program. We will measure this goal by:
 - Coordinate and include mentors and mentees from LAASSP, LBASSP, OCAIHA, and SCAIHA
 - Follow up with mentors and mentees at least once every 45 days.



Orange County Chapter Successes & Challenges

- Successes

- Capitalized on current, relevant regulations and topics
- Spread out programing duties among board members
- Great collaborations between chapters
- Good participation from members

- Challenges

- Balance budget with increased cost of hosting
- Union Bank > US Bank transition





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Orange County Chapter





AMERICAN SOCIETY OF
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Orange County Chapter

HOLIDAY PARTY!



AIHA®

Orange County



Wed, December 6, 6p-9p
LUCKY STRIKE (pics below)
20 City Blvd W, Orange 92868

Included: Dinner/2 drinks, bowling (6 private lanes),
photo booth, music and FUN!

<https://ohsholiday.eventbrite.com/>

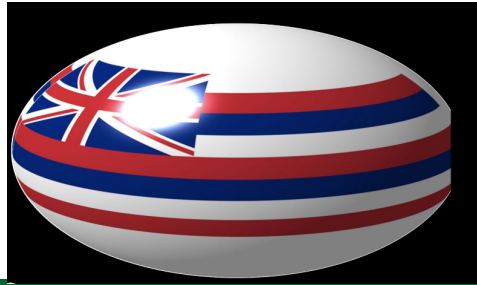


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Orange County Chapter



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Hawaii Chapter

Presenter: Rob McCarthy CSP, SMS, OHST Chapter President

Success: The outreach meeting on Maui on 28 February was successful. We networked and discussed the possibility of a Maui Section. They want to be involved.

Goal: Grow membership by 20% and continue neighbor island outreach. Kauai and Big Island are being considered for the next event.

PDC: PacRim (10/29-30) “Chasing Excellence”
Implemented future PDC planning for next five PDC’s, build upon Safety Excellence

Golf Tournament October 31 Kaneohe Klipper GC



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Long Beach Chapter

Long Beach Chapter



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Midnight Sun Chapter

- The Midnight Sun Chapter is committed to strengthening participation and increasing members.
- Several successful networking social hours at local breweries have occurred.
- Monthly in-person lunch meetings include educational and informative safety presentations.
- December holiday meeting featured a white elephant gift exchange and a silent auction in which \$200.00 was raised.

Norm Alden, Chapter President

Alaska Chapter 2024/ 2025



CDR Mark Strauss, CSP
VP of ASSP Alaska Chapter

ASSP Chapter 2024/2025 Goals:



1. Bring Alaska Safety Summit Back (PDC) in 2024.
 - A. Support the Professional Development Conference scheduled for October 2024. This will be the first PDC conference hosted by Alaska Chapter since 2019.
2. Improve social media presence
 - a. Created Facebook page
3. Finding creative ways to make the Alaska Chapter 50th Anniversary Celebration in 2024 memorable
4. Revitalize the Student Chapter
5. Source engaging speakers that will provide incentives such as CEUs for members so they can consider attending more frequently
6. Find creative ways to increase Chapter funds so we have a strong budget that creates more value to our Chapter
7. Maintain Gold level chapter status; elevate to Platinum status in 2025



2024/2025 Challenges:

1. Lack of engagement from our 225 members.
 - A. Have lost about 15 members in the past year
 - B. Regular attendance at meetings is about 20 members

2. How can we encourage our members to more fully engage?
 - A. Technical topic at each meeting
 - B. Lunch provided
 - C. Introduced hybrid meetings



Goals: Connecting with Others



1. Alaska Safety Alliance (ASA)
2. National Association of Women in Construction (NAWIC)
3. Women in Safety Excellence (WISE)
4. Associated Builders and Contractors (ABC)
5. Associated General Contractors (AGC)



Governor's Safety Professional Award

Mike Stoddard





**THANK YOU FOR YOUR CONTINUED
SUPPORT**

Denise Pitts, Treasurer (Presenter)

- Lower Columbia Basin continues to hold in-person chapter meetings.
- An average of 15 people attend meetings each month.
- Membership is holding steady at around 151.

General Monthly Chapter Meeting Topics:

- April meeting was a visit to the Vitrification Plant
- March: The Hazards of Silica Exposure – A first Person Account
- February: Safety Takes Commitment



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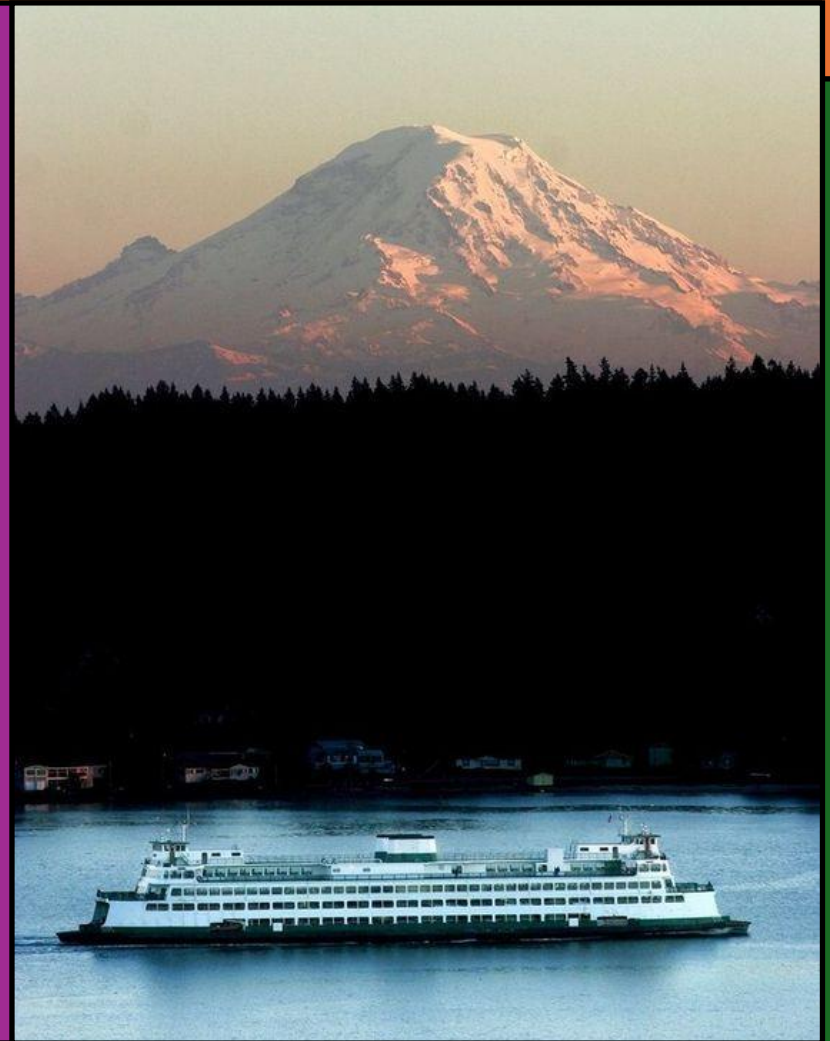
Lower Columbia Basin Chapter



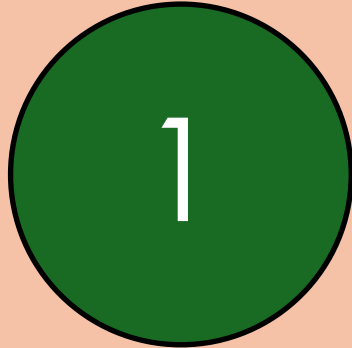


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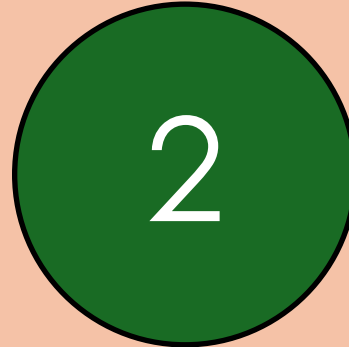
Puget Sound Chapter



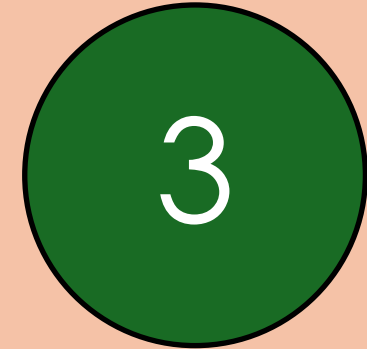
Challenges



Reinvigorate Local
Leadership and
Rebuild Institutional
Knowledge



Increase
Attendance at
Monthly Chapter
Meetings & Site Tours



Information and
Document
Gathering and
Retention

Successes

1

Secured Permanent
Location for Monthly
Chapter Meetings &
Continued Local Site
Tours

2

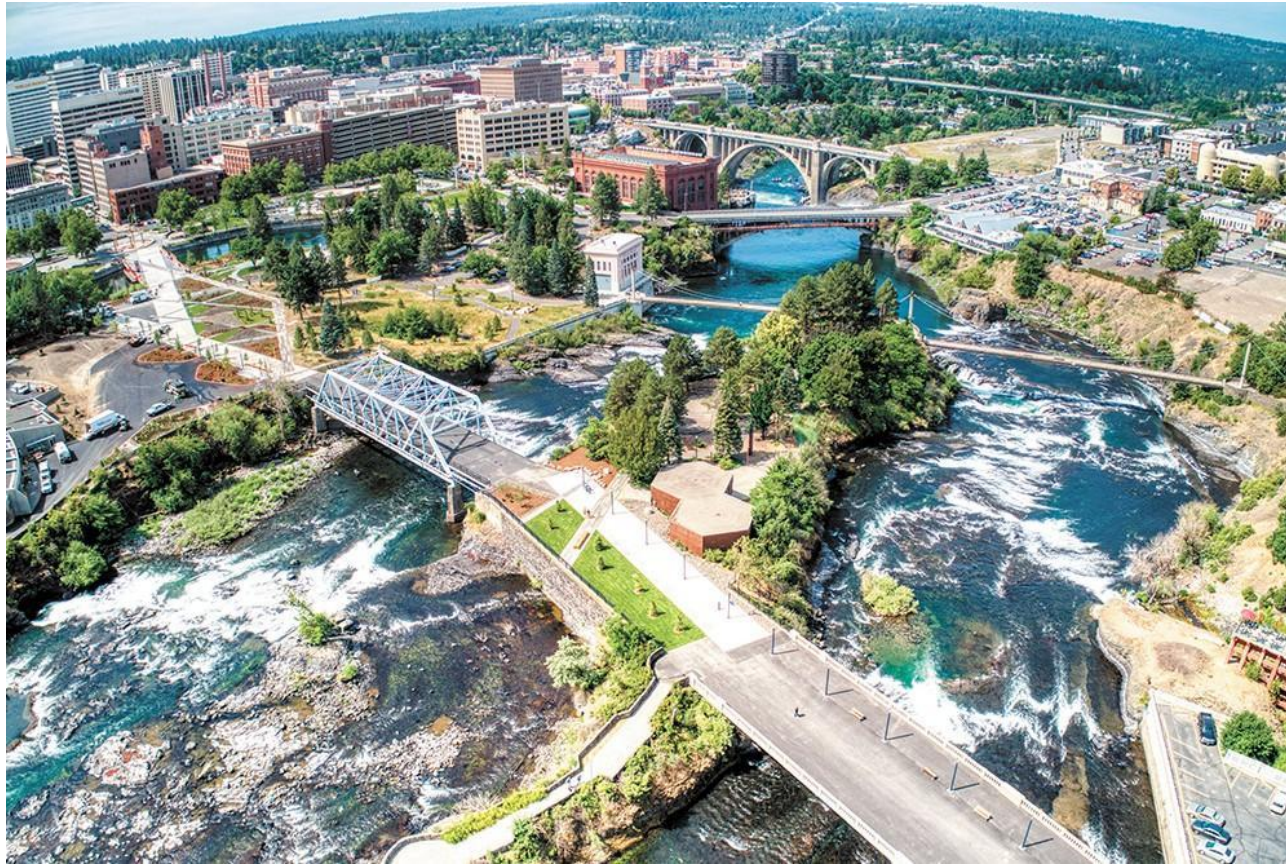
Scholarships:
3 at \$2500
each

3

PNW Safety
Symposium:
300+ Attendees
30+ Sponsors/Vendors
16 Breakout
Educational Sessions

4

2nd Holiday Social
Post-COVID



Inland Northwest Chapter

Chapter President- Clinton Sharp
Presenter – Mark Wager





Successes

1. Continued growth in participation during 2023/2024
 - Hybrid meeting option
2. Consistent meetings with defined location
 - Avista Utilities has continued to provide a conference room at a new facility
3. Effective & relevant presenters/speakers
 - DOSH



or Heat Stress

May meeting will be at NIOSH research facility in Spokane.





Challenges

1. 100 members with 10% consistently only attending meetings (number continues to grow)
2. Speakers with relevance to safety professionals in all industries
3. Executive team bandwidth (Thanks Mark for attending as a proxy)



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“Providing Leadership & Direction to
the Safety Professional since 1911”

AMERICAN SOCIETY OF
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San Diego Chapter

President Lee Donahue, CHST, CUSP, OHST
President-Elect Chris Malicki, OHST, CHST, COSS

SUCCESSSES

- Monthly technical breakfast meetings
- Committee activity
- Past-presidents “reunion”



AMERICAN SOCIETY OF
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San Diego Chapter

CHALLENGES

- ExCom officer retention, especially presidents
- Turning newsletter into a collaborative process
- Growing our annual PDC





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Greater San Jose Chapter



ASSP Greater San Jose Presented by: Nirap Sainju, CSP, CHMM

- Success - Chapter on target to complete goals
 - Provide at least one, free or reduced cost training course for membership.
 - Hold two unique and high value-add in person Technical Meetings for members during the 2023-2024 year.
 - Increase engagement of membership in chapter activities.
- Challenge
 - Planing/hosting in-person meetings post COVID-19 pandemic



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Bakersfield Chapter

Isabel Bravo-Perez

Chapter Update

Challenges & Opportunities

Member involvement with Chapter leadership positions



Successes

Social Media: Increased Chapter communications through various platforms on events, study groups, awards, job postings, and recognition. This has allowed our Chapter to engage and reach out to a broader audience.



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Central Valley Chapter

President: Melissa Robertson

Success:

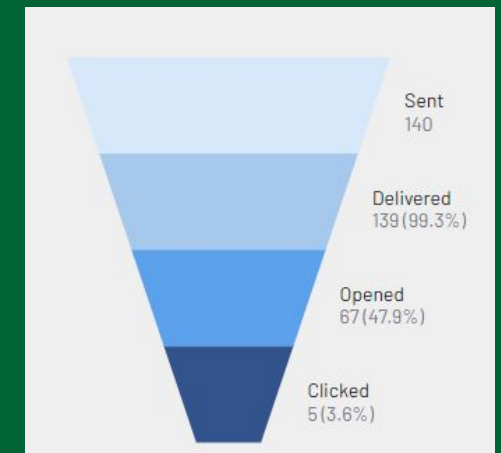
Increased attendance/involvement from previous year

- Had to book a bigger room for monthly meetings!
- 28 new members since August
- 65 new LinkedIn followers

Challenge:

Reaching members with communication

Emails don't get opened!





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Cascade Chapter

Kristian Knudsen - Cascade Chapter Vice-President/President-Elect

2023/2024 Chapter Highlights

Success!

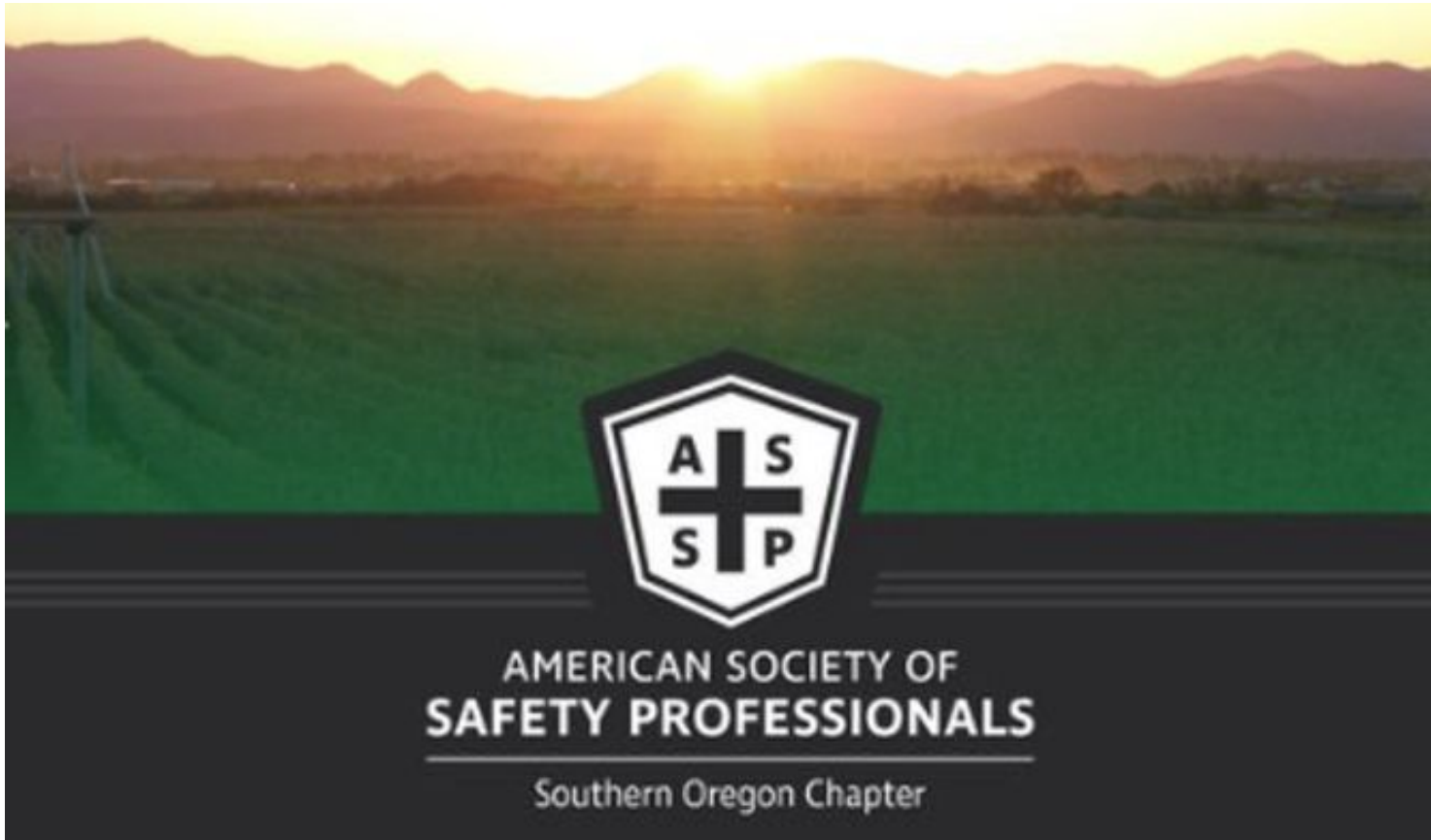
- ▶ 20th Biannual Cascade Occupational Safety and Health Conference.

Challenge(s)

- ▶ Increasing member attendance and engagement in monthly chapter meetings.
- ▶ Improving our executive team's bench strength.

Upcoming

- ▶ Chapter discussion to review officer term lengths.



Patti McGuire

Southern Oregon Chapter Accomplishments and Challenges

- Successful 3 day in person event -a one-day in-person PDC and a two-day Safety Conference October 2023
- Chapter meeting attendance-April was a record!
- Succession Planning and By-Laws Review



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Sacramento Chapter

PRESENTER: Diana Tejeda-Guzman

CHAPTER PRESIDENT

CHAPTER SUCCESSES

Sacramento Mixer 2024

- SPY Awards
- Student Attendees
- Networking- Total 28
- Feedback

Sacramento Summit 2024

- Venue Changed to DoubleTree - Sacramento Arden-
- Expected # 300 Attendees

Student Sections

- Established At Sacramento State
 - Chairman Presentation
- UC Davis in Progress

Sacramento Chapter Meetings

- Location of Meetings
- 5 In Person Meeting
 - Over 20 attendees
- 50% Increase at April 11 Meeting over 40 attendees

CHAPTER GOALS

More Member Involvement

- Annual Chapter Mixer
- Annual Health and Safety Summit
- In-Person meetings
- Working with Student Members
- CEU's for general meetings



CHALLENGES



- Lack of members
- Lack of social media posts and meetings
- Lack of funds

ASSP CWC Spring ROC April 2024



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Columbia-Willamette Chapter

CELEBRATING **80 YEARS** 1943 - 2023

Columbia Willamette Chapter 2023 Chapter Goals

1. Streamline processes and procedures for the Chapter and Sections.
2. Increase strategic partnerships and targeted outreach.
3. Increase member engagement.



Officer Installation Dinner June 23'

Streamline Processes and Procedures for the Chapter and Sections.

Google Drive Organization

Updated 4.6.24

- ▶ Google Drive Organization
- ▶ Meeting Dates
- ▶ Newsletter Dates
- ▶ Key Dates
- ▶ Leadership Roster
- ▶ Template SOP
- ▶ Transition Meeting Attendance
- ▶ SOP & Checklist Review
- ▶ ASSP online training tracker
- ▶ Transition Procedure

Document on landing page: this doc → **Google Drive Organization**

Archive - old versions of procedures, Mt Hood Student Section

Budget/Finance

- Folders by year of misc items
- Folder - Budget meetings
 - Folders by year of budget documents
 - Want to start taking better minutes of Budget meetings
 - Agendas
 - Document explaining line items from budget
- Folder - Expense report template document
- Folder - Reports & Procedures - various documents of how money is handled

Calendar/Key Dates

- Folders by year - misc planning calendars
- Folder - Monthly meeting dates **example provided**
- Folder - Newsletter dates **example provided**
- Folder - Key Dates
 - Document - Chapter Key Dates **example provided**
 - Folder - Society Key Dates

Chapter Management

- Agreements
- **Chapter Bylaws**
- Chapter Operating Guidelines
- Official Charter
- Doc - Chapter Roster SOP

COMT

- **COMT**
 - Folders by year of prior year's complete COMT reports
 - Folder - Resources/Template - overview of points, society resources
 - Document - COMT instructions
 - Document - Section meeting attendance tracker

Increase strategic partnerships and targeted outreach.

- ▶ Construction Safety Summit
- ▶ Associated General Contractors
- ▶ American Heart Association
- ▶ Saifbuild Alliance
- ▶ Oregon Poison Control
- ▶ Oregon OSHA
- ▶ Search Engine
- ▶ Microchip Manufacturer
- ▶ Construction Suicide Prevention Partnership
- ▶ Networking event celebrating 80 Years
- ▶ Joint Meetings: RIMS, Nurses, AHIA

We were able to strengthen relationships and forge new ones through our Speakers, Members, and Volunteers.

Opportunity for Growth

- ▶ WE are VOLUNTEERS
- ▶ Personal issues, workloads, priorities. Effects on other volunteers.
- ▶ Member Participation and hitting Key dates for deliverables.
- ▶ Member Participation for the SPY Awards. Chapter with 2 sections we had 2 nominations.
- ▶ Season long anxiety: Not having speakers secured in advance. Speakers shifting last minute. Late and missing registration and reminder notices.
- ▶ COMT tool is in jeopardy. Platinum or Nothing?
- ▶ Reaching goals success driven v relationships.
- ▶ Solution: Succession planning needs to have two people for the position that can carry the tasks through when asked.
- ▶ Key date communicated: Lead does not deliver, back up is given the task.
- ▶ Performance Next Steps?



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San Francisco Chapter

Alice Yu - President

1. Work with other chapters and organizations to host a Region Wide or Northern California Event (i.e. ASP/CSP Prep Course, ROC, Technical Meetings, etc).
2. Assist Sections (WISE, Construction, Grapewine) with hosting events in their areas to bring networking opportunity to their members.
3. Provide 2 technical meetings with CEU opportunities (>1.5hrs.)

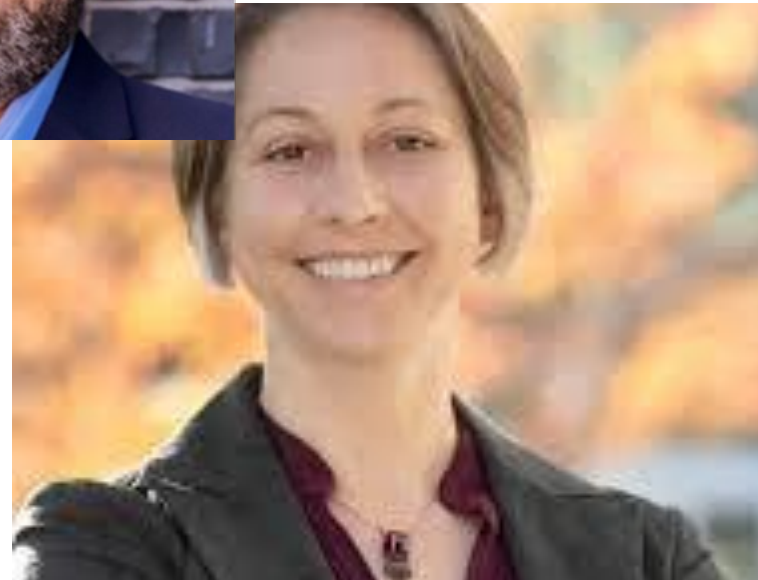


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San Francisco Chapter

BAY AREA SAFETY SYMPOSIUM (PARTNERSHIP WITH GSJ CHAPTER)

1 DAY EVENT, 18 SPEAKERS, 425 ATTENDEES, 0.5 CEUS



TECHNICAL LEARNING

- Lunch & Learn
 - Bio/MedTech Construction Safety
 - Cal/OSHA Update
- Stay, Bring a Lunch & Learn
 - Diversity in Safety (WISE)
 - QPR Training (CEU Awarded)
 - BBS Case Study (CEU awaiting)
- Dine and Learn
 - Regulatory Requirements in Wine Industry
- Tour
 - Consolidated Engineering Laboratories



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San Francisco Chapter



NETWORKING

- Breakfast & Networking a Tour
- Safety Happy Hours
- Holiday Social (w/GSJ Chapter)
- Annual Awards & Honors Dinner



- Collaborated on successful COSHA Fall Conference
 - Over 260 attendees
 - 8 Chapter members presented on 9 different topics
- Collaborated on a successful Spring COSHA Construction Summit
 - Sponsored a Fall Protection course with Kevin Dennis
 - Well received by audience
- Preparing for the next Fall COSHA conference
- Goals this year:
 - Increase chapter engagement through recruitment of committee chairs and mentorship
 - Struggling a bit – only 55 members in chapter, hard to get a large pool of engaged people
 - Maintain or grow our chapter headcount
 - On track
 - Successfully collaborate on COSHA fall conference
 - Done!





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**Region I Regional Operating Committee Meeting
April 15-16 2024**

Valley Coastal Chapter

Presented by Lori Elder, President

Key Chapter Results 2023-2024

Increase Membership Involvement

- Educational Opportunities
 - Meetings With CEU's
 - held 4 technical meetings with CEUs
- Networking Opportunities
 - In-Person Meetings
 - Lack of participation - went virtual
- Develop Student Section
 - CSUN EOH Program
 - struggled to get student participation



Break





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CEU Presentation

How to | Advantages of

Wes Lashbrook MS, CIH, CSP, FAIHA



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Announcement of Evening Activities

Chris Rainwater



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Adjourn Day One



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Region I

Spring 2024

Regional Operating Committee Meeting

Day 2

April 15th, 2024



Region I SPY Daniel Kim



Chapter Roll Call

- Chapter Roll Call
 - Identify that you are here
 - Confirm your name
- Quorum Confirmation



Agenda Update

Fall ROC 2024 Presentations

PDC

Finish Chapter Reports

Area Operating Committee Check-ins

CEU Presentation

Close Out



Vote(s)

- Fall ROC
 - Presentations
- Spring ROC (2025) Presentation



PDC Discussion

- Specialty Group Focus
- Reestablish Task Force
- Target 2025



Break





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Chapter Reports

Successes for 2023-2024

Break





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CEU Presentation

How to | Advantages of

Wes Lashbrook MS, CIH, CSP, FAIHA

Break





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Area Operating Committee Meeting

Traci Snyder CHST, OHST, STS, GSP

Wes Lashbrook MS, CIH, CSP, FAIHA

Jose Perez CSHM, CIT, SMS, OHST, CHST



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News | Announcements

Final Thoughts

Justin Moloczniak MS, CSP, CHST

Regional Goals Updates

Goal Region I Growth

Goal Chapter Operations

Goal Membership Experience

Goal Relationships



A message from the editor of *PSJ*

- Professional Safety, our flagship peer-reviewed journal, is read by our 36,000 members who span a broad range of industries in the U.S. and around the globe. The journal is a great learning resource for many members.
- Volunteers drive the success of *PSJ*, lending their expertise on the Editorial Review Board and as authors. We rely on members of ASSP and affiliated OSH communities to submit articles that share the latest developments in the OSH field and spur dialogue that supports the continued evolution of the profession.
- Please encourage members of your communities to consider submitting:
 - Share my email address: Tina Angley, *PSJ* editor, tangley@assp.org. I'm happy to talk to anyone about the process and how to get started. I can also share tips for a successful peer review.
 - Share our submission guidelines: <https://assp.us/33Smiv9>
 - Share our call for submissions (topics of interest, but other topics are also welcome): <https://assp.us/3LREUjE>
 - Listen to our ASSP podcast episode on the benefits of writing for the profession: <https://assp.us/3NzB3aW>



Promote events in PSJ

Reach a New Audience

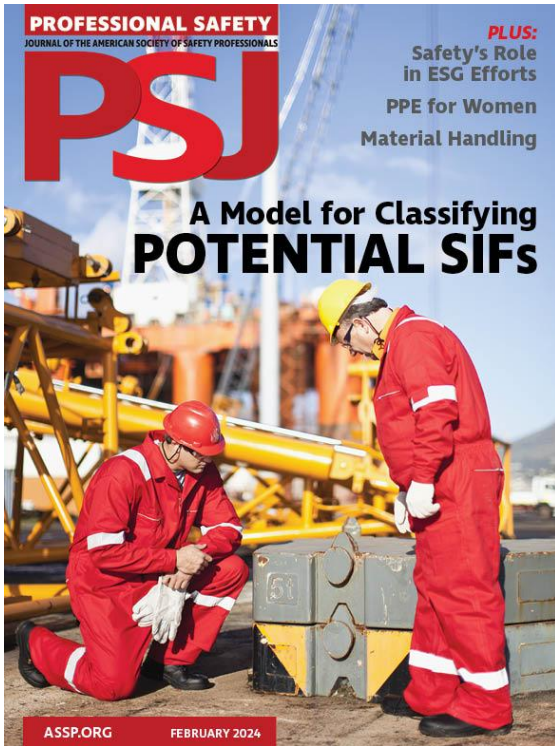
Reach a broader audience for your events through *PSJ*. Virtual events offer an opportunity to expand your impact beyond the immediate geographic area.

Appear in *PSJ*'s Continuing Education Section (It's Free!)

Send the event title, location (or URL if virtual event) and contact information at least 1 month before the date to professionalsafety@assp.org.

Discounted Ad Rates

- Half-page 4-color: \$500
- Quarter-page 4-color: \$250
- Sixth-page BW: \$120





Your contributions
influence other
members



Brag about It to
ASSP!



Contact
professionalsafety@assp.org
to learn more

Share your story in Member News

- *PSJ* features Member News stories that focus on members and communities, and their activities within ASSP and beyond. Readers around the world connect with your unique experiences when you share your story through *PSJ*.
- Whether it's a story about multiple generations in the safety profession, a chapter or community activity, or a member receiving an award, we'd love to hear from you and help tell your story.
- Our team will follow up for more details to help tell your story through our Member News section.

Submit your story idea to professionalsafety@assp.org.





Nominations & Elections

- Confirm open 2024-25 leadership positions
- **Review chapter bylaws**
 - Announce call for nominations
 - Publish slate of candidates
 - Hold elections
- Follow succession plan
- Support sections
- Prepare for transition
- Leverage ASSP resources
 - [Leadership position descriptions](#)
 - [Leadership trainings](#)
 - [Nominations & elections tools](#)
 - [Succession planning resources](#)

Leader Transition & Web Tools

- Review all chapter web tools
- Update access for website
 - Contact chapterwebupdates@assp.org
- Update passwords
 - Real Magnet / Higher Logic
 - Email addresses
 - Crowd Signal
 - Google Drive
 - Canva
 - Social Media
 - Other
- Maintain a “clean desk”
 - Discuss data safety protocols



Activities to report

3rd Quarter

- Nominations & elections (Question 4)
- January – March web updates (Question 5)
- Membership Service Recognition (Question 10)

4th Quarter

- Leadership Report (Question 2)
- Financial Report (Question 3)
- April – June web updates (Question 5)
- ROC Meeting attended (Question 6)

ASSP Advisory Group Update

Workplan

- **Strategic Plan** (Sept.)
 - Reviewed finalized plan
 - Commitment to cascade information
- **Code of Conduct** (Dec.)
 - Provided feedback on ways to support proposed updates to the Code
- **Industry Trends** (Feb. & May)
 - Discussion of top trends impacting the OSH profession & safety professionals

Stay Informed

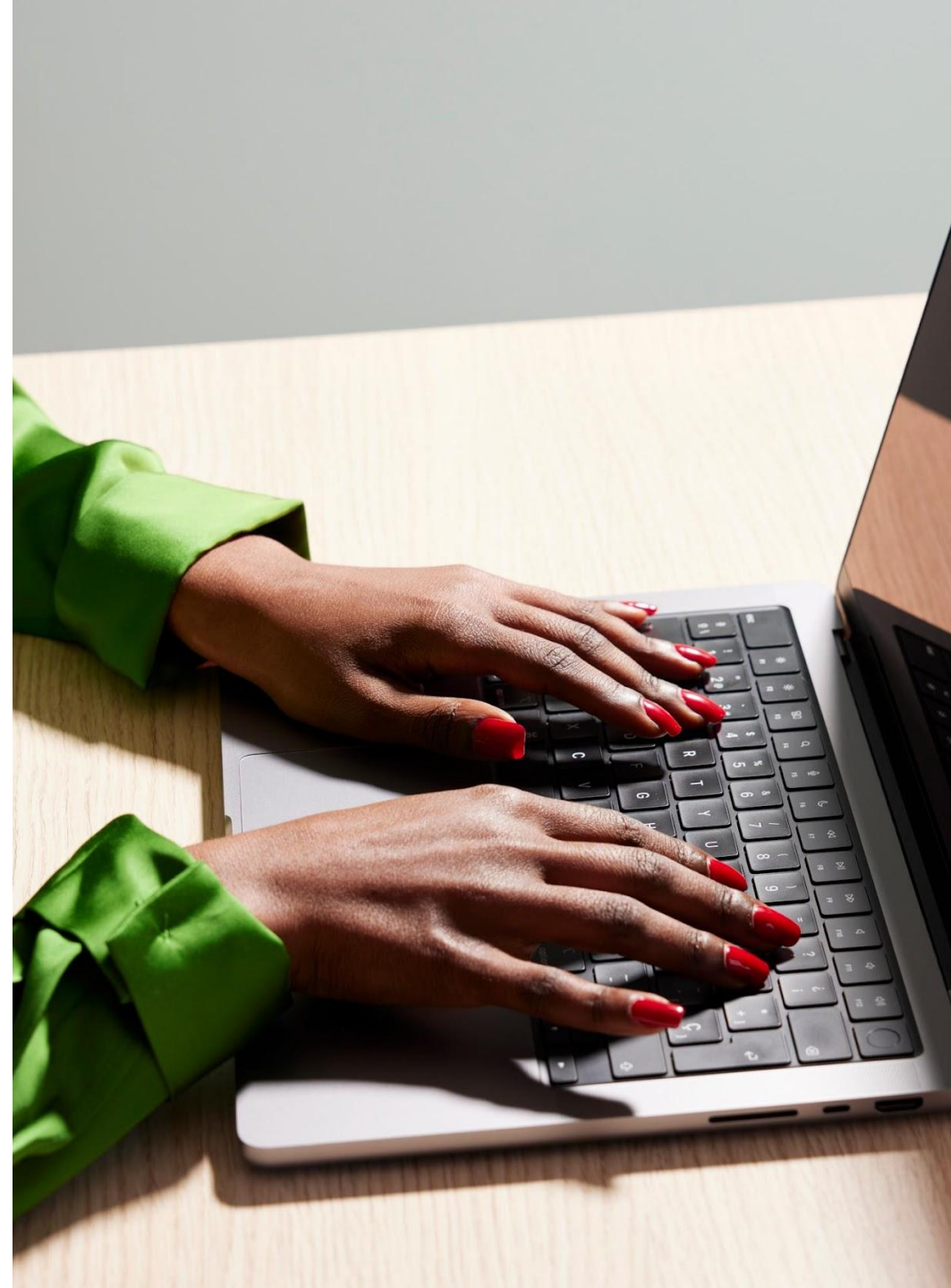
- Chapter Advisory Group Member(s)
- Online
<https://www.assp.org/about/advisory-group>
- Board Updates
<https://community.assp.org/board>
- Email
governance@assp.org

Recruitment

- **Member-at-Large** recruitment open 1st week of May
 - Apply through Leadership Connection page
 - Serve 1-year term, July 1 – June 30
 - Can serve multiple terms
- Report **Chapter Advisory Group Representatives** through 2024-25 Leadership Report

Major IT Project Nears Completion

1. Upgrade to ASSP information technology infrastructure and association management system
 - A. Database & processing system
 - B. E-commerce interactions
 - C. Volunteer management & governance
2. Expected outcomes
 - A. Easier and quicker to renew dues, register for events, purchase products, retrieve order information
 - B. More sophisticated and faster reporting and business management tool
 - C. Modern technology supporting ASSP member experience
3. Launch is expected mid-late 2024.
4. Leader training will be part of implementation plans.



SafetyFOCUS Save The Date | Oct. 2024 + Feb. 2025

Mark your calendars and make your professional development plan today!

Learn skills you can apply immediately in your workplace, get resources to guide you, start your journey towards a certificate and expand your professional network.

SafetyFOCUS courses are curated to meet your individual needs and take your safety and health program to the next level. Course topic tracks include:

- Business and Leadership Skills
- Certification Preparation
- Fall Protection
- Risk Assessment and Management
- Safety Management Systems
- *Total Worker Health*®

SAVE THE DATE!

October 21-25, 2024

Online via Zoom

February 2025

Dates/Location Coming Soon!

SafetyFOCUS

Immersive Education for Safety Professionals

[Learn more about SafetyFOCUS](#)



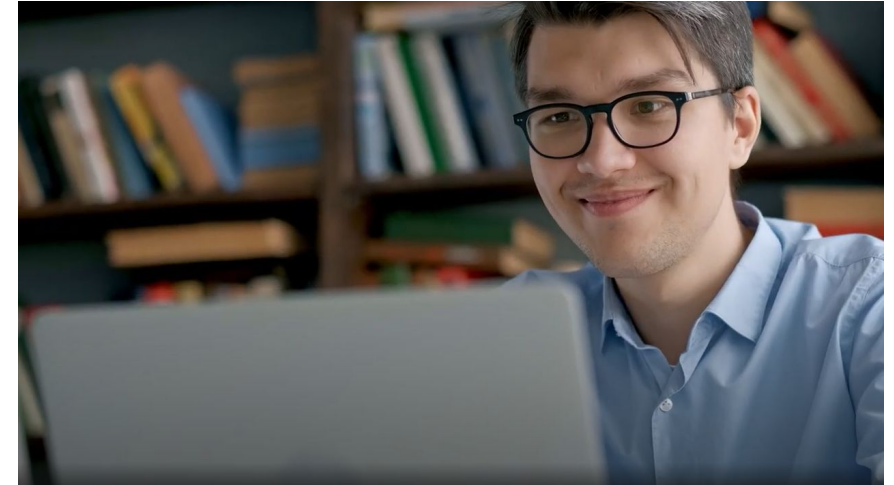
On-Demand Annual Pass

For one price you can access an extensive library of content and choose from topics most relevant to you!

Learn and earn all year long with one of ASSP's On-Demand Annual Pass plans:

- Essential – Up to 10 CEUs (\$588 year)
- Professional – Up to 21 CEUs (\$1,788 year)
- Enterprise – Up to 21 CEUs (Based on package)

[Learn more about ASSP's On-Demand Annual Pass](#)



Upcoming Leadership Conference Events



April
17

Connect
and
appreciate

Aug.
6

Gather
in-person

In-person Leadership Conference Experience

Schedule Overview

Monday, Aug. 5 | Arrive

Tuesday, Aug. 6 | Hyatt Regency Denver at Colorado Convention Center

- Leadership Conference 8 a.m. – 4 p.m.
- Leaders and Honorees Celebration 5 – 7 p.m.

Wednesday–Friday, Aug. 7–9 | Colorado Convention Center

- Safety 2024 Conference & Expo





SAFETY24

CONFERENCE + EXPO

REGISTRATION NOW OPEN

Join us in Denver

Wednesday, Aug. 7 – Friday, Aug. 9
Colorado Convention Center

Register at Safety.assp.org



What's New at Safety 2024?



- This year's event will follow a **Wednesday – Friday schedule**, which is a change from our usual Monday – Wednesday schedule.
- As part of the year-long programming for **Leadership Conference**, there will be a one-day event held the day before Safety 2024 starts on **Tuesday, Aug. 6**, followed by our **Leader and Honorees Celebration**. These events are open to all community leaders and registration will open for it in February. We are excited to add this programming to the overall experience for our volunteer leaders.
- The **Career Advancement Center** continues to expand with more programming and a revised footprint on the expo floor.

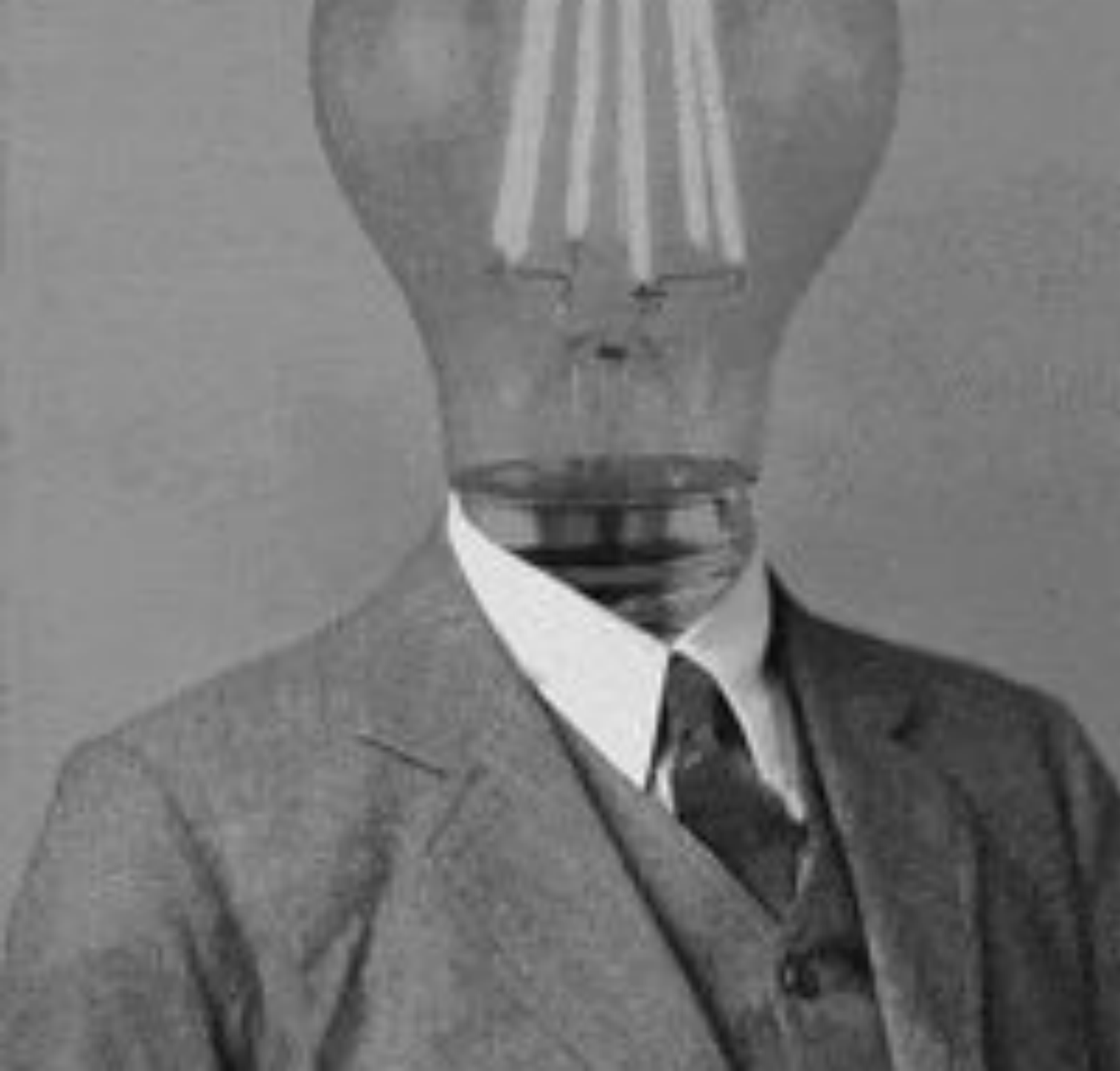


SAFETY24

CONFERENCE + EXPO

See You There!

AUGUST 7 – 9 | DENVER



Closing thoughts...



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Adjourn Spring ROC 2024

Lunch

