



Meeting Webinar Registration: https://zoom.us/meeting/register/tJloduytqDwtEtTJXO3h-WJwP-7T_FGH06Js

Welcome and Call to Order

Meeting called to order at 9:00 a.m. EDT/8:00 a.m. CDT by Chet Brandon (CB), Region VII Vice President. CB welcomed attendees to Region VII's 2nd Virtual Regional Operating Committee Meeting.

Chapter Roll and Establishment of Quorum

CB determined we have a quorum. Delegates from 17 of 21 Chapters present. See list below for ROC Members, Chapter Guests, ASSP Board Guests, and ASSP Staff Guests.

Jennifer McNelly, CEO for ASSP shared that her "door" is always open and gave ways to connect to her virtual network to help advance safety. She can be contacted through the ASSP Community network in addition to email, Twitter, and LinkedIn. Email: jmcnelly@assp.org
Twitter: @JMcNellMFG LinkedIn: Jennifer McNelly

Region VII	Chet Brandon, RVP	Northwest Tennessee	Not in Attendance
North Area	Brian Oczepek, AD	Purchase Area	Not in Attendance
Anthony Wayne	Not in attendance	West Tennessee	Not in Attendance
Greater Calumet	Michele Crider, President	Other Guests	
Greater Detroit	Doug Hayes, President	Central Indiana	Greg Anderson
McKinley	Corey Kozak, President	Southwest Ohio	Johnathan Zimmerman
Michiana	John Hewitt, President	Louisville	Bill Boehm
Mid-Michigan	Carl Granger, President	Middle Tennessee	Jimmie Tullis
Northern Ohio	Juliet Cooper, President	Middle Tennessee	Martin Currie
West Michigan	Rich DeLeau, President	Kitty Hawk	Warren Brown
Central Area Director	Matt Summers, AD	Kitty Hawk	Jason DeDario
Audubon	Tania Bertram, President	Kitty Hawk	James Lopez
Central Indiana	Mark Frye, Proxy	Central Ohio	Allie Meyerhoefer
Central Ohio	Keith Robinson, President	Central Indiana	Christina Merriott
Greater West Virginia	Zach LeMasters, President	Kitty Hawk	Angie Vance
Kitty Hawk	Debbie Fisher, President	Louisville	Barry Spurlock
Louisville	Cindy Brown, President	ASSP Board	Linda Tapp, VP of Finance
Southwest Ohio	Brad Weber, President	ASSP Board	Jennifer McNeely, CEO
South Area	Tom Bayer, AD	ASSP Staff	Arielle Semmel
Chattanooga	John Barlew, President	ASSP Staff	Kim McDowell
East Tennessee	Joe Fleetwood, President		
Middle Tennessee	Selena Schmidt, President		



Review and approve the ROC Agenda

CB reviewed Fall ROC Agenda. Agenda approved with no changes.

Approval of the Meeting Minutes from Spring 2020 ROC Meeting

John Hewitt made a motion to approve previous Spring ROC Meeting Minutes. Second, by Zach LeMasters. Motion approved via vote.

Welcome to New Chapter Presidents

CB expressed appreciation to Chapter Presidents for taking on the roll of Chapter President. Tom Bayer echoed CB's welcome. CB reviewed why we are here and shared Tips for Success. Chapter Presidents are voting members of the Regional Operating Committee and help decide Region VII affairs. ROC members also have the opportunity to network with one another.

Tips for Success from CB include:

1. Be Consistent and Be Organized – Always schedule meetings ahead of time with Guest Speakers and Topics selected.
2. Learn resources that are available to you.
3. Do not be afraid to ask for help.

ARVP Reports

Before the reports, CB reviewed that there are only four positions in the region that are voted on by members. Those positions include the Regional Vice President Position and North, Central, and South Area Directors. Deputy RVP is a one-year term and will be voted on at this meeting. Other committee positions are appointed.

- **Finance** – Christina Merriott (CM), ARVP of Finance

CM replaced Martin Currie as the ARVP for Finance in April 2020 and is a member of the Central Indiana Chapter. CB and CM recently met and had CM added to the account for the Region. Recent financial activity includes:

1. Postage for sending finance information/documents to Christina
2. \$568 Income from Dues Assessment in July

Current Account Balance: \$9607.46 with no outstanding transactions.

CB discussed that typically when holding the ROC, the Region will reimburse the Chapter hosting the meeting. Dues are the only source of income for the account. It is pretty much an even break between expenses and income. Region is seeking additional revenue stream.

- **Communications** – Vince Plank (VP), ARVP of Communications



VP unable to attend ROC meeting. CB provided an update from VP. In this position VP updates/maintains the Region Website. Chapters were encouraged to keep the Chapter Websites current.

Action Item: All Chapter Presidents should email the following information to VP at vinceplank@safetymanagementgroup.com so that updates can be made to the region website.

- ♦ Name
- ♦ Chapter
- ♦ Picture (Headshot)
- **Professional Development and Foundation** – Jimmie Tullis (JT), ARVP of Professional Development and Foundation
Please forward any Professional Development activities within the Region to JT and/or VP.
Email JT at jimmietullis@gmail.com or VP at vinceplank@safetymanagementgroup.com.
- **Member and Chapter Affairs** – Angie Vance (AV), ARVP of Member and Chapter Affairs discussed that she is an additional resource to help with ideas, member support, messages, and added support for the chapters. Reach out to Angie for assistance with any member or chapter affairs needs.
- **Government Affairs** – Barry Spurlock (BS), Government Affairs Chair is a professor at EKU and a lawyer practicing in OSHA related cases. BS provided an update on Government Affairs and suggests that chapters check out the Society Government Affairs website to learn more and view ASSP position statements. Website: <https://www.assp.org/advocacy/government-affairs>
 - ♦ BS shared that there is OSHA activity in regard to COVID-19 related things such as social distancing and wearing face masks. In Michigan and Indiana, OSHA inspectors are treating any citation as a General Duty Citation. In Kentucky OSHA Inspectors have been deputized as an extension of the Health Department. They have the power to place a phone call to seize work; employer rights will not be there as usual. Ohio and West Virginia are following Federal guidelines. There are recordkeeping guidelines that pertain to COVID-19. In the state of Virginia, a COVID-19 Standard was passed. This is the first state to pass a standard. Learn more here: <https://www.assp.org/news-and-articles/2020/07/16/virginia-passes-first-in-nation-osh-a-standard-for-covid-19>
 - Additional COVID-19 resources, including back to work support can be found at: <https://www.assp.org/resources/covid-19/latest-resources>
 - Also shared that chapters can obtain tips from others from the ASSP Community COVID-19 discussion forum: <https://community.assp.org/discuss/viewcategory/104>



- ◆ Federal OSHA has updated the Beryllium Standard
- ◆ CPL issued on Silica since our last ROC meeting
- ◆ Skills Renewal Act – Provisions men/women to support bill and California and Oregon involved in enforcement.
- ◆ Significant Court cases since the last ROC
 - Federal level – Significant Heat Stress Case where OSHA lost at the Administrator Law Judge (ALJ) level. OSHA has not yet asked the full commission to review.
 - In the Court of Appeals, Region 7 Kiewit Case out of Cincinnati. Kiewit cited under standard that had been adopted when OSHA active in 1970s. Standard on eye washes from the Walsh-Healey Act.

Other Regional Committee Reports

- **Financial Audit Committee** – Zach Lemaster, Chair provided the Financial Audit updated. The audit was successful with everything being verified and completed. This information has been passed to Christina.
- **Nominations & Elections Committee** – Brad Weber, Chair provided an update that all Area Director positions have been filled. Central and North Areas will be reelected after 2023. The South Area will be elected in Spring of 2021.
- **Safety Professional of the Year Committee** – CB stated that the position is open. Cindy Brown volunteered to fill this position again.
- **Emerging Professionals Committee** – No update provided.
- **WISE Committee** – Selena Schmidt (SS), Chair provided an update on WISE Committee. First meeting held on 8/14 with representatives from the Middle TN, Detroit, Central Indiana, Purchase Area, and Northern Ohio Chapters in attendance. Additional meetings set up monthly through December. Asked Chapters to provide Chair with Chapter WISE Committee Chair representatives to be able to include in future meetings.
- **Turnaround Committee** – John Hewitt (JH), Chair provided an update. JH will work with Tom Bayer to work with the Northwest and West Tennessee Chapters. The Purchase Area Chapters have made some progress and found a successor to help assist in the chapter. Murray State University, a Student Section associated with the Purchase Area Chapter won the Outstanding Student Section Award in 2020. Past recipients of the Outstanding Student Section Award can be found at:
<https://www.assp.org/membership/awards-and-honors/group-awards/outstanding-student-section-award/past-recipients>
- **BISE Committee** – Martin Currie, Chair recently made the transition from ARVP of Finance to the BISE Chair. At this time, no report provided.



- **Virtual Conference Committee** – Jonathan Zimmerman (JZ), Chair provided an update and asked if we have an appetite to do more virtual right now. Discussion included mixed reviews about holding additional virtual conferences. More interest in a specific topic conference where CEUs are given. Suggestion was made by Warren Brown to complete survey of membership to see if there is interest. Carl Granger shared that the Mid-Michigan Chapter was doing a virtual ASSP prep class and offered to do for the region if there was interest.

Old Business

- **Resources for Chapter Operations During Pandemic** – Arielle Semmel (AS) reviewed guidance that went out on Friday for Chapter Return to Face-to-Face Programming Guidance. This information will help provide guidance to chapters for meeting face-to-face. ASSP is looking to local, state, and federal guidelines in helping to make decisions. ASSP has shifted all in-person programming to virtual through the end of the year. Provided ROC with links to tools for this guidance
 - ♦ Return to face-to-face guidance and waiver template is posted on the Chapter Activities page: <https://www.assp.org/community-leader-resources/chapters/chapter-member-engagement/chapter-activities>
 - ♦ Chapter and Section Leaders Group in the ASSP Community: <https://community.assp.org/groups/home/35>
 - ♦ Virtual Programming Resources discussion thread: <https://community.assp.org/groups/discuss/viewtopic/35/72/2709>
 - ♦ Virtual Tools for Chapter Use discussion thread: https://community.assp.org/discuss/viewtopic/80/2655?post_id=9276#p9276

Chapter Report Highlights

Area Directors for the Central, North, and South Areas provided brief chapter highlights from Chapter reports. For more specific details, see individual Chapter reports.

- **Resources for Chapters include:**
 - ♦ Volunteer Management Resources: <https://www.assp.org/community-leader-resources/chapters/chapter-member-engagement/volunteer-management-resources>
 - ♦ Member Recruitment and Retention Resources: <https://www.assp.org/community-leader-resources/chapters/chapter-member-engagement/membership-recruitment-and-retention-tools>

Presentation by Jennifer McNelly and Linda Tapp, ASSP Board of Director Members

- **Managing the Society Presentation** was given by Jennifer McNelly and Linda Tapp. Areas of discussion included:



- ♦ Overcame obstacles of Safety 2020 with Virtual offering. 1957 paid registrants for almost 1.4 million in revenue. Expectation of loss of 3 to 5 million. Decisions on Safety Focus 2021 will be made in September. Board is still evaluating options for Safety 2021. This is the first time in years that they anticipate a decline in membership.
- ♦ There is a level of uncertainty in global economic process and complacency is not an option. ASSP is working to be transparent in the decision-making process.
- ♦ Reviewed 4 Key Points of the “Competitive View” that is designed to shift resources to meet organizational need for growth.
 - Strategy – Maintaining and growing ASSP's Value through delivery of strategic plan including continuous review and improvement. ASSP Strategic priorities include Member Community, Education, Standards, and Value of the Profession.
 - Capital – Managing the fiscal health of the Society through continuity of operations, budget management, and risk management.
 - Talent – Aligning talent strategy to goals through identifying Human Capital risks, aligning incentive to retain and grow top talent, and ensure Human Capital needs meet growth requirements.
 - Infrastructure – Investing in the supporting systems and structures through technology.
- ♦ Provided Updates from board. Board updates are being posted to the community page after every meeting. They are striving to keep members informed and have transparency.
- Q&A with Linda and Jennifer
 - ♦ As of ROC ASSP has not had to touch the reserves from a financial standpoint. ASSP has taken steps to stay solid and responsible decisions are being made.
 - ♦ Discussion around declining membership/enrollment. Jennifer expressed to focus efforts on member engagement and discussed the hardship form. Kim McDowell added that they anticipate a decline in membership and that the hardship program allows for more flexibility with grace period. Recommend continue to launch marketing campaigns for member only resources. More research is being done at the Society level and will be shared once information is available.
 - ♦ Discussion about NSC/Campbell Institute and if we are sharing that knowledge. Jennifer stated that ASSP is not organized the same way that Campbell Institute is. ASSP is people focused and contributes content back and forth.

New Business



- **2020 – 2021 Open Positions and Elections**
 - ♦ **Area Director for the South Area** – There is one position that will be elected in Region VII. The position is the Area Director for the South Area which is a 3-year term beginning 7/1/2021 thru 6/30/2024. Nominations are due on September 17th. Those interested should complete the Nomination form: <https://www.surveygizmo.com/s3/5696418/ASSP-Nominations-Form-Area-Director-3-year-term-2021> or <https://www.assp.org/membership/elections>
TB stated that two people have indicated interest in this position. Persons applying must be a member in good standing and reside in that area. Area Director position description: https://www.assp.org/docs/default-source/committee-positions-and-leadership-roles/ad-role-description.pdf?sfvrsn=6d51ff47_2
 - ♦ **Safety Professional of the Year Chair** – Cindy will serve as the SPY Chair.
 - ♦ **Society** – Multiple committees that you can volunteer for and get involved in.
 - Leadership Connection form: <https://www.assp.org/membership/volunteer-leadership/leadership-connection>
 - Board Diversity Task Force: <https://www.assp.org/about/dei>
Please fill out form by 8/31 and visit the website to learn more information about the Board's Diversity, Equity, and Inclusion Task Force.
- **Discussion of 2019-2020 COMT Results** – Chapters were recognized for reaching Platinum, Gold, Silver, Bronze status. Platinum Chapters include:
 - ♦ Central Indiana
 - ♦ Kitty Hawk
- **Review of 2021-2021 COMT** – Brian Oczepek reviewed the new COMT and discussed requirements. Three main elements to maintain Chapter Charter include the Annual Operational Plan, Annual Leadership Report, and Annual Financial Report. Overall total points possible is 10,010 points. Best practice is not to wait until the end to complete COMT.
 - ♦ Summary of changes to the COMT that have been implemented for the 2020-21 year: <https://www.assp.org/news-and-articles/2020/06/10/what-will-be-different-about-the-chapter-operations-management-tool-for-2020-21>
 - ♦ Guidance document: https://www.assp.org/docs/default-source/community-leader-resources/2020-2021_chapter_operations_management_tool_guidance.pdf?sfvrsn=e2a7b047_0
 - ♦ COMT plan template: https://www.assp.org/docs/default-source/community-leader-resources/2020-2021_assp_comt_plan_template_f.xlsx?sfvrsn=f0a7b047_2
- **Selection of 2020-2021 Deputy Regional Vice President** – The Deputy RVP acts for the RVP when necessary and typically takes notes during the ROCs.
 - ♦ Nominations made and accepted included the following:



- Jeff Fox, Central Indiana nominated by Mark Frye
- Brad Weber, Southwest Ohio nominated by Jonathan Zimmerman
- Matt Summers, Louisville Chapter – Central Area Director nominated by Cindy Brown
- Carl Granger, Mid-Michigan Chapter nominated by Rich DeLeau
- John Barlew, Chattanooga Chapter nominated by Tom Bayer
- ♦ Tom Bayer, Chattanooga Chapter – South Area Director nominated by John Hewitt declined the nomination
- **Hardship Membership Program** – ASSP has a Hardship Membership Program available to members who have lost their jobs. Members can contact ASSP Customer Service at customerservice@assp.org or 1-847-699-2929 to learn more.
- Encouraged members who have lost a job to utilize the **ASSP Career Center** for job openings at jobs.assp.org.
- Region VII Safety Professional of the Year Selection Team

Area Breakout Meetings

Arielle Semmel opened rooms Area Breakout Meetings. Discussion led by Area Directors covering key topics for the area. Main points covered are included below:

- South – Discussed West TN, NW TN and Purchase Area Chapter and leadership. Also discussed opportunities for networking meeting between South area chapters.
- Central – Focusing on use of webinars and Chapter to Chapter Communication. Spreading job opportunities between chapters.
- North – Discussion on how membership has been affected during the pandemic and meeting with sharing resources from ASSP.

Upcoming Events: Leadership Conference, Future Leaders Conference...

- Leadership Conference – Region/Chapter leaders can attend the virtual conference which will held on October 1st and 2nd. Information and registration can be found at: <https://www.assp.org/education/conferences/leadership-conference>
- CORA Meetings – The next CORA meeting for Chapter Communities will take place on October 10th.
- Future Safety Leaders Programming – This is currently planned for November 5th and 6th. More information will come out in September as there are plans to change the event.
- Key Chapter Dates – CB reviewed Key Chapter Dates. https://www.assp.org/docs/default-source/default-document-library/keydates_2020-2021_chapters_f.pdf?sfvrsn=6e12b147_8
- Spring ROC 2020 – Proposed dates for early June and will be hosted by the West Virginia Chapter.



- Safety 2021 – Planned for June 6th – 8th, 2021

Deputy RVP Poll Results

Brad Weber (BW), Southwest Ohio Chapter, will be the 2020 – 2021 Deputy Regional Vice President.

Closing Comments

CB led closing comments brief discussion on how the virtual meeting worked and opportunities for improvement. CB and BW to work on a plan for every other month or quarterly calls between fall and spring ROCs. Jennifer McNelly and Linda Tapp also provided closing comments and stressed “Don’t hesitate to ask for help.”

Dismissal

Motion made to adjourn by Selena Schmidt. Second by John Hewitt. Motion approved via vote. Meeting adjournment at 1:19 p.m. EDT/12:19 p.m. CDT.

Respectfully Submitted by:

Selena Schmidt, CSP
Middle Tennessee Chapter President
Region VII WISE Committee Chair