



**Meeting Webinar Registration:**

<https://us06web.zoom.us/j/86428524140?pwd=SjRlR2lGb21ack0QzM3SCthaXFUZz09>

**Welcome and Call to Order**

Meeting called to order at 1:02PM. EST by Chet Brandon (CB), Region VII Vice President. CB welcomed attendees to Region VII's Virtual Regional Operating Committee Meeting.

**Chapter Roll and Establishment of Quorum**

CB determined we have a quorum. Delegates from 11 of 22 Chapters present. See list below for ROC Members, Chapter Guests, ASSP Board Guests, and ASSP Staff Guests.

Introduction of Geri Golonka, Arielle Semmel, and Kim McDowell from ASSP National.

<b>Region VII</b>	Chet Brandon, RVP	<b>Northwest Tennessee</b>	Not Present
<b>North Area</b>	Brian Oczepek, AD	<b>Purchase Area</b>	
<b>Anthony Wayne</b>	Brent Charlton	<b>West Tennessee</b>	Not Present
<b>Greater Calumet</b>	Not Present		
<b>Greater Detroit</b>	Linda Zaziski	Central Indiana	Vince Plank
<b>McKinley</b>	Kent Pasko		
<b>Michiana</b>	John Hewitt		
<b>Mid-Michigan</b>	Bob Schnieder		
<b>Northern Ohio</b>	Jim Chambers		
<b>West Michigan</b>	Rich DeLong		
<b>Central Area Director</b>	Allie Meyerhoefer in for Matt Summers		
<b>Audubon</b>	Not Present	Central Indiana	
<b>Central Indiana</b>	Mark Frye	Kitty Hawk	
<b>Central Ohio</b>	Allie Meyerhoefer	Louisville	
<b>Greater West Virginia</b>	Zac LeMasters		
<b>Kitty Hawk</b>	Jason DeDario		
<b>Louisville</b>	Eric Watts	Barry Spurlock	
<b>Southwest Ohio</b>	Not Present		
<b>South Area</b>	Selena Schimdt	ASSP Board	Arielle Semmel
<b>Chattanooga</b>	John Barlew	ASSP Staff	Kim McDowell
<b>East Tennessee</b>	Not Present	ASSP Staff	Geri Golonka
<b>Middle Tennessee</b>	Jimmy Tullis	ASSP Staff	Mark Huelskamp

**Review and approve the ROC Agenda**

CB reviewed Fall ROC Agenda. Agenda approved with the following changes:



### **Approval of the Meeting Minutes from Fall 2021 ROC Meeting @1:30PM**

One Change made to meeting minutes per Brian Oczepek.

Corrections:

- Finance – Christina Merriott, ARVP of Finance
- Current Account Balance: \$11,920.46 with no outstanding transactions.
- July 2021 Assessment Deposit: \$281.25
- South Area: Selena Schmidt, AD in attendance
- John Hewitt made a motion to approve the minutes with corrections. Second by Kent Pasko. Motion carried via vote.
- Any corrections to be made to the fall 2021 ROC. There were some people that were not on that list. Motion to declare that Selena was present - yes this is to be corrected
- Change Jimmy's last name to Tullis

### **ARVP Reports**

1:31PM - Chet to introduce Christina Merriott, CHST as RVP

1:33PM - Chet to speak briefly on the election process. Completed.

- Critical components - keep it going and the role, then to have a fair election
- Thank you to Brad and the Area directors for helping the region grow over the last 3 years
- Brad has resigned as nominations elections nomination committee, and deputy RVP
- John Zimmerman is stepping in to assist. We miss you, Brad.

1:36PM - ARVP Reports

1. Vince Plank: update the region seven website, whenever someone contacts him to post about an upcoming event like a region spy, golf outing, etc.
  - a. Use Vince to post and ask initial assistance. All incoming presidents send your headshot/profile for the region seven website
  - b. Web Master for the Central Indiana Chapter. Mark Fullscamp is the IT contact for National Society
  - c. [chapterwebupdates@assp.org](mailto:chapterwebupdates@assp.org)

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

#### **1:40PM Regional finances discussion - in decent shape**

- April 1 - March 31st fiscal year 2021-2022 total revenue \$2083.50
- Balance as of end of March \$13,961.96. dues assessment deposit (review notes from Christina)
- The primary source of revenue for the region is dues. Sometimes we do buttons and pull tabs
- Around \$3K in the bank is where we like to sit. If we had 2 ROCs that money would have been going to them for support. We try to keep a due in dues out



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**Notice Items:**

1:44PM - Allie is filling for the Central Area Director for Matt Summers

1:47PM - Regional committee to which the RVP leads. The Area Directors are appointment by the RVPs

- Do any of the regional directors have any updates?
- Martin Curie - BISE is trying to do a big outreach for mentoring and campaigns so that young professionals of minority groups can join the profession
  - Recently appointed a position on the BCSP exam board. Also working for a director's position on the board
  - If you have members of African American decent in your chapter, give them Martin Curie's contact to join BISE.
  - Same for HISE - Hispanics in safety excellence
- **Selena Schmidt - WISE regional chair is stepping down. Need to replace this role – Angie Vance volunteered. Was seconded by Allie Meyerhoefer**

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

2:22PM - Barry Spurlock

- OSHA update and HR perspectives
- April 21st OSHA published the notice about revoking AZ final approval as the state plan
  - Ohio is federal
  - MI, IN, KY, and TN are state planned states for OSHA
  - The reasoning behind AZ revoking for a state OSHA plan is where there is some bad blood between AZ and federal OSHA. 3 reasons for the revoking = 1. back in 2012 AZ was delayed in developing their residential fall protection standard being not as effective as the federal, not adopting federal standards on time, AZ multiple fame reports of not adopting the healthcare ETS on COVID. The AZ industrial commission brought some issues on the dangers of COVID.
  - Other folks in region seven should pay attention does not match the penalties on the federal level. KY the penalties are set by the legislator and the statute. Same goes for other states, their general assemblies will have to act to raise the penalties. They are making an issue with this in AZ, you wonder who is next?
  - If federal OSHA revokes their final approval means they get approval process again. Federal OSHA can exercise collateral authority in AZ under their discretion.
- Heat and OSHA - OSHA did a request for information in 2021 for 30 days on comment period. About a heat related illness standard dealing with both indoor and outdoor work environments. In this request for information that went with CA and OR who have specific programs related to heat illness directly.
- Request for information on updating the LOTO standard to match the Z244 standard through ANSI. ASSP submitted comments to this
- April 8th CPL national emphasis program on heat. If you have been following heat issues compared with the weather services and cases with the postal service. They questioned the scientific basis for these national weather service's tables.
- State plans have 60 days to file their intent on what they are wanting to do with emphasis on heat and heat related illness with the CPL. Trigger point of an 80F heat index, at that point OSHA



will issue compliance inspections for heat related illnesses, specifically for these high-risk industries. Proactively with aiding employers, but OSHA also adds with proactively potentially coming with inspections as well.

- Published 2/16/22 proposed rule change - to change the PIV standard to reflect the design and matchup with the ANSI standard B56.1,.5.6 out in there for the forklift manufacturers to provide PIVs with adequate safety.
- Update the HAZCOM standard to match with the GHS as it changes over time.
- They hope to have a notice of proposed rule changing to update the LOTO standard in September 2022
- 

### **Other Regional Committee Reports**

1:55PM - John Hewitt - work with struggling chapters. There is concern with Ottobon, and East Tennessee.

- Neither which are here nor have communicated with us.
- North East chapter dissolved and sent all of their members to East TN.
- What is the definition of struggling? Not communicating, not following their charter.
- Discussion on keeping chapter members and engagement.

2:04PM -Arielle Semmel and chapter communications:

- role specific emails for chapter leaders are available. It shields from sharing your personal email, but you can it forwarded to whichever email that you would like. The terms of use for the rosters are based on can spam requirements.
- Legally we are required to honor those preferences on providing an unsubscribe
- If it comes from the current chapter president personal email it helps with the personal connection. As a reminder from Arielle Semmel for who is showing up to membership it may not have the same impact on their radar if not knowing those to whom they are talking.

2:09PM

- important to find a way to provide a microphone or ensuring that those who are attending hybrid can hear everything.

2:20PM

- Member Chairs to reach out together and collaborate efforts to reach out to members and help other chapters succeed

2:21PM

- Zac confirmed that there has not been much action to help audit and help Christina into the financial role and help Martin out of it.

2:39PM

- Question: Jimmy Tullis - house bill 475 signed March 29, 2022, regarding KY OSHA. They are prohibiting from adopting any regulations that are more stringent than the federal laws. In its initial form to make KY OSHA change standards on the books that were more stringent than federal OSHA - this did not happen. This makes KY just like IN.

3:05PM - **Elections**



- John Hewitt nominated by Brian Oczepek. Accepted
- Selena Schmidt nominated herself. Accepted
- Christina to describe what the role for Deputy RVP entails
- Brian Oczepek nominated by Rich. Denied
- Two confirmed nominations Selena Schmidt and John Hewitt
- 3:15PM - Mark Frye announced a request for each of the candidates to present reasons why they will be good in this role.
  - Hewitt: long standing member, will promote whatever is needed to help the members in their roles. Will not be a president next year and wants to be involved in the region.
  - Selena, it is a good opportunity to working with the RVP hand and hand to be more organized and involved with the region. Selena is currently area director. John B. volunteered to be area director.
  - Deputy RVP and be an area director, there was a question if someone is holding two questions, but this was not answered by society.
  - If you cannot be an area director and the deputy RVP according to the election criteria. Is it interpreted that you have two votes in the ROC? Area directors are voting members for the ROC. One person, one vote.
  - If both candidates could comment on the available time that they must fulfill the obligations? John Hewitt it would be a struggle being a current president, but to stay involved at the regional level would be especially important. Selena - Stuff going on in TN and with working fulltime, some of this you are already doing as the area director you are already a part of planning for the chapter activities. From a timing standpoint, it is something that she wants to do so she will make time. ASSP is a priority for each of them so they will be available to the things that need to be done.

**3:25PM - all votes entered and being counted**

- Final vote decision from all approved entries = 2022-2023 Deputy RVP elected John Hewitt. Thank you, Selena, for giving a good run.
- First task for John in his new role is to collect the liability waivers for Axe throwing tomorrow night
- ARVP 2 openings ready for election. There are 4 or 5 of the chair roles that are important to ask someone to lead. Typically, they are 1-year terms and want to be appointed for more than one that is possible. You must be a current member of the region
- How do we know if there are people that are outside of this group that would be interested in this position? Present them and offer their name up.
- Cindy Brown has been chairing the role for Region SPY. She is no longer a chapter president but wants to be chair of this committee.

**Other Elected Positions decisions: 3:33PM**

1. SPY Team Chair - Cindy Brown and Mark Frye 2022-2023 to run for this role. Mark shared his thoughts on why he would make a good person for this role. Chet spoke on behalf of Cindy that she enjoys the role and would be happy to do it again. Since these are appointed, positions are it selected by the acting RVP.
  - a. The SPY Team Chair position Mark Frye 2022-2023 appointed by Chet Brandon
  - b. Zac - putting Mark in the role is allows to be looking at a nomination for Cindy in the future



- c. Nomination from John Hewitt to elect Cindy Brown to the nominations and elections chair role
    - i. Nominations and Elections chair is now Cindy Brown 2022-2023 appointed by Chet Brandon
2. Young Professionals Team Chair - Allie Meyerhoefer to nominate herself to run for the Young Professionals role.
  - a. Zac LeMasters to nominate Jenny Fuller. She is interested in this role; she works with college students already coordinating with our master's program. Looking at the problems that we are having now with ASSP membership, hopefully we can start them young and get them into the program. She wants to look at ways on how they connect students to mentors and getting them connected. A lot of times she goes to students and find out that they do not know what they want to do and get them involved in the industry.
  - b. Chet Brandon has appointed Jenny Fuller and Allie Meyerhoefer are co-chairing this role
  - c. Selena Schmidt to help co-find the group. Barry Spurlock has no desire to co-chair and would like to invite the region seven folks to come on board.
  - d. Having some faculty involvement is a request coming into the leadership conference
    - i. Leadership connection form link into the chat - Arielle Semmel
    - ii. On the region seven website there are seventeen student sections listed
    - iii. Young professionals are emerging professionals as well. Students are where our minds go first, but emerging professionals are combined.
3. Next election vote is for WISE chair - Selena Schmidt to vote on this. Angie Vance stepped up to take on the role.
4. Strategic planning team chair - to work with society to mimic what they have done with a plan - John Barlew is interested in this role.
5. Finance ARVP role - Zac LeMasters interested in the role. Chet appointed Zac LeMasters
6. Financial audit committee chair - Martin Curie announced to have a clean slate for the outgoing treasurers and incoming.
7. Practice Specialties ARVP - John Barlew interested and appointed

4:10PM

Vote to dissolve the NW TN chapter with repeated efforts to engage them with limited or no success.

- Those members down there are completed unserved. There is no continuity of officers and are no officers.
- There is a sunseting process that we must follow. Which includes trying to connect with the officers, sending a letter to the officers, sending a letter to all the members and received no response.
- The next step is to stop the depositing of dues money which has been completed. Since there is no response, we are in the process to get the money.
- The last step is to make sure that we know where the members are going. Unfortunately, there are some geographic challenges. The trouble chapter is everything in yellow. Then there is west TN that has three counties and part of Mississippi and west Arkansas is part of that as well.
- Selena's vision is to just split it down the middle. Everything below the Selena line goes to West TN.



- West TN has a meeting scheduled for Friday. Is it a clever idea that has a chapter to straddle two states?
- If we do this by splitting the chapter up and sharing between existing Region 7 locations/states. The members have the option to move chapters if they are not happy.
- Above the line goes to the Purchase Chapter with Eric Watts

4:25PM - Decision for ASSP NW TN Chapter Dissolution

- Mark Frye makes the motion to follow the dissolution plan of the ASSP NW TN Chapter as laid out with everything above the red line in the image presented goes to ASSP Purchase Area chapter. All members below the red line go to the West ASSP TN chapter. John Hewitt seconded this.
- 4:28PM Motion to table this discussion for the moment awaiting response from Eric Watts the leader acting president of the Purchase Area Chapter ASSP.
- All in agreement for this Rich, Chet, Selena, and Jimmy.

4:30PM

- Barry Spurlock to share the technical session on legalization of marijuana and how it impacts employers: Definition on terminology - understanding the difference between hemp and marijuana. Difference being that hemp has low THC and marijuana has THC. Presentation and challenges around marijuana

5:08PM Closing statements - Chet Brandon

- Wonderful day lots of items covered. We are excited about the team with new folks coming on and existing positions. Tomorrow to deal with the NW TN Chapter ASSP. Tomorrow, we start at 8:30am. Will share chapter activity votes and following shared agenda?

5:14PM - Adjourned John Hewitt, seconded Kent Pasko and Angie Vance

**Action Items:**

Allie and Angie to find the app that was used to communicate with member officers via text without having to withhold personal information

- How integrated is it with other systems? It is not, it is a manual system.
- Called REMIND (labeled as school communications)
- Are there any rules that we need to be aware? If they do not have their contact listed
  - Also, you can email chapter services and tell them to help to update the email
  - If they are getting their magazine, they think everything is fine
  - Some of our members may not be aware that they are not getting emails
  - Print out the chapter list and call members annually to solicit the fundraisers and update member information

**Thursday, May 5, 2022**

Meeting Called to order at 8:38am by Chet Brandon. Meeting overview and agenda discussion.

- Items to discuss
  - Return to face-to-face meetings, how to get the momentum back
  - The importance of bylaws and what they are
  - With the eliminating the delegates will require each chapter to update their bylaws to reflect this change.





- Roll call: 8:45am
  - Motion to discuss dissolution of the NW TN Chapter and have the existing members absorb those members and tend to their needs.
- 8:49AM - Motion continued from yesterday:
- Pick up discussion from 5/4/22 at 4:25PM - Decision for ASSP NW TN Chapter Dissolution
- Mark Frye makes the motion to follow the dissolution plan of the ASSP NW TN Chapter as laid out with everything above the red line in the image presented goes to ASSP Purchase Area chapter. All members below the red line go to the West ASSP TN chapter. John Hewitt seconded this.
  - Motion to table this discussion for the moment awaiting response from Eric Watts the leader acting president of the Purchase Area Chapter ASSP.
  - Adding the names of the counties
    - Above the red going to Purchase Area - Lake County, Obion County, Weakly County, Henry County, Dyer County, Gibson County, Carrol County, Benton County.
    - Below the red line going to West TN Chapter - Lauderdale County, Crockett County, Haywood County, Madison County, Henderson County, Decatur County, Chester County, Hardeman County, McNairy County, Hardin County.
- 8:53AM
- CB to ask if there are other discussions to behave. John B. with all the coming growth in the area with Hardeman County area will it be starting from nothing. The growth can always form a section, if the section is viable, it would be up to the members to make it a chapter.
- 8:56AM
- Eric Watts Purchase Area Chapter are ready to take on new members that are in the TN area. West TN is having chapter meetings now. Both are aware of the situation and are willing to take on new members.
- 8:57AM
- Mark Frye Call for vote - CB all in favor for the dissolution chapter as described in the plan all say I. Motion passed to dissolve the NW TN chapter.
- 9:00AM - Activity Reports to be begin. Starting with the conversations Middle TN
1. Chattanooga - voting online system and how to initiate this. For the first time they have a full board. There is the relocation of some folks to TN there is not previous board experience.
    - i. What is working now: being agile, no companies are wanting to host tours still, but it is starting to come back. Hosted one in January with TOSHA and that brought in about 30-40 folks. It was the biggest meeting in 3-4 years. You can go through ABC (American Bicycle company) for \$8 instead of the \$30 and you can donate the helmet. Non-profits for children and bicycles.
    - ii. Challenges - commitment, getting folks that are interested and committing to things is competing interest.
    - iii. Best piece of advice for other chapters, your continuity of your leadership team. Half way through is fourth term, got a binder and everything that you would need to run offline, that has been helpful in the training process. Going old school with the binders is a clever idea.
    - iv. They just slumped under one hundred members for the first time
- 9:11AM





- Chet Brandon showed the group how to download chapter reports on the assp.org website. Active and grace report is accurate for 30 days, not by month. How to reach out to new members and welcome. Create an email template. Chapter roster expired members, have someone reach out and contact them. Chapter logistics report - includes financials and EIN number, etc. Whoever can run the roster reports should have access to this.
- 2. Jimmy Middle TN -
  - i. Major accomplishment - going virtual with COVID. One of the members had GoTo meeting available, the person took it upon themselves to make sure that it went well each time. Next Monday is our May meeting, it is the first hybrid meeting. LEE Company has offered their facility to host their meeting there next month for our hybrid meeting. We donate child seats to different charity organization for women who are unable to afford seats for their children. The number of child seats that were donated were sixty-eight to different organization. We had a tough time finding organizations who could use the seats. There is a good executive committee, Martin Curie is stepping in for President of the Middle TN Chapter in place of Jimmy Tullis. Donate to the school for young ladies to get their driver's license.
  - ii. Working well - we have a good EC group that stays together. The last 3-4 years who had members who were able to stay in their roles and this has been helpful.
  - iii. Challenges - Middle TN chapter has had a driver school for about 4 years. It began with one of the judges asking to do a driver's school for drivers who get tickets in Nashville, ASSP has one that they do. None were completed during because the counties did not. The challenge now is that there are no drivers going through the school, online is the competition. The financial ability to fund and change the in person only driving school to hybrid option. Forty percent of the revenue goes to a charity in Nashville to homeless. The other 60% went to the scholarship and child safety seats.
  - iv. Advice - be creative stay strong, do not worry too much about meetings and coming together. If you create it and if you reach out the best, you can get good speakers.

Northern Area Chapters 9:43AM Brian O.

1. Mid- Michigan going at 9:43AM
  - i. Major accomplishments: we have kept are monthly board meetings, still try to do whatever we can with training opportunities. We recently had the Michigan safety conference, the west Michigan and Detroit, we had an all-chapter meeting. It was good attendance since it was after the Michigan Safety conference. There was a booth set up at the Michigan Safety Conference. We have had several trainings in the last 6 months. How to set up an ergonomics office as well as visual chemical safety. A fundraiser for us to do CPR and FA from a community service perspective to get our name out there. Coffee with my OSHA partner. Lansing Lugnuts game, ASSP picks up the tab and rents the area, we are trying to get more into the social activity.
  - ii. What is working well: we have been plugging away despite the challenges with COVID. We have participated in Toastmasters; you do not have to purchase any equipment to accommodate hybrid.
  - iii. Additional Challenges - participation and engagement not only from the members is disappointing and hard to get feedback. Finding venues is a challenge still. We will resort to finding a hotel conference room. Option is to partner with a hotel conference center,



- see if they will donate the meeting space for free, or try libraries, or historical society, etc.
- iv. Best piece of advice - look for new opportunities, open your mind to being creative and do not give up. How to meet the goals better for social events and hosting. Important, if possible, to find one venue and keep it, then host tours. Find a set date - do a board meeting, then role the board meeting into that with the member involvement. Having one location for meetings then finding locations to do tours, if you order food a lot of restaurants will host as well. Finding a meeting space like a hotel or local police academy, or statehouse. If they are hybrid, these are standing meetings to allow for planned attendance.
2. West Michigan - Rich
- i. Challenges = leadership who wants to be the VP, President, etc. sometimes you get the same people in the same positions, and they were not particularly effective. We decided that we were going to be very intentional on how to benefit the members. We developed a plan where they were sustainable, once a president leaves and someone else steps in ensuring that someone steps in. you look at any of the chapter websites and it goes up and down etc. We were going to intentionally exploit the student chapter, and we did not do a whole with it. Once the liaison left the school, talked to the director of the OSH program, and found a new professor. When the school year started, there was a plan on how to engage the students. When you have a board meeting, the student section leaders would be invited.
  - ii. Focuses - focus on the COMT system, when you have a metric that is what is driven to be accomplished. You must follow the schedule, there is a schedule, and it is set. You can never over communicate.
  - iii. We are at a full board, eleven officers, five are elected and the ones that are appointed. Those folks came from the student section, they cannot be elected officers in the first year, they must be a good standing member at the chapter level. '
  - iv. We are at platinum status right now; it is easy to lose that. Making sure that you have a pipeline of good, qualified people who are willing to take over the reins. Member ship chair is one of the most important positions that a chapter has. Develop a welcome member packet. Make a hard copy of the membership, a list of all the officers, a list of the program for the entire year. It has the entire year, this is what we do, this is the list of speakers what there is to talk about.
  - v. At the board meeting we talk print out who is on Grace and Active, and ask if people know them, and reach out to them.
  - vi. One of the biggest turn outs is coffee with MOSHA is one of the largest events. They always reference the standard, so it is not as helpful on the private sector. They go because they want to know what is coming up.
  - vii. Eventbrite, there are other platforms out there. When you get someone who wants to show up in person, now they must pay for it upfront. We charge \$15 for each meeting that includes breakfast and it is at the holiday inn downtown.
  - viii. Advice - tap into the engineering programs and schools. If they are not members, invite them to the meetings and highlight them, get them involved. If you can show them why they should be interested, then they will help you start this.



3. Anthony Wayne -- Brent 10:45am

- i. Returned to in person meetings in June. Attendance immediately went back to what it was pre-covid at about 20-25 people. They have been trying to bring in speakers that are trying to bring in practical speakers. They brought in people like Linda Martin on doing things differently. Sam Goodman spoke on the sucks of safety.
- ii. Next meeting is IOSHA talking about what they are focused on.
- iii. Challenges are getting members to respond. Our meetings are more heavily attended by non-members over members.
- iv. Trying to have an executive meeting one times per month is difficult but working on it.
- v. Biggest concern right now is succession of officers. Most of our current board is begging people. They are going getters in their professional life; it is one more thing on an already busy plate so that creates a struggle. Putting together speakers for next year, we will try some breakfast meetings over lunch meetings.
- vi. There is not a good mechanism for handoff for succession for chapter leadership

10:57AM

- Has anyone reached out to employers in the area - some of them are members and some of them could potentially be hosts? Reached out to local businesses and posted pictures. You must have a contact person on the membership list and work the membership and call them directly as your contact. Make it easy for people to stay engage. It is your responsibility to run a predictable program.

10:26AM

- CB some chapters have done well with their students, but we have some of the top performing student sections in the country and we just do not support them enough.

10:30AM

- Discussion around school programs that are existing. Central Ohio question, how to reach out to schools and engage faculty members to start and join the ASSP initiative. The faculty advisor can be a member of the chapter who agrees to do it. The faculty advisor can be a member of the chapter who is willing to take it on. It does not have to be a teacher at the school. Follow up on student organizations and what is allowed as faculty advisors. ASSP does not care, but the university rules may differ. Latrice Rone - student advisor person at the ASSP National

10:41AM **ACTION ITEM FOR SOCIETY**

- Can we create a community for academic sponsor? Can we have society create a common interest group. In Region 7 we have X number of student sections. If you go to the sections and find the student sections. Christina to talk to Vince to add a general contact information on the Region 7 site to centralize. There is not a meeting space for faculty advisors at the leadership conference.

10:45AM

- Chet Brandon - the BCSP has a launched a research journal and are looking hard at research that can be transferred into practical application. Allie and Jenny to work together with the BCSP and get published in their journal called SHIFT.



11:00AM - Chet Brandon breaktime

11:19AM - meeting began again kick off from society's updates and presentation

**Action Items:**

- Can we create a community for academic sponsor? Can we have society create a common interest group. In Region 7 we have X number of student sections. If you go to the sections and find the student sections. Christina to talk to Vince to add a general contact information on the Region 7 site to centralize. There is not a meeting space for faculty advisors at the leadership conference.

11:20AM Jim Thorton - State of Society

High Points:

- Three goals in 2021 - meet out plan and manage cash, increase our efficiencies, governance.
- 2022 refocus on topline growth and increased efficiencies
- Greater demand for event-based education along with virtual option.

11:55AM

- Maribeth Anderson speaking on thanks to the Region 7 leadership and their efforts to dedicating time to the organization and their membership.
  - The offering of lower cost or free training available to members. BCSP offers a 3-day class next week for \$25 for example. One of the key things that society is looking at is how are we offering a variety of different things.
  - If your person who is in the advisory group is not involved, you need to talk to society. There is going to be some smaller more topic focus that will come up. How do we know who our advisory group contact is?
  - Headquarters move the buyer decided to explore other options. They identified a less expensive alternative. Despite the challenge in the current real-estate transaction. There are still plans to sell the headquarter buildings in the future. Staff will do their due diligence and the market is still hot, so hopefully another offer in that range.
  - Discussion around the sustainability and ESG movement to grow and bringing ASSP governance into your organization. It should and needs to be transparent in a company just like it is for ASSP
  - Get on advisory committees to be those change agents

1:03PM

- Meeting starting again by Chet Brandon
  - **Proposal by Chet Brandon - take the Regional Virtual Conference Committee Chair and replace it with an Advisory Committee Chair for the region. Helps the chapter presidents understand what is going on here and how to communicate with them.**
  - The delegates asked to be transferred over into the role of the advisory group



- **The change to the ASSP bylaws that the house of delegates approved was to dissolve the HOD and create the advisory group. The delegate structure for chapters does transfer into the advisory group. Change the leadership roster form**

1:18PM

- motion on the floor to appointment the Advisory Group chair - Mark Frye to ask the motion, Jimmy Tullis to second this. The Elimination of the regional virtual conference committee chair and alter this opening to be a Region 7 Advisory Group Chair. All in favor - 1 Abstain. **Motion passes**
- Next step is to appoint someone to do this, it needs to be enthusiastic and has the time to dedicate to this.
- Angie Vance as leader and have James McGlothin as the coordinator
- Chet Brandon 1:37PM appoints Angie as the Chair and Jim as the assistant.
  - Angie getting online through Leadership Connect to get start

1:38PM ASSP News Announcements Chet Brandon

- Key activities and updates including
  - Website updates
  - Nominations and elections
  - Chapter reports
  - Fiscal year ends March 31, 2022.
  - Safety 2022 June 27-29 Chicago
- You can share the link with anyone who wants to help with the COMT. Does not have to just be Presidents
- Why can we not put that link on the My Groups page. The logistics page will have the link so that the chapters always have access to it
- Preparing for our annual financial report and uploaded to the COMT
- Chapter general liability insurance update
  - There is liability insurance available for chapters to ensure that everyone is covered in your chapters and protect yourself. If a venue is asking for insurance like the COI that is available connected to a meeting. Golf outings, things like that are covered. If we want a COI, we must request it for our chapter. There is a form on the community leader resources this is available. For clarification ASSP the GL provided to the chapter year around to cover the activities that the chapter does. So, you do not need to request for this. The COI is like if you are having a PDC, your vendue may ask for verification of insurance.
- Allie shared on S4NP.org and shared information with everyone
- Leadership development opportunities - how to get involved at the society level. Called leadership connection under membership in your ASSP portal

1:27PM

- John Hewitt - concern is that a lot of the chapters have 2 years terms, chapter leader update in May, as a charter requirement to have bylaws cleanup process to help the chapters. The advisory group term is 1 year, but you can serve more than one year.

2:53PM Chapter Bylaws CB



1. Why do we have bylaws? It is the binding agreement on how to legally run the chapter and the governance structure within the chapter.
  2. ASSP has laid out the model bylaws. All chapters will have to update their bylaws to reflect the model set by the Society model. It will have to go through the approval process.
  3. Society's plan is to make the changes for the chapters and then just update with the individual chapter changes. Society will set up an eballot for the chapters as well to share with their members on the voting.
  4. This will be governance changes only for chapters. Additional changes will not be part of this change.
  5. Bylaws revision process is listed on the Region 7 website
  6. How long is this process expected to take? The goal from society is to be completed by early fall
- 3:05PM Mark Huelskamp from ASSP Chapter Web Services

1. Web hosting
  - i. You can send Mark H. things for updating, he will do this to help with the individual websites. They do offer ASSP email addresses with the email packages.
  - ii. They encourage everyone to use the ASSP email addresses rather than your email accounts.
  - iii. PayPal and Venmo accounts should be set up with ASSP email addresses and not personal ones.
  - iv. Anything that is more than 1 year old on the website should be removed
  - v. Use the higher logic email account when sending mass emails to your membership
  - vi. They have storage accounts on Google Drive - use this and not personal. So that there is a historical archive
  - vii. There is a video channel through YouTube where you can record and post your virtual meetings
  - viii. In the meeting links online, you can set it up to automatically host the meetings and send a reminder on them once people are registered
  - ix. Is there a platform that can be purchased to be used for meetings? Like can the Zoom be purchased by the chapter etc.
  - x. There is the marketing collateral kit that there are name badges, presentation deck slides, social media banners, business cards and all the chapter logos
    1. Assp.org/community-leader-resources
    2. In the ASSP Community here is information shared
    3. Remind your chapters that we will never ask for money on an individual basis outside of your dues or fundraising events
2. Can we create our own communities to allow for faculty advisors and student section leaders to collaborate?
3. Magnet mail is the system to use for mailing - the GUI is difficult and hard to find
  - i. Some companies block the magnet mail site itself. Have you shared the whitelisting for that website with those folks?
  - ii. On the ASSP website there is a search option to make everything Whitelisted. Make sure that members get this
  - iii. The more you use it the more proficient you become.





- iv. Encourage your incoming officers to meet with Mark Huelskamp live. Use him and his services to help you in getting information in emails out and help with the website.
- v. Real magnet and higher logic are for mass mailing and bulk emails. It can be illegal to be sending these out to our members through our personal
- vi. Add the contact form on the website for your individual chapter - email Mark to add this
- vii. Utilize the banner rotation advertising events for your individual chapter
- viii. Add the member spotlight section to our website - have Mark add this and post it.
- ix. Add a WHY ASSP becoming a member and add how to become a sponsor of the chapter and what is involved (review the NC Chapter's website)
- x. New Jersey has a podcast section on their website where they do podcasts with their leadership
- xi. Add the mentor/mentee form on Central Ohio's Chapter website

3:38PM

- In person driving school since 1970 J. Tullis asking Mark Huelskamp if those courses can be offered to be posted online for the information through ASSP.
- Can the driver school be offered online to the public instead of word of mouth? With a paywall, depending on all your requirements a site can be expensive to develop.
- Mark asked Jimmy to provide the content and the information he will help to build the site for this service to Middle TN.

3:46PM

- Bob Schneider - is there a way to make the individual chapter websites more robust? Mark said yes you can go to the society page and have things incorporated from society into your website. You are more than welcome to take any information on the society website.

3:48PM

- Allie Meyerhoefer - can we add items to other events and organizations on the site does this affect any laws within society?
- Like S4NP etc. use event Espresso for all events including items that are local but may not be ASSP directly

3:58PM

Jason DeDario asked how to get into Event Espresso and Mark walked through this

4:04PM

- Angie Vance - texting apps... is there any direct that society is going to allow and or disallow us to utilize these services.
- Texting is an effective way to get a hold of folks for reminders and stuff like that. Has ASSP thought of a standardize tool for that?
- She described the app called Remind - it is set up for schools so that teachers can make links. It is up to the individual to set it up, they choose whether it is an email or a text. It is free

4:10PM

- John Barlew - The election voting online. There is an officer transition checklist. WordPress is the tool to share voting for chapters. For election voting you want to change delegate to advisory group member.
- Crowd signal - is now poll daddy this is used for voting

4:27PM





- At chapter meetings you can offer CEUs. You must fill out the form several weeks in advance, but members can get CEUs for attending chapter meetings. Any training in person 1 hour or more qualifies for CEUs. Must be an hour at least 4 weeks ahead of time.
- Virtual counts if you can prove that they were attending
- 1 hour you get 0.1 CEUs

4:36PM

- Proceeding with in-person events.
- Utilize the waiver presented by society. Add the waiver in your event registration through Event Espresso
- Student section support tool - third is like the COMT tool for students
- Outstanding student section of the year keep this going
- Use Latrice Rone for questions related to student sections
- Diversity equity and inclusion - BISE and WISE (Angie Vance took over WISE) Martin Currie is over BISE
- Keep reminding members of the hardship program
- New technical resources that are available - SMS Safety Management Systems the new ANSI/ASSP/ISO 45003-2021 is listed and posted
- Construction the new standards are posted. Be sure to utilize these resources on the ASSP site in the store. They are not free, but if you are in the state of Ohio the BWC will send it to you for free.
- Training and development resources are available on the ASSP site.

5:03PM Meeting adjourned motion from CB seconded by John Barlew

## **Friday, May 6, 2022**

8:33AM Call to order Chet Brandon

8:36AM - Row call of chapter representatives

Continuing Chapter Activity reports

Jim Chambers - Northern Ohio

- Gained membership
- Working the COMT all year, the spreadsheet that they gave is okay. We used the spreadsheet to determine what their status will be. Goal to become Gold this year
  - Reviewing every 2 months
- Participation is hard to come by. How to reach out to people that are being pulled in many directions to have a chance to be involved.
- Getting new volunteers is hard.
- Governance change affected the viewpoint of a lot of members fearful of the changes
- ROC 29th and 30th of September
- As a steward of the business, it is our responsibility to represent the chapter. The pricing for the career site it was another charge to use these services. The message is that they are looking at different membership levels or packages including corporate memberships.
- How does a member know if your company is a corporate member of ASSP?



- There is an opportunity to send a letter to your family and company to thank the time served
- There is a corporate level donation to the foundation level
- Whoever authors the emails about the tours and meetings are good repeat reminders

Linda - Greater Detroit Chapter

- There is a strong core of a lot of past presidents
  - Responsible/Informed tracking sheet of what is needed from each role
  - What are your roles and what are you supposed to be doing?
  - Mini ROC 7.24.21 was the changeover of the new officers
    - It is to build the operational process of the year
    - You get a lot of ideas from a lot of people
  - We have a challenge with our budgeting. We have money, but varying view on how to spend it.
  - Anyone who has experienced this please reach out
  - That is where the parliamentary procedure comes into play
  - There is an executive board and then there is active members. Did a break out session as an executive committee to engage members on the decision process.
  - Part of the mini-ROC developed a yearly plan
  - Creating and following an agenda to ensure that it is followed during meetings and prepared in advance
  - Oakland University Student Chapter - received the outstanding student section award
  - There is an older population in the current board and trying to get more of the younger professionals in the succession
  - Has an automotive and manufacturing round table
  - Student sections are Findlay in Ohio and Oakland University in MI
  - Participated at the high school level where ASSP talk to the students in the safety profession.
- Local WOW chapter - Linda to share the link with everyone
- Summer picnic event was successful
  - Michigan Safety Conference coming up April 12-13, 2022, Lansing, MI
  - Coffee with MIOSHA on May 11 Troy, MI
  - Phishing emails are an issue with hackers asking for money
  - 250+ members and average attendance is 20-25 per meeting in person.
  - Students' leadership is required to attend the meetings
  - Is there a marketing department for ASSP - yes there is?

John Hewitt - Michiana Chapter

- Major accomplishments - during COVID managed to get platinum chapter
- Getting back to in person meetings was a success. We were having difficulty even getting people to respond and want to do anything virtually.
- getting numbers to cover the meals is not so much the issue, we are happy that we get people to show up. The membership chair forgot to send an update for the meeting, and everyone forgot. One word of advice, send constant reminders on a schedule.
- Charge for the meetings on a regular basis
- Challenges - membership growth in our area specifically heavy RV and turnover in the RV industry is huge. Excited about Amazon facility coming into Elkhart, IN.
- Best advice - do not give up we are all having the same struggles. We have all been there and it is the same fight constantly. Celebrate your positives



- Take your past leadership to lunch, ask them what went right, what went wrong and hear it from them. Why did everyone resign and why did we not have a meeting to discuss this, etc.
- Christmas social of every past president and their spouses to connect with each other
- Emeritus status - for retirees to \$15 same as the students
- Good focus of a scholarship for the member who continued to be an active member after retirement. We lost him during COVID

Kent Pasko - McKinley Chapter

- Do not get a lot of members at their meetings but excellent quality.
- Kept the online meetings going and offered CEUs

Calumet Chapter - Not present

- Idea to open the meeting a half hour early and have a social before the meeting starts to break the ice
- Actively involved with the student section
- Purdue NW has a student section that is part of a program for Organizational Leadership with a minor in Occupational Safety and Health
- All incoming folks that work with Brian O. he has them sign up for ASSP

Break - 9:54AM

Meeting Continue - 10:08

Central Region - Matt Summers Allie speaking on his behalf

- Louisville Central Indiana Kittyhawk and Central Ohio

Bill and Barry from Louisville on the call

- Barry was his proxy, but Bill is on the call and giving the update for the chapter
- Major accomplishments - started the scholarship program in honor of Frank within the chapter. Three applicants, two from ECU and one from IUS. Megan Thacker was the first recipient and went to work for Bill.
- New slate of officers, we are bringing in a lot of people that want to get involved
- A lot of good social events and getting to bring out a lot of members that do not necessarily attend your meetings
- Offer the hybrid option for all meetings which has improved the attendance. Before COVID it was averaged 15-20 in attendance and now with hybrid we are at 50-55.
- We have a wide territory in KY. The awards and recognition meeting will be at Churchill Downs
- Student sections - Barry to talk on ECU. Barry willing to help to build scholarship program
  - ECU has held onto COVID requirements this has made it difficult, but we were finally able to have an in-person student meeting. We have around 60-70 student members. We are one of the oldest student sections in the region
  - Bluegrass section is going strong
- They allow us to have meetings at their training center at no cost and free food.
- Advice - find a central partnership for a meeting location and coordinate tours separately
- Davis - Elliot is the hosting location for the bluegrass section



Jason DeDario - Kittyhawk

- Jason current serving as a president elect. Current president unfortunately has not been continually active, as since in the last 5 weeks asked to resign from his position to allow the current president to elect to serve out for the sitting president's last term and then move on to his 2-year term.
- Major accomplishments - Connie Muncy presented on Cancer and she is in the home chapter and presented for a meeting that we did virtual.
- We utilize Teams by doing the virtual teams, and were able to pull from outside of the chapter and have others participate as well
- Our chapter did a table at a STEM school - middle school and high school students and a presentation opportunity to share the safety environment or opportunity in safety occupation. Reach out to the local STEM school for community service opportunity and reaching out to high schools.
- Social last week was the first in person event
- A plant tour and presentation for later this month
- Some tornados came through a few years ago, they are giving a presentation on their recovery efforts
- The challenges that we are facing with everyone else - leadership is difficult and trying to not burn out
- Student chapter our faculty advisor changed jobs and the section did not survive COVID.
- Our list is through the real magnet side, so how do we communicate with the non-members effectively through email.
- Offer advice - challenge the status Quo. Continue to do things in your roles and in your profession that you believe in. do not give up on the process, challenge the process at times

10:38AM Christina RVP - opportunity to develop a plan for transition for incoming officers to help with new roles and to establish terms for the region.

10:40AM - using electronic file saving and the Google Drive option. Set up a chapter email and use the Google Drive for full transparency of documents

Central Indiana - Mark Frye

- Have not missed a beat through the pandemic
- Hosted a podcast team meeting
- Created a production team to broadcast all the meetings to help to double the attendance
- Annual golf event called the Future Safety leader golf classic - it was sold active 150 attendees plus volunteers
- Featured in society's website for the golf outing and how they do that
- Annual PDC kicked off the pandemic live, with about 850 people attend
- Hosted the Governor of Indiana Safety awards
- 15K in scholarships on top of what goes to the foundation
- Silver sponsor of the Indiana Kids Chance is a program for kids who have lost a parent to a safety accident
- Coalition for Construction Safety and help with the PDC



- Relationship with the BCSP which is in Indianapolis
- Wheeler mission helping which is IN version of helping the Homeless
- Indiana school counselor safety conference
- Lawrence high school job fair to get kids interested in safety. QR codes with videos and get to talk to people and inspire them to be safety professionals
- Purdue student section is not meeting the requirements
- WISE, BISE and a big mentor program
- Jeff Fox member is the Region Spy Winner
- Fake personal letter from the president goes a long way
- Do more events where you are paying for social events involving families
- Scholarships from the professional and membership appreciation day
- Created a TikTok account
- Recruiting board members is a challenge
- Fall protection and things that are of greater interest for our meetings
- Do more material connection with our membership
  - Send a president's letter and a welcome packet like a shirt or something
- The chapter purchased a camera system that follows the speaker
  - Region 7 should consider purchasing that equipment for this
  - The program chair manages the equipment and runs the meetings for the equipment
  - Mark Frye to send a rundown of it. Microphones are critical and bandwidth

10:57AM Central Ohio - Allie Meyerhoefer presented

11:13AM - Chet to continue with information on leadership transitions

- Strategic planning committee is appointed as John Barlew to spearhead this
  - The J2 Committee
- Will Arielle be available to jump on a call with us and do the breakout sessions for effective leadership
- Having a job description for the positions
- Restate objectives and roles, what is it that they are being asked to do and what is the measure of success
- Idea: from East TN add the job descriptions of each position and post it as a nomination page
- Reward and recognize praise, sometimes you give it out as an investment
- Fall ROC planning dates are Sept. 29 and 30th
- Middle TN would do Spring of 2024 if Spring 2023 falls
  - West MI is doing Spring 2023 ROC

11:32AM - Looking for Fall of 2023 go back and talk to your chapter leaders and would we be willing to host a fall ROC in 2023

11:35AM - there is CORA meeting this is Chet's last meeting

- Discuss ways to improve and provide a format for presenting chapters
- Some time for work breaks during the day

11:45AM - Kent evaluated positive for COVID



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Motion made to adjourn by John Hewitt. Second by Chet Brandon. Motion approved via vote.  
Meeting adjourned at approximately 11:46AM EST.

**Respectfully Submitted by:**

Allie Meyerhoefer, MS, GSP, OHST  
Central Ohio Chapter President  
Ohio S4NP Representative  
Young Professionals Co-Chair