



**Meeting Zoom Link:**

<https://us06web.zoom.us/j/81336259990?pwd=d3ViMnI3THQyZ3lwOWRyUTdCOFRlQT09>

**Welcome**

Christina Merriott (CM), Region VII Vice President, welcomed attendees to Region VII’s Regional Operating Committee (ROC) Meeting and thanked the host chapter, Central Indiana, for hosting the Fall ROC.

**Chapter Roll and Establishment of Quorum**

John Hewitt (JH), Deputy RVP, determined a quorum for the ROC—delegates from 16 of 21 Chapters present. See the list below for ROC Members, Chapter Guests, ASSP Board Guests, and ASSP Staff Guests for attendance during Day 1 of the ROC.

Attendees introduced themselves by providing their name, chapter representation, and a fun fact about his/herself.

<b>Region VII VP</b>	Christina Merriott	<b>South Area Director</b>	Selena Schmidt
<b>North Area</b>	Rich DeLau (virtual)	<b>Chattanooga</b>	Jennifer Eve(virtual)
<b>Anthony Wayne</b>	Brent Charlton	<b>East Tennessee</b>	David Hixenbaugh
<b>Greater Calumet</b>	Kelly Botts (virtual)	<b>Middle Tennessee</b>	Jay St Pierre
<b>Greater Detroit</b>	Sandra Aufermann	<b>Purchase Area</b>	Lexi White
<b>McKinley</b>	Taylor Fetty (virtual)	<b>West Tennessee</b>	Not in Attendance
<b>Michiana</b>	John Hewitt, Deputy RVP	<b>Other Guests</b>	
<b>Mid-Michigan</b>	Robert Kirby (virtual)	East Tennessee	Melissa McKenzie
<b>Northern Ohio</b>	Holly Boullin (virtual)	Central Indiana	Chaka Dial
<b>West Michigan</b>	Chris Scholten (virtual)	Central Indiana	Ginger Dayton
<b>Central Area Director</b>	Allie Kroeger	Central Indiana	Karl Weisser
<b>Audubon</b>	Not in Attendance	Anthony Wayne	Jason Lake
<b>Central Indiana</b>	Mark Frye	Greater West Virginia	Zach LeMasters
<b>Central Ohio</b>	Layne Wortman	Louisville	Matt McKroskey
<b>Greater West Virginia</b>	Proxy not designated	Kitty Hawk	James Lopez (Virtual)
<b>Kitty Hawk</b>	Jason DeDario	Middle Tennessee	Jimmie Tullis (Virtual)
<b>Louisville</b>	Brad Hart	ASSP Board	Thomas Kraemer, VP of Finance
<b>Southwest Ohio</b>	Not in Attendance	ASSP Staff	Kim McDowell

**Call to Order**

Following introductions and establishing a quorum, John Hewitt made a motion to Call the Meeting to order. Second by Allie Kroeger. The motion carried the vote. Meeting called to order at 12:58 p.m. EST/11:58 a.m. CST

**Review ROC Agenda**



CM reviewed the Fall ROC Agenda.

### **Administrative Tasks**

CM appointed and asked for volunteers for the following roles.

- Confirmation of Secretary – Allie Kroeger (AK) will be the main scribe, with Selena Schmidt (SS) as a backup scribe for the ROC.
- Confirmation of Parliamentarian – Melissa McKenzie (MM) from the East TN Chapter volunteered as a parliamentarian.
- Appointment of Timekeeper – Jay St. Pierre (JS) from the Middle TN Chapter volunteered as a Timekeeper.

### **Approval of the Meeting Minutes from the Spring 2023 ROC Meeting**

A review of the Spring Meeting minutes generated discussion about multiple changes to be made to the minutes.

**Motion** made to postpone approving the minutes until 4 PM Eastern by SS. Second by Mark Frye (MF). Motion passed via vote. I am waiting for approval of minutes until ROC sends changes to AK for revisions.

### **Back to the Basics**

Before the reports, 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.

### **Society News and Message from the Board: Presentation by Thomas Kraemer (TK), ASSP VP of Finance**

TK reviewed our 2023-28 Strategic Plan for ASSP. See ASSP's 2023-28 Strategic Plan Presentation for details on the Strategic Plan.

### **Key Takeaways**

- TK stated that ASSP leaders received an email that can be used to provide recognition for their leadership positions.
  - JS provided additional information and stated that the email came on July 27<sup>th</sup> from [info@m.virtualbadge.mail.com](mailto:info@m.virtualbadge.mail.com)
  - Email can be used to thank employers for allowing leaders time to participate and support ASSP.
- TK gave the mental picture of comparing the strategic plan to a “football field.”
  - Mission – Seeing them do the plays, in other words...what are we doing as a Society to influence our mission?
  - Vision – Where are we going...what are we working towards



- Value – Sidelines
- Measure progress through Key Performance Indicators
  - Keep people...
    - Interested
    - Informed
    - Involved
    - inspired
  - Volunteer leadership is the most challenging but most fulfilling.... It can be described as herding cats but with lots of opportunity. Volunteer leaders must do these things to help keep our folks engrained.
- Data-Based Strategies and Tactics
  - Jason Lake (JL) asked where the data comes from.
    - Kim McDowell (KM) stated that it comes from research....from reaching out to members, non-members, and lapsed members. Society has an annual research schedule that they follow.
    - Typically, surveys will be completed every three years on different subjects such as new members, programs, etc.
    - Society is getting ready to launch a survey on the Professional Safety Journal (PSJ)

### **Election of Deputy RVP**

**Brent made the motion to elect John Hewitt as Deputy RVP.** Seconded by AK. Christina opened the floor for discussion.

Discussion:

- Mark Frye requested a more detailed description of the Deputy RVP position.
- Jason DeDario asked where we go after John has been in place, and he only has one year left to be Deputy RVP.
- RD stated that he, too, is interested in the position of Deputy RVP.

**The motion** was made to postpone the vote until tomorrow at a time decided by the RVP by ??? David Hixenbaugh (DH) seconded the motion. Motion approved via vote.

Christina will reach out to both candidates and ask for a platform statement to be presented before the vote on Friday.

### **Closing Comments**

- Breakfast is being sponsored and will be available on Friday between 7:30 am and 8:30 am.
- The Zoom link for the conference call will open at 8 am.
- Conflict with Zoom link for Friday – the virtual portion of the call will need to end 15 minutes early.



**A motion was made to recess the meeting and resume it** Friday at 8:30 am EST by Lexi White (LW). Brent Charlton (BC) seconded the motion. Motion carried via vote.

The meeting is recessed until Friday, September 8<sup>th</sup>, 2023, at 8:30 am.



Meeting Zoom Link:

<https://us06web.zoom.us/j/81336259990?pwd=d3ViMnI3THQyZ3lwOWRyUTdCOFRlQT09>

### ROC Meeting Resumed

Introductions and quorum established.

Region VII VP	Christina Merriott	South Area Director	Selena Schmidt
North Area	Not in attendance	Chattanooga	Jennifer Eve(virtual)
Anthony Wayne	Brent Charlton	East Tennessee	David Hixenbaugh
Greater Calumet		Middle Tennessee	Jay St Pierre
Greater Detroit	Sandra Aufermann	Purchase Area	Lexi White
McKinley	Taylor Fetty (virtual)	West Tennessee	Not in Attendance
Michiana	John Hewitt, Deputy RVP	Other Guests	
Mid-Michigan	Robert Kirby (virtual)	East Tennessee	Melissa McKenzie
Northern Ohio	Holly Boullin (virtual)		
West Michigan	Chris Scholten (virtual)		
Central Area Director	Allie Kroeger	Central Indiana	Karl Weisser
Audubon	Not in Attendance	Anthony Wayne	Jason Lake
Central Indiana	Mark Frye		
Central Ohio	Layne Wortman	Louisville	Matt McKroskey
Greater West Virginia	Zach LeMasters (virtual)	Kitty Hawk	
Kitty Hawk	Jason DeDario	Middle Tennessee	Jimmie Tullis (Virtual)
Louisville	Brad Hart	ASSP Board	Thomas Kraemer, VP of Finance
Southwest Ohio	Not in Attendance	ASSP Staff	Kim McDowell

### Election of Deputy RVP

CM reviewed the Deputy RVP role with the ROC. Two people were nominated for Deputy RVP. Candidates presented platform statements to ROC.

- RD could not attend virtually but provided CM and Area Directors with a platform statement. AK read the platform statement from RD.
- JH presented a platform to ROC during the meeting.

ROC members voted and provided votes to KM from ASSP Staff to be tabulated.

John Hewitt was elected Deputy RVP for the 2023-24 term.

### PayPal Review

CM reviewed a list of Chapters needing to contact Mark from Society regarding PayPal upgrades.



- Anthony Wayne – BC and Jason Lake were asked to look into this for the chapter.
- Audubon – need to contact Chapter.
- East TN – DH and MM were asked to look into this for the chapter.
- Greater Detroit – Sandy Aufermann was asked to look into this for the Chapter.
- Louisville – Brad and Matt were asked to look into this for the Chapter.
- Northern Ohio is working with Mark to update.
- Southwest Ohio – need to contact Chapter.

Message from Kim:

Thank you for supporting ASSP regions. Many of you have or are preparing to travel to your Region's Fall ROC meeting. We are pleased to confirm that the ASSP operational budget does provide funding for travel expenses for the RVP and Area Directors to Spring and fall in-person ROC meetings for Regions within the US.

Reimbursable expenses are outlined in SOG 3.1, and the expense form can also be downloaded here: <https://www.assp.org/about/society-bylaws-and-guidelines/society-operating-guidelines/sog-section-3-1>.

It is advisable to review SOG 3.1 before making your travel arrangements and submitting your expense form for reimbursement. All completed expense forms and required receipts can be e-mailed directly to me at [kmcdowell@assp.org](mailto:kmcdowell@assp.org) or to Arielle Semmel at [asemmel@assp.org](mailto:asemmel@assp.org) if you have any questions about travel arrangements, what qualifies as a reimbursable expense, or complete the form – just let me know.

Upon receiving your completed expense form, I will confirm receipt. The structure and tickets will be reviewed and submitted for processing; only completed documents with required permits will be offered. It can take 7 – 10 business days to receive your reimbursement check. fi

#### **Back to Basics: Leadership Reports/Charter Updates**

- Louisville Chapter needs to update information from the Bluegrass Section.
- Kitty Hawk is looking to dissolve the student section.
- CM showed a report that showed COMT status. Red indicates struggling chapters that did not meet the requirements for the charter within the past year.
- Audubon is a Struggling Chapter.
- Chattanooga and West TN are indicating red. Chattanooga is represented on the call today.
- All chapters need to go in and update their website minimally every quarter.
- Nominations & Elections Chair/Committee must be indicated on the Leadership report.
  - This committee must be in place each year even if leadership serves a two-year term.
  - Leadership report must be completed annually by 5/31.
- CM reviewed points obtained from previous years for the Chapters.

#### **Back to Basics: Rosters**



CM demonstrated how to pull up the roster for the ROC. CM is asking all chapters to verify/update their Leadership Report. Leadership Report roster will be sent to Chapters for verification.

#### Society Elections

CM reviewed that nominations are open for Society and reviewed the election information for 2024. In Region VII, we have the South Area position to be elected. Applications are due on October 13<sup>th</sup>.

#### **Back to Basics: Community Resource Information/Other**

CM showed the Community Resource information located on the website. She showed me where to find the Role information. Additional items reviewed included the following:

- Leadership training on-demand training for these. ROC and Chapter Leadership are encouraged to take these as time permits.
- Reviewed where to find resources and tools within the website.
- Reviewed the Annual Financial Report Checklist
- JH asked if anyone had current sponsorship agreements in place.
  - I asked if we should have one for sponsors of lunches, etc.
  - CM added it to the list of monthly topics to be covered.
  - Brad Hart from Louisville Chapter stated that they have different tiers of sponsors.
- CM stated that chapters and sections should be maintaining Bylaws. CM reviewed the following:
  - Where to find Bylaws on the website and that she has a copy if anyone needed them.
  - Communication resources – if you are looking for templates, there are press release templates, virtual backgrounds, etc. Logos can be pulled from this area, too.
- Where to find the Nominations and Elections Tools

#### **Breakout Workshop**

CM broke the room into three groups to discuss some essential items.

- Regional Speaker Database Development – CM mentioned that Central Indiana has something similar for the Indiana conference and asked MF to help lead. JS also volunteered to help lead the breakout.
- Financial Budget & Review Committee – CM, AK, BC will work with the virtual group to help create a budget/recommendations to the region for finances.
- Communications: Electronic Messaging & Website Committee – MM volunteered to investigate the website. LW offered to help. Additional help included LW, DH, JH, and SS. Information was shared via email with CM, area directors, and deputy RVP. (See emails)
- We have a task force started to create a Region Budget and explore increasing Regional Dues Assessments.
- Current Assessment is \$ 0.75 per chapter member. This comes out of the Chapter Dues Assessment.
- Example: Chapter Dues = \$20; Region gets \$ 0.75, leaving \$19.25 with the Chapter.



- Our Region set this amount in 1990. See attached docs for more info.
- I'll be setting up a virtual meeting with the task force about two weeks out.
- Please let me know if any days of the week or time of day work best for you.
  - Allie & Selena: for the ROC notes:
  - Region 7 Financial Report.
  - Last ROC (March 2023): Balance \$ 11,810.70
  - Checks Issued: (Total \$ 1,238.45)
  - April 10, 2023: #1023 to West Michigan - ROC Host for \$ 1,000.00
  - April 11, 2023 #1026 to Mark Frye - Region Spy Award Reimbursement for \$ 238.45
  - {note: the checkbook has carbon duplicates that stick together. This caused the number to skip. #1024 was issued 9/30/23 for ROC hosting. #1025 will be written to Central Indiana)
  - Deposits: (Total \$ 1,458.00)
  - April 27, 2023: Q1 Region Dues Assessment of \$ 894.00
  - July 28, 2023: Q2 Region Dues Assessment of \$ 564.00
  - Current Balance: as of Sept 12, 2023: \$ 12,030.25

#### What Do We Want Comms to Look Like Going Forward

- Consider appointing an actual secretary who fulfills the duties listed on the doc separate from the communications role and let the coms role handle website updates sent to them by the secretary and others.
- Lexi is willing to volunteer as Secretary, or work in that capacity, to help set up a Google Account with folders, and calendars and update outdated docs
- Selena is willing to volunteer when her AD term has concluded
- Follow-up about the Google account to explore the idea of a link or embedded calendar to the website; email Mark(?)
- If you cannot embed Google Calendar, link to Google Calendar on site (?) vs. the calendar provided on the website that Christina mentioned was hard to navigate
- Schedule monthly calls for the year (ahead of time) with a defined standard agenda, send calendar invites
- Consider quarterly updates from RVP & AD
  - RVP could write one update, send it to AD, and AD could send it to chapters
- Lexi to send out the doc they shared for Prac Specialties
- Update Chapter Comms PowerPoints with Region Info & Send Out Timely + Add to Google Doc/Website; It would be helpful to have that info for reference when scheduling meetings or filling out COMT
- Send out Slide Deck a Week (or more) Ahead of ROC for those people who are introverts/internalizers to process and bring ideas to the table
- Add Key Dates to the Calendar at Beg of FY
- Update templates, ROC, etc., and add to Google accounts
- Set up an Auto-email function at the beginning of the year to retrieve info for the website from chapters and critical date reminders

#### Examples





- Auto-email to chapter presidents asking for dates/times/info for significant events to add to the calendar
- Auto-email reminder to update COMT quarterly
- Auto-email chapter presidents asking for job updates to be added to the website
- Auto-email chapter for pictures of meetings/events
- Auto-email reminder for updates for ROC from chapters ahead of time
- Auto-email for ROC reminders in general
- Probably a lot of auto-email opportunities

#### **Next ROC Meetings**

- Spring 2024 ROC: Middle Tennessee, Nashville, TN – The chapter looks into dates and will provide feedback to the ROC.
- Fall 2024 ROC: Central Ohio, Columbus, OH
  - TBD October 10 & 11
  - TBD October 17 & 18
- Spring 2025 ROC: TBD

#### **Closing Comments**

CM provided closing comments.

#### **Dismissal**

#### **Respectfully Submitted by:**

Allie Kroeger MS, OHST, CSP  
ASSP Region VII Area Director – Central Area