



Meeting Zoom Link:

<https://libertymutual.zoom.us/j/91096557299?pwd=L08xcm9aVm15ajhENlcrbE4yN29lQT09>

Location

Courtyard Nashville Airport
2508 Elm Hill Pike, Nashville, TN 37214 – Meeting Rooms A/B

Day 1 – Thursday, May 9, 2024

Welcome

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

Chapter Roll and Establishment of Quorum

John Hewitt (JH), Deputy RVP, and Allie Kroeger (AK) determined a quorum for the ROC—delegates from 19 of 20 (In Person – 11 attendees, Virtual – 8 attendees) 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.

Area/Chapter/Other	Name	In Person/Virtual	ROC	PROXY
North Area Director	Rich Deleau	In Person	X	N/A
Anthony Wayne	Jason Lake	In Person	X	Yes for Brent
Greater Calumet	Kelly Botts	Virtual	X	N/A
Greater Detroit	Sandy Aufermann	Virtual	X	N/A
Mckinley	Taylor Fetty	Virtual	X	N/A
Michiana	John Hewitt	In Person	X	N/A
Mid-Michigan	Bob Schneider	Virtual	X	Yes
Northern Ohio	Holly Bollin	In Person	X	N/A
West Michigan	Chris Scholten	Virtual	X	N/A
Central Area Director	Allie Kroeger	In Person	X	N/A
Audubon	Tania Bertram	In Person	X	Yes for Gerry B
Central Indiana	Mark Frye	In Person	X	N/A
Central Ohio	Layne Wortman	In Person	X	N/A
Greater West Virginia	Zach LeMasters	Virtual	X	Yes for Jenny
Kitty Hawk	Jason DeDario	In Person	X	N/A
Louisville	Bradley Hart	Virtual	X	N/A
Southwest Ohio	Jonathan Zimmerman	In Person	X	N/A
South Area Director	Selena Schmidt	In Person	X	N/A
Chattanooga Area	Tom Bayer	In Person	X	Yes for Jen
East Tennessee	David Hixenbaugh	In Person	X	N/A
Middle Tennessee	Jay St. Pierre	In Person	X	Yes



Purchase Area	N/A	N/A	N/A	N/A
West Tennessee	Brian Edmiaston	Virtual	X	Yes for John
Area/Chapter/Other	Name	In Person/Virtual	ROC	PROXY
Society Board of Directors	Tim Page-Bottorff	In Person	X	N/A
ASSP Staff Member	Kim McDowell	In Person	X	N/A
Greater Calumet	Jason Morris	Virtual	X	N/A
ARVP Communications	Zach Mikulec	Virtual	X	N/A
East Tennessee	Ann Schubert	In Person	X	N/A
East Tennessee	Melissa McKenzie	In Person	X	N/A
Middle Tennessee	Nathan Heppler	In Person	X	Yes for Jay
Middle Tennessee	Jimmie Tullis	In Person	X	N/A
West Tennessee	Michael Prieur	Virtual	X	N/A
Central Ohio Chapter	Chris Lewis	In Person	X	N/A
Chattanooga	John Barlew	Virtual	X	N/A

Call to Order

Following introductions and establishing a quorum, the meeting was called to order by Christina Merriott (CM) at 1:02 p.m. CST/2:02 p.m. EST.

Administrative Tasks

CM appointed and asked for volunteers and completed administrative tasks at the beginning of the ROC.

- 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 and Appointment of Timekeeper – Melissa McKenzie (MM) from the East TN Chapter will serve as the parliamentarian and timekeeper in the Spring ROC.
- CM reviewed agenda.
- Approval of the Meeting Minutes from the Fall 2023 ROC Meeting

Motion made to postpone approving the minutes until Friday morning to allow members the opportunity to review the Fall ROC Meeting Minutes by SS. Second by Mark Frye (MF). Motion passed via vote.

Action Item(s): SS to forward a copy of the Fall 2023 ROC Meeting Minutes to all Chapters for review. ROC members may send any changes/discussion from Fall meeting minutes to AK to be considered for changes/revisions.

Old Business: Open Tasks

- **Region 7 – Budget**
- **Region 7 – Dues Assessment**
Information was presented to the ROC explaining current state of region dues in comparison to dues of other regions.



Motion made by John Hewitt to raise dues from \$.75 to \$2.50

- Members discussed the motion and concerns were raised. Suggestion was made to have a full budget in place before raising the dues.

JH raised the motion to proceed; MF seconded the motion.

Quorum vote 15 yes; 2 no

- Chris Scholten questions
- Call to question; motion passed via vote.
 - Yes – 14 in person
 - Yes – 1 virtual West TN (Brian Edmiaston/Michael Prieur 1-vote)
 - No – 2 virtual; West Michigan and Greater West Virginia (Chris Scholten and Zach LeMasters)

Action Item(s):

- *Budget committee to be established before the Fall ROC and led by Zach LeMasters.*
- *Question raised: Can we add something to the membership dues link to donate to your region? Follow up with Society to see if there is a possibility to ask for donation when renewing dues.*
- *Revisit discussion of centrally locating ROC and/or other options for in-person/virtual.*

- **General Contact List**

List passed around at in person meeting to members of ROC to add information to contact list. CM will distribute information to attendees.

Chapter Activity Reports = 1 Success + 1 Needs Improvement

Area	Chapter	Presenter	Date
North	Greater Calumet	Kelly Botts	5/9/24
North	Mckinley	Taylor Fetty	5/9/24
North	Michiana	John Hewitt	5/9/24
North	Mid-Michigan	Bob Schnieder	5/9/24
Central	Kitty Hawk	Jason DeDario	5/9/24
Central	Southwest Ohio	Jonathan Zimmerman	5/9/24
South	Chattanooga Area	John Barlew	5/9/24

Action Item(s): *Chapters to provide Spring ROC Chapter Activity Report to Area Directors.*



Society Presentations

- Message from Society – Kim McDowell (KM)
- Message from Board – Tim Page-Bottorff (TP)
TP presented information from the Board. KM provided update from Society. See presentations for additional details.

Transition/Succession Planning – Chapter/Region Leadership

The following chapters are struggling with leadership and members needed to step up in to positions.

- Kittyhawk Chapter
- Greater Calumet
- Chattanooga

- Area Director position for South Area is currently open. A special election will take place to fill the position. There is an interested candidate.
- Region VII Vice President will be elected in 2025 for Fall 2025 start date.
Interested candidates should reach out to RVP and ADs for additional details/interest.

ROC discussed the importance of recruiting new leaders for Chapter and Region.

New Business

Members expressed the need to expand ZOOM licenses for chapters.

***Action Item(s):** Follow up with Society and discuss as Region to see if any help can be provided.*

Closing Comments

- Optional Networking dinner at McNamara’s Irish Pub & Restaurant
- Meeting will resume at 8:00 a.m. (CST) Friday, May 10th, 2024.

Motion: Motion was made to adjourn meeting by David Hixenbaugh (DH). John Hewitt (JH) seconded the motion. Motion carried via vote.

The meeting will resume Friday, May 10th, 2024, at 8:00 a.m.



Meeting Zoom Link:

<https://libertymutual.zoom.us/j/91096557299?pwd=L08xcm9aVm15ajhENlcrbE4yN29lQT09>

Location

Courtyard Nashville Airport
2508 Elm Hill Pike, Nashville, TN 37214 – Meeting Rooms A/B

Day 2 – Friday, May 10, 2024

Call to Order

Meeting resumed at 8:01 a.m. (CST)/9:01 a.m. EST by JH.

Quorum established by Deputy RVP and Central Area Director.

Area/Chapter/Other	Name	In Person/Virtual	ROC	PROXY
North Area Director	Rich Deleau	In Person	X	N/A
Anthony Wayne	Jason Lake	In Person	X	Yes for Brent
Greater Calumet	Kelly Botts	Virtual	X	N/A
Greater Detroit	Sandy Aufermann	Virtual	X	N/A
Mckinley	Taylor Fetty	Virtual	X	N/A
Michiana	John Hewitt	In Person	X	N/A
Mid-Michigan	Mary Bainbridge	Virtual	X	Yes for Bob
Northern Ohio	Holly Bollin	In Person	X	N/A
West Michigan	Chris Scholten	Virtual	X	N/A
Central Area Director	Allie Kroeger	In Person	X	N/A
Audubon	Tania Bertram	In Person	X	Yes for Gerry B
Central Indiana	Mark Frye	In Person	X	N/A
Central Ohio	Layne Wortman	In Person	X	N/A
Greater West Virginia	Zach LeMasters	N/A	N/A	N/A
Kitty Hawk	Jason DeDario	In Person	X	N/A
Louisville	Bradley Hart	Virtual	X	N/A
Southwest Ohio	N/A	N/A	N/A	N/A
South Area Director	Selena Schmidt	In Person	X	N/A
Chattanooga Area	John Barlew	Virtual	X	Yes for Jen
East Tennessee	David Hixenbaugh	In Person	X	N/A
Middle Tennessee	Jay St. Pierre	In Person	X	Yes
Purchase Area	N/A	N/A	N/A	N/A
West Tennessee	Brian Edmiaston	Virtual	X	Yes for John
Area/Chapter/Other	Name	In Person/Virtual	ROC	PROXY
Society Board of Directors	Tim Page-Bottorff	In Person	X	N/A
ASSP Staff Member	Kim McDowell	In Person	X	N/A
Greater Calumet	Jason Morris	Virtual	X	N/A
ARVP Communications	Zach Mikulec	Virtual	X	N/A
East Tennessee	Ann Schubert	In Person	X	N/A
East Tennessee	Melissa McKenzie	In Person	X	N/A



Middle Tennessee	Jimmie Tullis	In Person	X	N/A
West Tennessee	Michael Prieur	Virtual	X	N/A
Central Ohio Chapter	Chris Lewis	In Person	X	N/A
Chattanooga	Tom Bayer	Virtual	X	N/A

Communication – Completing the Loop

TP presenting Communication – Completing the Loop. See presentation.

ASSP Technology Updates and Web Hosting Agreements

Mark Huelskamp, Web Developer/Designer, from Society provided an update on ASSP Technology.

Old Business: Fall ROC Meeting Minutes

Motion made to approve the minutes from the Fall ROC by fixing minor typos by SS. Seconded by AK.

Motion amended to approve the minutes from the Fall ROC by correcting minor typos and the spelling of Holly Bollin’s last name. Seconded by Jason Lake (JL). Motion passed via vote.

Chapter Activity Reports = 1 Success + 1 Needs Improvement (continued at approximately 10:41 a.m.)

Area	Chapter	Presenter	Date
North	Anthony Wayne	Jason Lake	5/10/24
	Greater Detroit	Sandy Aufermann	5/10/24
	Northern Ohio	Holly Bollin	5/10/24
	West Michigan	Chris Scholten	5/10/24
Central	Audubon	Tania Betram	5/10/24
	Central Indiana	Mark Frye	5/10/24
	Central Ohio	Layne Wortman	5/10/24
	Greater West Virginia	Zac LeMasters	5/10/24
	Louisville	Brad Hart	5/10/24
	East Tennessee	David Hixenbaugh	5/10/24
	Middle Tennessee	Jay St. Pierre	5/10/24



	West Tennessee	Michael Prieur	5/10/24
--	----------------	----------------	---------

No Chapter report provided from Purchase Area Chapter; not present at the ROC.

Parking Lot – Review / Prioritize / Task Assignments

CM discussed future planning for monthly calls and asked for feedback for call topics. ROC Members forward any suggestions for future topics.

- June – New Leadership
- July – open
- August – Safety 2024
- September – Fall ROC
- October – open
- November – open
- December – open

Key Dates

CM reminded ROC attendees of important upcoming Key Dates to be aware of.

- The 2023-2024 Chapter COMT Reports are due to Society by end of day June 30th, 2024.
- Leadership and Financial Reports due to Society (via COMT) by end of day May 31st, 2024.
- Safety 2024 will be taking place in Denver, CO August 7 – 9, 2024. Leadership event will be held on Tuesday, August 6, 2024. Be sure to register if you plan to attend.

Future ROC Planning

Central Ohio Chapter discussed the dates for the upcoming Fall ROC. Fall ROC dates planned for ~~9/26–27~~ 9/12-9/13 (*amended to reflect update for Fall ROC dates*) in Columbus, OH. Proxies and meeting attendees are encouraged to share this information with their current and incoming President. Layne Wortman will be sending out a survey for interest in outing.

MM suggested adding more information to the registration form of future ROCs to account for any others (spouses/partners/friends) who may be traveling with ROC member to the ROC to ensure that they can be included in the head count for voluntary events.

Additional upcoming ROC dates listed below with responsible Chapter.

- Spring 2025 ROC: Michiana
- Fall 2025 ROC: East Tennessee, Knoxville, TN

Other Business/Announcements

- Bylaws – Two Chapters in the South Area are in the process of being updated. RD recommended for Chapters to ensure that they are including Sections in the updating of the bylaws.



- Matt asked for guidance on the Leadership Report with the 30-day requirement. Kim McDowell will let Geri know circumstances with Louisville report.
- McKinley Chapter does not have members interested in the roles of President/Vice President.
- Greater Calumet is also struggling with leadership and does not have anyone in place for next year.
- Members asked to provide feedback on Spring 2024 ROC

Likes

- Networking
- 2-5 minute Chapter Reports
- Communication well planned
- Schedule good and on plan/good flow of agenda
- Communication presentation

Dislikes

- Fire alarm
- Travel delays
- Weather
- Lock down the owl; could be distracting
- Mailing list

Closing Comments

CM provided closing comments and thanked everyone for a successful ROC. Wednesday was Safety Professional's Day; thank you for what you do.

Motion made by Mark Frye to adjourn the Spring 2024 ROC meeting. **Seconded by ???**. Motion passed via vote. Meeting adjourned at 1:07 p.m. CST.

Respectfully Submitted by:

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

Selena Schmidt, MS, CSP
ASSP Region VII Area Director – South Area