



Meeting Zoom Link:

<https://libertymutual.zoom.us/j/94027784773?pwd=eU7UrdorEyTikZlyQbnScbaF0Gt5Uy.1>

Location:

Hilton Columbus at Easton
3900 Chargin Drive, Columbus, OH 43219 – Worthington Meeting Room

Day 1 – Thursday, September 12, 2024

Call to Order/Welcome

Meeting was called to order at 1:00 p.m. (EST) by Christina Merriott (CM), Region VII Vice President. CM welcomed attendees to Region VII’s Regional Operating Committee (ROC) Meeting and thanked the host chapter, Central Ohio Chapter, for hosting the Fall ROC. Allie Kroeger, Chris Lewis, and Samantha Haning from the Central Ohio Chapter are attending the meeting representing the committee.

Chapter Roll and Establishment of Quorum

John Hewitt (JH), Deputy RVP, and Selena Schmidt (SS) determined a quorum for the ROC—delegates from 19 of 20 (In Person – 9 attendees, Virtual – 10 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 they are representing, and their role.

Area/Chapter/Other	Name	In Person/Virtual	ROC	PROXY
North Area Director	Rich Deleau	In Person	X	N/A
Anthony Wayne	Brent Charlton	In Person	X	N/A
Greater Calumet	Jason Morris	Virtual	X	N/A
Greater Detroit	Berj Bush	Virtual	X	N/A
Mckinley	N/A	N/A	N/A	N/A
Michiana	Jason Demeter	In Person	X	N/A
Mid-Michigan	Bob Schneider	Virtual	X	Yes
Northern Ohio	Matthew Baker	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	Chris Lewis	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	Matthew McCroskey	Virtual	X	N/A
Southwest Ohio	Kirk Smith	In Person	X	N/A
South Area Director	David Hixenbaugh	In Person	X	N/A
Chattanooga Area	John Arnold	Virtual	X	N/A
East Tennessee	Ann Schubert	In Person	X	N/A
Middle Tennessee	Jimmie Tullis	Virtual	X	Yes, for Nathan



Purchase Area	Lexi White	Virtual	X	N/A
West Tennessee	Michael Prieur	Virtual	X	N/A
Area/Chapter/Other	Name	In Person/Virtual	ROC	PROXY
Society Board of Directors	Steven Gray	In Person	X	N/A
ASSP Staff Member	Geri Golonka	In Person	X	N/A
Deputy RVP	John Hewitt	In Person	X	N/A
ARVP Communications	Zach Mikulec	Virtual	X	N/A
ARVP Secretary	Selena Schmidt	In Person	X	N/A
Anothony Wayne	Jason Lake	In Person	X	N/A
Central Ohio	Sue Roudebush	Virtual	X	N/A
Central Ohio	Samantha Haning	In Person	X	N/A
Chattanooga	Tom Bayer	In Person	X	N/A
Louisville/Arizona	Nicholas Sexton	In Person	X	N/A
Louisville	Jason Golladay	Virtual	X	N/A
West Tennessee	Brian Edmiaston	Virtual	X	N/A
Guest (Middle Tennessee)	Dayna Lyons	In Person	X	N/A

Administrative Tasks

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

- Confirmation of Secretary – Selena Schmidt (SS) will be the secretary for the Fall ROC.
- Confirmation of Parliamentarian and Timekeeper – Nicholas Sexton (NS) from the Louisville Chapter will serve as the parliamentarian and timekeeper at the Fall ROC.
- Election of 2024-2025 Deputy RVP
 - Mark Frye (MF) nominated John Hewitt as Deputy RVP, second by Allie Kroeger (AK). JH accepted the nomination.
 - Rich DeLeau (RD) self-nominated for position. Geri Golonka, from Society validated that Area Directors can serve as the Deputy RVP.
 - Chris Lewis (CL) nominated Jason DeDario (JDD). JDD declined the nomination following confirmation that Area Directors can be Deputy RVPs.
 - Steven Gray (SG) from Society reminded ROC attendees of the responsibilities of the Deputy RVP
 - Assists/supports RVP, acts as RVP when necessary
 - May serve as Secretary
 - Acts as Proxy on CORA when necessary
 - Chairs the Regional Nominations Committee
 - Nominees were given an opportunity to address the ROC. Each nominee had two minutes to address the ROC prior to voting.
 - Nominees were asked to leave the room for open discussion among the ROC.

Motion: Call the Question by NS; seconded by JDD.



In-Person ROC Members/Proxies voted via paper ballot; virtual ROC Members/Proxies voted via text message AK, Area Director Central Area. AK counted votes; confirmed by SS. John Hewitt, elected as Deputy RVP.

- CM reviewed agenda.
 - Adjustments made to agenda for Thursday. Moved Overview of ARVP Positions to Friday.
 - ASSP website is down until September 16th. Once the updates are made all members will have to reset their passwords.

Action Item: *New Chapter Presidents send headshot picture to Zack Mikulec for the Region VII website.*

- Review/approval of the Meeting Minutes from Spring 2024 ROC Meeting. SS stated that the meeting minutes have been updated to include Jonathan Zimmerman as the seconded vote for adjourning the meeting on Day 2.

Motion made by Chris Lewis to approve the minutes with the update. Seconded by Mark Frye. Motion passed via vote.

Old Business: Open Tasks

- **Region 7 – Budget Review and Approval**
 - CM provided update on region dues increase. At the Spring ROC, the region voted to raise Region dues to \$2.50/member. This will not go into effect until April 1st, 2025.
 - ROC members were sent a copy of the Proposed Financial Budget for 2025 – 2026.
 - AK reviewed the information from the Region VII Proposed Budget for 2025-2026.

Motion made by Brent Charlton to approve the budget as presented. Seconded by John Hewitt.

ROC Discussion:

- Each person is allowed two minutes for discussion and cannot speak again until everyone has spoken.
- Typically, Pro-Con-Pro-Con during discussion
- MF fully endorses budget. States that it is reasonable, fair, respectful, and balanced. No cons shared.
- Bob Schneider (BS) asked who participated in the committee making the proposal.
 - Christina Merriott
 - Allie Kroeger
 - John Hewitt
 - Selena Schmidt
 - Rich DeLeau
 - Chris Scholten
 - David Hixenbaugh
 - Chris Lewis
 - Zach Mikulec



- Jason Demeter asked where the money is coming from. MF and JH explained from membership dues. Example provided: Member pays \$25 for chapter dues; \$2.50 goes to the region for each member.
- SG asked the ROC to reevaluate your chapter dues if you have not. All chapters should be looking at this at least annually.
- CM asked members to get with JH or Area Directors if you are wondering what your chapter dues are and if there is a need to reevaluate.
- JH asked for spreadsheet to be reshared with the ROC. Zack Mikulec asked for the process for dues to be shared along with the spreadsheet.
- Additional questions on wording within the document. Confirmed that the budget is the excel spreadsheet table and there is no need to make any changes to the wording.

Motion made to Call the Question by Matt Baker (MB). Seconded by Tania Bertram (TB). Discussion ended; original motion reread.

Motion made to approve the budget as presented by BC. Seconded by JH. Motion passed via vote.

Action Item(s):

- Reshare spreadsheet with Chapter dues information to the ROC.
- Provide process for changing dues to ZM.

Chapter Activity Reports = 1 Success + 1 Needs Improvement

Postponed Chapter Activity Reports until Friday.

Society Presentations

- Message from Society – Geri Golonka (GG)
 - Message from Board – Steven Gray (SG)
- SG presented information from the Board. GG provided updates from Society. *See presentations for additional details.*

Noteworthy Highlights:

- SG communicated that 9.64% of our members voted in the last Society election.
- Next PDC is in Orlando, Florida, July 22nd – 24th, 2025.
- In 2026, the PDC will be back in June and held in Anaheim, California.
- October 17th will be the virtual Leadership Conference. There will be one in January and April. The in-person leadership meeting/conference will be held on July 21st in Orlando.
- Going forward, Practice Specialties and Common Interest Groups will be included in regular membership dues.
- Quarterly president slide deck will be sent out within the next few weeks.
- New Incentive Program that is being provided to all communities. Chapters can order 10 items for the year to use for membership recognition at the discretion of the Chapter. Order form is being sent out.



Closing Comments

- Optional Networking dinner at Del Mar. Meet in the lobby at 5:15 p.m. to walk to dinner. Following dinner, Social Networking Event at Pins Mechanical.
- Meeting will resume at 8:00 a.m. (EST) Friday, September 13th, 2024.

Motion: Motion was made to adjourn meeting by JH. Ann Schubert (AS) seconded the motion. Motion to adjourn passed via vote.

The meeting will resume Friday, September 13th, 2024, at 8:00 a.m.



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Location:

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Day 2 – Friday, September 13, 2024

Call to Order

Meeting resumed at 8:01 a.m. EST by CM.

Quorum established by Deputy RVP and Region VII Secretary for Day 2 of the ROC. Delegates from 18 of 20 (In Person – 8 attendees, Virtual – 10 attendees) chapters present. See the list below for ROC Members, Chapter Guests, ASSP Board Guests, and ASSP Staff Guests for attendance during Day 2 of the ROC.

Area/Chapter/Other	Name	In Person/Virtual	ROC	PROXY
North Area Director	Rich Deleau	In Person	X	N/A
Anthony Wayne	Brent Charlton	In Person	X	N/A
Greater Calumet	Jason Morris	Virtual	X	N/A
Greater Detroit	Berj Bush	Virtual	X	N/A
Mckinley	N/A	N/A	N/A	N/A
Michiana	Jason Demeter	In Person	X	N/A
Mid-Michigan	Carl Granger	Virtual	X	Yes, for Bob
Northern Ohio	Matthew Baker	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	Chris Lewis	Virtual	X	N/A
Greater West Virginia	Zach LeMasters	Virtual	X	Yes, for Jenny
Kitty Hawk	Jason DeDario	In Person	X	N/A
Louisville	Matthew McCroskey	Virtual	X	N/A
Southwest Ohio	Kirk Smith	In Person	X	N/A
South Area Director	David Hixenbaugh	In Person	X	N/A
Chattanooga Area	John Arnold	Virtual	X	N/A
East Tennessee	Ann Schubert	In Person	X	N/A
Middle Tennessee	Jimmie Tullis	Virtual	X	Yes, for Nathan
Purchase Area	N/A	N/A	N/A	N/A
West Tennessee	Michael Prieur	Virtual	X	N/A
Area/Chapter/Other	Name	In Person/Virtual	ROC	PROXY
Society Board of Directors	Steven Gray	In Person	X	N/A
ASSP Staff Member	Geri Golonka	In Person	X	N/A
Deputy RVP	John Hewitt	In Person	X	N/A
ARVP Communications	Zach Mikulec	N/A	N/A	N/A



ARVP Secretary	Selena Schmidt	In Person	X	N/A
Anothony Wayne	Jason Lake	In Person	X	N/A
Central Ohio	Milani Le	In Person	X	N/A
Central Ohio	Samantha Haning	In Person	X	N/A
Chattanooga	Tom Bayer	In Person	X	N/A
Louisville/Arizona	Nicholas Sexton	In Person	X	N/A
Louisville	Jason Golladay	Virtual	X	N/A
West Tennessee	Brian Edmiaston	N/A	N/A	N/A
Guest (Middle Tennessee)	Dayna Lyons	In Person	X	N/A

Chapter Activity Reports = 1 Success + 1 Needs Improvement

Area Directors Rich DeLeau, Allie Kroeger, and David Hixenbaugh led their area chapters through completing Chapter Reports. Chapter reports were completed by the following members for the following chapters:

Area	Chapter	Presenter	Date
North	Anthony Wayne	Brent Charlton	9/13/2024
North	Greater Detroit	Berj Bush	9/13/2024
North	Michiana	Jason Demeter	9/13/2024
North	Mid-Michigan	Carl Granger	9/13/2024
North	Northern Ohio	Matt Baker	9/13/2024
North	West Michigan	Chris Scholten	9/13/2024
Central	Central Ohio	Samantha Haning	9/13/2024
Central	Audubon	Tania Betram	9/13/2024
Central	Central Indiana	Mark Frye	9/13/2024
Central	Kitty Hawk	Jason DeDario	9/13/2024
Central	Southwest Ohio	Kirk Smith	9/13/2024
Central	Greater West Virginia	Zack LeMasters	9/13/2024
Central	Louisville	Matt McCroskey	9/13/2024
South	East Tennessee	Ann Schubert	9/13/2024
South	Chattanooga	John Arnold	9/13/2024
South	Middle Tennessee	Jimmie Tullis	9/13/2024
South	West Tennessee	Michael Prieur	9/13/2024

No Chapter reports provided from Greater Calumet, McKinley, or Purchase Area Chapters.

Special Committee –RVP Nominations/Elections

CM led discussion on Region Nominations & Elections Committee. Typically, the Deputy RVP will chair this committee but will not be able to fulfill the role this year. In anticipation of more than two applicants for the Regional Vice President position, the region needs a volunteer from the ROC to lead this committee.

- Brent Charlton, Chapter President from the Anthony Wayne Chapter will chair the committee.
- Additional committee members include:



- David Hixenbaugh, Area Director – South Area
- Chris Lewis, Central Ohio Chapter
- Milana Le, Central Ohio Chapter

Geri Golonka provided additional context. The committee will be responsible for selecting two candidates if there are more than two submissions.

Society uses a program called “Submittable.” Committees are provided with a tool/grid to help with the selection of candidates. No names are listed on submissions that are reviewed. Society vets and provides feedback to the Region Nominations & Elections Committee.

In the next election, the region will be voting on a new Regional Vice President that will take office on July 1st, 2025.

- This is a three-year term that will conclude June 30th, 2028.
- Deadline for submitting nominations for elections is September 30, 2024.

Monthly Virtual Meeting Schedule

CM led discussion on monthly region meetings and frequency of the meetings. Recommendation was made to change the frequency of the meeting to every other month. Area Directors will have their meetings on the opposite months.

- These meetings are not mandatory but are a way to stay up to date on information.
- BC recommended that the meeting be held at lunchtime. ROC members supported this idea. Mondays and Fridays were also ruled out as options.

Action Item: *AK to send out Google Form to ROC members to vote on day/time options for Monthly Meetings.*

- Once a decision is made, meeting invites will be sent out to Chapter Presidents. Chapter Presidents can choose to forward invite to other Chapter Executive Committee members as needed.
- Potential monthly topics include:
 - COMT
 - Succession Planning
 - Golf Outing Best Practices
 - CEUs

Society ROC Meeting Packet

CM reviewed information from the ROC Meeting Packet which highlighted information and key dates. *See presentation for more information.*

- If you have not submitted your Chapter Operation Plans, please do so.
- CL asked if we could cover how to use/best practices for the COMT.



- Society SPY is due on November 1st
- Recommended to go into the COMT and update every quarter
 - Required to update website monthly
- Do not forget to utilize new program from Society for recognition; get your 10 items today
- Drawings will be held for participants in the activity

Overview of ARVP Positions: Annual Appointment

CM briefly reviewed Assistant Regional Vice President (ARVP) positions. If you have interest in filling one of the positions, reach out to Christina.

- ARVP Finance (Required) [Zach LeMasters]
- ARVP Communications – Secretary [Selena Schmidt]
- ARVP Communications – Webmaster [Zach Mikulac]
- ARVP Professional Development (PDC event coordinator)
- ARVP Awards and Recognition (SPY, Service, Publications)
- ARVP Common Interest Groups (WISE/BISE/etc.)
- ARVP Student Affairs / Emerging Professionals

Parking Lot – Review / Prioritize / Task Assignments

No discussion.

Future ROC Planning

Michiana Chapter will be holding the Spring ROC in South Bend, IN. Tentative dates of the meeting are April 24th – 25th, 2025. More information to come.

Additional upcoming ROC dates listed below with responsible Chapter.

- Fall 2025 ROC: East Tennessee, Knoxville, TN
- Spring 2026 ROC: TBD
- Talk to your chapters to gauge interest in hosting the ROC. Please share if you are interested or considering hosting a future ROC.
 - Central Indiana may have interest.

Closing Comments

CM provided closing comments and thanked everyone for a successful ROC. A special thanks to the Central Ohio Chapter for hosting the ROC.

Special thanks to the Sponsors of the meeting.

- ASSP Central Ohio Chapter
- Taft Law Firm
- AK Safety & Environmental



- Buckyeye-Elm Contracting
- Dival Safety
- Jendco Safety Supply

Motion made by John Hewitt to adjourn the Fall 2024 ROC meeting. Second, by Matt Baker. Motion passed via vote. Meeting adjourned at 12:01 p.m. EST.

Respectfully Submitted by:

Selena Schmidt, MS, CSP
ASSP Region VII Secretary