Region VII Operating Committee Spring 2016 Meeting

Thursday, April 21, 2016

10:45 AM  
Gibson Tour: Meet in hotel lobby to take trolley to the Gibson Guitar Factory Tour

11:00 AM  
Gibson Guitar Factory Tour begins

12:00 PM  
Bus will pick tour attendees up and take them to the meeting location

12:40 PM  
Bus will pick meeting attendees up at the Sheraton and take them to the meeting location

ROC MEETING LOCATION: American Red Cross - 1399 Madison Ave - Memphis, TN 38104

****Note: Lunch will be provided at the meeting location (American Red Cross)****

1:00 PM  
Official ROC business will begin: Call to Order - Host Chapter and RVP Welcome

48 Year member – Jack Shephard; Emeritus Member

Helped form West Tennessee & Middle Tennessee chapters, Plus a Section that became a Chapter.

Motion – Call to Order (motion - Mike Keel an - Greater Calumet, 2nd - James Stokes - Lansing)

1:10 PM  
Attendee Introductions – All

1:20 PM  
Chapter Roll Call and Establish Quorum – Tara Falin

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<th>Anthony Wayne</th>
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1:25 PM  
Review ROC Agenda

Motion to Approve – Sarah Carty - Louisville;  Second – Mandy Lindsey - Middle Tennessee

1:28 PM  
Approve Meeting Minutes from September 2015 Fall ROC Meeting

Motion to Approve – Brad Weber, SW OH;  Second – Mike Keel an, Greater Calumet

1:30 PM  
Appointment of Time Keeper = Amanda Masterson – Louisville

and Parliamentarian = Eric Allen – West Tennessee

1:30 PM  
Chapter Reports (30 minutes – 5 minutes each)

2:05 PM  
ARVP Reports (5 minutes each)

- ARVP of Finance – Martin Currie (~$9,600 in bank, less $1,000 to Safety Matters)
  - Looking for feedback on Document to aide in transitioning between Treasurers.
  - Document provided to Tara Falin and displayed on screen for discussion
  - Cloud Document Storage for Region VII – Suggestion
  - Motion to receive – Stan Wilson – Kitty Hawk; 2nd Mike Keelan Greater Calumet

2:23 PM  
Break – 10 Minutes
ARVP Reports - Continued (5 minutes each)

- ARVP of Practice Specialties and Standards – Selena Schmidt
  - Reviewed 6 Goals created by CoPs
  - Consultants Directory – Board of Directors removing Directory
  - Member Portals – access and use
  - Added Documents from US Army Corp of Engineers to Body of Knowledge
  - Webinar Topics, PDC Speakers, Symposium ideas, etc.
    - Higher potential to be accepted as PDC Speaker if sponsored by a Practice Specialty

- ARVP of Governmental Affairs and Professional Affairs – Vince Plank
  - Guest Speaker – Barry Spurlock
  - National Government Affairs Committee Update

- ARVP of Professional Development and Foundation – Jimmie Tullis
  - Foundation Committee Update - Chair: Jimmie Tullis, Jessica Jannaman, Selena Schmidt, Layne Wortman, Jeremy Stockwell, Zach LeMasters, Kent Pasko and Bryan Hornik
  - Region VII – 5th Place currently with $14,301 and 483 Donors
    - Need $15,339 and 554 donors to break even
    - Need $1,500 to move into 3rd Place (there is another donation is coming)
    - HOD Donations will be included in Region Goals if directed to Safety Matters
      - Not if they are directed toward Chapter Scholarships
    - New Donor Page implemented yesterday for Foundation
    - Tara working on Corporate Sponsorships – 2 secured + 1 in the works.
      - HTK Sponsorship + Product Samples
    - 50-50 Raffle at ROC meeting – Zac LeMasters (Greater West Virginia)
    - Spreadsheet to track individual donations
    - T-Shirts (ROC Special $20); Zipper Pulls & Pins ($5)
    - 3:30 PM – Parking Lot till Friday – Get Matt on Phone for more Info.

- ARVP of Communications – Jonathan Zimmerman (No update yet)

Business Discussion

- Area Directors
  - Will not add more Regions to Society.
  - Will add Area Directors to Regions.
  - 5 Regions with Areas; 14 Area Directors, Areas have 4-8 Chapters.
  - 3 Regions have 2 Areas; 2 Regions have 4 Areas
  - Area Director join ROC meetings in their Region,
  - Area Director Assist RVP with Chapter Visits.
  - Overview “How are Areas Added”?
    - How Many; Chapters per Area; Area Names
    - If Develop Areas – Begin Recruiting Area Directors – Special Election

Regional Area Director – Friday 4/22/16
Motion – Proceed with establishing area directors for Region VII – James Stokes - Lansing
Second – John Hewitt – Michiana

Discussion – Before bringing to ROC Vote, should go to committee to determine logistics.
All Chapters continue to attend ROC, Area Director will visit their Area Chapters to aid RVP in duties.
Concerns regarding By-Laws and/or Guidance for Area Director Duties.
Consider better defining duties of Area Directors to prevent potential conflicts.
Travel Costs: Region VII covers travel costs – but either/or with Visit by RVP or AD. Concern Area Directors would call their own meetings in addition to ROC and other chapter meetings. In favor if ROC controls job duties of AD. Service Terms – 2 year terms; could be a 1 year term to stagger if multiple people elected.

Input from Kim McDowell phone:
If approve AD – how soon could a special election be held. No set time, depends on regional priority. Governing authority held by RVP. However, ROC can have authority if by-laws or other rules do not exist.

Could add to Bi-laws clarification that AD must go to ROC for approval – this would prevent an AD from going out on their own to mandate additional requirements/meetings for their area chapters. ROC members would like to hear from an Area Director concerning their experiences. Kim working to get AD on the line for input on discussion – Dustin Richards – Region II Area Director??

Area Director would be a non-voting member of the ROC.

**Table at 4:25 PM on 4/21/16**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>4:25 PM</td>
<td>Future ROC Meetings</td>
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<td>o Fall 2016 ROC: TBD – (Joint) Louisville &amp; Purchase Area Chapter</td>
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<td>▪ Date Discussion: September 22-23</td>
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<td>▪ Planning event at Churchill Downs with ROC event ($38 / person)</td>
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<td>▪ Sheraton Four Points by the Airport – Louisville</td>
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<td>▪ Room Rate = $101 / night</td>
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<td>o Spring 2017 ROC: TBD – West Michigan (Grand Valley State University)</td>
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<td>▪ Backup Plan – Greater West Virginia</td>
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<td>o Safety Professional of the Year (SPY) Award Committee Update</td>
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<td>▪ Chair: Eric Allen, Jimmie Tullis, Zachery LeMasters</td>
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<td>▪ Table till Friday or Monday</td>
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<tr>
<td>4:30 PM</td>
<td>Chapter Reports (30 minutes – 5 minutes each)</td>
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<td>4:55 PM</td>
<td>Evening Logistics</td>
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<td>Motion to Adjorn - Eric Allen, West Tennessee</td>
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<td>Second – Brad Weber, Southwest Ohio</td>
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<td>5:00 PM</td>
<td>Adjourn ROC Meeting – Day 1</td>
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<td>5:10 PM</td>
<td>Bus leaves for Sheraton</td>
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<td>6:30 PM</td>
<td>Dinner at Jerry Lee Lewis on Beale</td>
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**Region VII Operating Committee Spring 2016 Meeting**

**Friday, April 22, 2016**

**ROC MEETING LOCATION:** American Red Cross - 1399 Madison Ave - Memphis, TN 38104

9:10 AM Call to Order & Roll Call – Tara Falin

Roll Call – Friday 4/22/16

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<td>Northern Ohio (Call In)</td>
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9:10 AM Establish Quorum – Deputy RVP

9:15 AM Chapter Reports (30 minutes – 5 minutes each)

9:20 AM Area Directors Discussion Continued

- Dustin Richards – Call In – answer questions about duties of Area Director
- Question – What was your history with ASSE before becoming AD?
  - Region II – AD Area B – Denver; Held several roles within Chapter before accepting AD.
- Motivation to become AD?
  - Ability to work outside the Chapter and help multiple Chapters in the region/area.
  - Enjoys AD as it is the best way to work with other chapters without the political nature and reports of an ARVP.
- One word to describe the role? HELP! For the RVP. (3 AD; 14 Chapters)
- Area A – 6 Chapters; Area B – 8 Chapters
- Time Spent as an AD per week?
  - Fluctuates; on average couple hrs/week
  - 1-2 days per month for chapter visits.
- Communications – mostly email, some conference calls including the RVP
- How do you take direction? RVP instructions....?
  - Offer assistance before the fire starts
  - RVP and AD talk monthly via conf. calls.
- Ever experience an AD go rogue?
  - Not that he has heard of, work very closely with RVPs and other ADs
- Terms – 2 years; elected
- RVP comments – Do AD make their RVP job easier?
  - Most likely, but his RVP has never been without the ADs
- Does AD have a vote at the ROC meeting?
  - Yes – he does
- Is the extra votes on the ROC good?
  - Would be successful either way.
  - Some votes they recuse themselves as it is a chapter vote; others they have voted.
- Has Tara Falin spoken to other RVPs and Ads to decide if it helpful.
  - Yes – they have discussed and they have helped with the load.
  - Region V was most recent group to add Area Directors.
  - Aligns with other Regions and communications
- Primary concerns – AD voting at the ROC or going rogue and doing their own thing.
  - If one does go rogue, then call emergency session with RVP and end the issue.
  - Constitution/Duties written to prevent or limit this potential issue.
  - We can amend the bylaws to include vote restriction at the ROC.
  - Reread Motion from Thursday:
    - Sarah Carty – Louisville – Motion to Amend:
      - Add area directors to region VII contingent on amending the regional operating procedures specifically Section 4 subsection C – to read “Serves as a non-voting member and attends all meetings of the ROC.” And Section 4 subsection J – to read “Coordinates optional Area activities through assigned chapters with approval of the RVP.”
      - No 2nd to Amended Motion.
      - Discussion: Bylaw changes would be a separate item that goes through the approval process with Society.
- Martin Curie – Call for the Question
- Call for the Vote: James Stokes – Lansing; Second - Thomas Bayer - Chattanooga
- Martin Curie – Motion does not state establish, says proceed.
- Motion to modify: James Stokes “Establish” replace “Proceed”
  - Second: Kent Pasko - McKinnley
  - Call to Vote: 17 Chapters present:
    - In Favor: 13; Opposed: 2; Abstentions: 3
  **Motion Carries!!**
- Chapter Presidents mark Chapter Locations on an area map to begin area director divisions.
- Divided into 3 Areas for discussion.

10:10 AM  Chapter Reports (30 minutes – 5 minutes each)

**Discussion** – Chapters with small core group for leaders, but struggle with membership participation and gaining feedback on how the Chapter can serve their needs.

**Tara Falin** – Potential Action Item – Work with CORA regarding chapter membership participation and struggling chapters – Multiple Regions have similar issues with chapters.

**Tara Falin** – Potential Action Item – CEU’s for chapter meetings – difficult to get information for approval, a lot of cumbersome read tape. Tara to discuss at next Board conference call.

Establish programs in Body of Knowledge that would qualify for CEU’s if used at meetings.

10:50 AM  Break
**Area Director – Region Divisions Discussion**

**Area Director Region Divisions:**
Motion - Christina Merriott, Central Indiana –
   Divide Region VII into 3 Areas – North, Central, & South as noted in the table.
Second – Thomas Bayer – Chattanooga

Brief Discussion – what if chapter dissolves or is created – would modify AD duties depending on locations when/if the time comes that such a situation evolves.

Call to Vote: Sara Carty, Louisville
Favor 15; Opposed – 0; Abstentions: 1

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<tr>
<th>Area 1 - North</th>
<th>Area 2 - Central</th>
<th>Area 3 - South</th>
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<td>8 McKinley</td>
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Special Elections: Need 2 candidates per Area for the election process.
ROC decision to determine how quickly we move forward with the Elections.

Voting Process – All members of region would vote overall RVP and their Area Director.
Need Nominations & Elections Committee:
   Chair: Brad Weber (Southwest Ohio)
   North Rep: Kent Pasko (McKinnley)
   South Rep: Eric Allen (West Tennesee) & Jimmie Tullis (Middle Tennessee)
   Central: Sarah Carty (Louisville)

**Action Item:** Tara Falin – Set up Conference call with Nominations/Elections Committee
**Action Item:** Tara Falin – Talk to Jessica Morgan (Greater Detroit) as possible committee member.

Operating Guideline Modifications to be covered by the Nomination/Elections Committee also.
Timeline: 120 Days till Election Day
Society will send out call for call for submissions

11:55 PM   Lunch

12:24 PM   New Business
   - Chapter Ballet Process – 3 Ballet process, each member receive their own link, Chapter Services coordinates and has more information for review.
Upcoming Key Dates:
- Financial & Leadership Reports - May 31
- COMT Due Date – June 30!!
- Society Safety 2016 – late June
- New Terms begin July 1st
- August 15 – Chapter Plan
- Leadership Conference – October 13-14, 2016 – Hyatt Lodge, Chicago
- Future Leaders – November
- Regional Caucus Meeting – Information forthcoming – June 26th
- PDC – Chapter Recognition Lunch – Changing format/agenda
- Officer Central – Updates to Site; Adjust to changes.
- Announcements
- RVP Visits – McKinnley & Evansville

12:30 PM  Meeting Wrap Up
- Housekeeping
- Parking Lot Review
- Topics for Next ROC
- Like / Not Like (See Below)
- Closing Comments

1:00 PM  Adjourn Spring ROC Meeting

Chapter Reports & Discussion Continued

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Likes/Dislikes:
- Like - First Time ROC – leaving with Enthusiasm and appreciates Patience
- Dislike – Don’t forget the 50/50 Raffle
- Likes – Glad to attend the ROC with the most participants
- Likes – Enjoyed location and hospitality
- Likes – Last ROC!! After 10 years of service
  - Great RVP over the past few years – very helpful
- Likes – Great location; Guitar Tour
- Likes – Host Chapter – Thank you for coming, no one went to jail from Beale Street
- Likes – Networking and Support
- Likes – Another 1st time ROC, lot of take-aways, looking forward to Fall ROC
- Likes – Ditto the others – good seeing everyone again, Memphis great host
- Likes – We’re in Memphis!!
Likes – Great location, and effort to prep work; Last ROC after many years
Dislike – Keeping up as the note taker
Likes – Great location, great hosts, good people networking.
Likes – Dancing!! Feeling of accomplishment
Dislike – Trolley Driver that caused a missed tour.
Likes – Thanks to the note taker for keeping up.
Likes – Great hosts; Good discussion
Dislike – Trolley Driver
Like – Great Food!
Likes – Fantastic Job by hosts, 2nd ROC enjoyed
Likes – Bass Pro Shop Tour...? Would like to be time keeper at next ROC
Likes – Great Hospitality and ROC, good to see everybody.
Likes – Enjoyed First ROC, Thanks everyone
Likes – 9:00 AM day 2 start time, Appreciate host chapter and American Red Cross
Bucket of tickets 50/50 raffle
Likes – Most attended ROC, Thank you to the hosts and revitalizing.
Dislike – No name cards this year.

50/50 Raffle – Total Collection $158.00 – Winner – Jon Hewitt, Michiana!

Move to Adjourn: Sarah Carty – Louisville; Second – Mike Keelan - Greater Calumet – 2nd
All in favor

Agenda Items – Removed From Spring ROC Agenda

12:00 PM Committee Updates
- Finance Committee – Zach LeMasters, Stan Wilson and Mark Frye
- Strategic Planning Committee – Layne Wortman , Selena Schmidt and Barry Spurlock

12:00 PM Old Business
- Review of action items from previous ROC
- Chapter Tracking Update
- Struggling Chapters (Anthony Wayne, East Tenn.)
- Web Hosting
- Chapter Operations Management Tool

12:00 AM Lunch – Successful, Seamless and Superb Transition Planning Training