Minutes from the ASSE Council on Practices & Standards (CoPS) Meeting

Date: June 24, 2013
Location: Las Vegas, NV (LVH)

Attendees
Jeff Camplin – Vice President of CoPS
Mike O’Toole – Vice Chair of CoPS, Academics
Tim Healey – SDC Chair
Kelly Bernish – Membership Chair, Management
Selena Schmidt – CIG Representative
Eric Voight – Construction
Pam Walaski – Consultants
Jeff Robinson – Engineering
Mary Prisby – Environmental
David Brodie – Ergonomics
Gabe Miehl – Fire Protection
Shari Samuels – Healthcare
Chris Flegel – Industrial Hygiene
Ashok Garlapati – International
Michael Coleman – Manufacturing
Remi Fleuette – Mining
Chris Chaffin – Public Sector
Jim Newberry – Risk Management/Insurance
Brian Hammer – Transportation
Tim Fisher – Staff
Krista Sonneson – Staff
Call to Order
The meeting opened at 7:42 AM. Jeff Camplin opened with a note that he will be pushing member engagement. He gave his background with CoPS and asked each council member to introduce themself.

Vice Chair Selection
Jeff announced that he will be adjusting the Vice Chair responsibilities so he can focus on being strategic and working with the board. The Vice Chair will be more focused on operational support such as coordinating council committee initiatives. Kelly Bernish and Selena Schmidt expressed interest, however, Tim explained that Kelly is not a council member so unfortunately she’s ineligible this year. Jim Newberry put Selena’s name forward and Michael Coleman seconded the motion; none were opposed.

Additional Agenda Items
Mary Prisby asked to add an agenda item covering how sponsored conference sessions are scheduled. Ashok Garlapati asked if we could cover the process for endorsing global conferences. Mary Prisby asked to discuss the use of Dropbox and security controls. Jim Newberry asked to discuss the risk management institute launch.

Approval of Minutes
Brian Hammer motioned to approve the April 2013 meeting minutes and Michael Coleman seconded the motion.

PDC Update
Krista Sonneson mentioned that all 29 groups will be meeting during the conference. The groups are sponsoring several sessions, roundtables and events such as the WISE Lounge and Wellness Walk. Krista asked the volunteers to stop by the Industry & Interest Group booth in the Service Center to recruit members and volunteers. Tim Fisher reminded council members that they must attend the House of Delegates meeting later in the day. He also announced that the Standards Development Committee will be meeting at the conference.

Society Initiatives
Governance model: Jeff Camplin announced that ASSE is looking at changing the structure of the board and ASSE groups to provide more balance. This would involve potentially going from a chapter/region focus to an industry focus, which would give CoPS more of a voice. The councils would be more operational. Jeff showed the draft model at www.asse.org/restructure. He noted the board would be smaller and it would include a public position. This would allow members to be closer to the decision makers. Michael Coleman asked how CoPS would have more influence if four councils would now be working through one SVP. Jeff responded that the SVP would have representational responsibilities and a direct line to decision makers. VP’s would be able to focus on other items. Jim Smith noted that the new structure would help break down silos. Jeff said there would be more voting power and the board would be less political. We would go from representation “of” to “for”. Cindy Lewis asked what the restructure implementation timeline is. Jeff said a timeline isn’t available yet since they want there to be a clear understanding of the restructure before they move forward. Jeff anticipated that the council
members would hear more at the House of Delegates meeting. He noted that the House of Delegates would remain intact but the focus would change and allow for more regions.

**Risk Assessment Institute:** Jim Newberry announced that the institute will be holding a meeting on Wednesday of the conference and everyone is invited. Jim Smith encouraged everyone to visit the website at www.oshrisk.org. Jeff Camplin said we need to get upper management more involved in the initiative. Jim Newberry added that upper management will need safety assessments the most. Jim Smith said he’ll be looking for industry input to move the initiative forward so contact him if interested in helping.

**Contested Elections:** Tim Fisher noted that the Board encourages two candidates to run for each practice specialty administrator position since this elevates the position and encourages involvement. Michael Coleman said volunteerism needs a boost in order to make this possible. Jeff Camplin noted that the Mentoring Committee will help assist in boosting volunteerism. Brian Hammer said the contested election should be focused on the administrator position if we’re mentoring. Pam Walaski noted that staff support will be crucial. If the restructure is enacted there would be contested elections for the position of Assistant-Administrator and this person would then proceed to administrator after two years. The administrator position would then be one two-year term. The Council was positive to this since it would lessen the time commitments and generate more interest in the practice specialties.

**Mentoring Initiative:** Jeff Camplin announced that he asked David Bascom to lead the Mentoring Committee and David will be building and growing the committee over the next year.

**Ideas & Suggestions**
Jeff Camplin said an email was sent out soliciting ideas and suggestions for improvements within the council. The response was limited, which surprised him. Most of those who responded were looking for more staff members to help support new initiatives. Jeff said staff time needs to be freed up by making sure publication materials are turned in on time and in full (5,000 words for branches and CIGs and 10,000 words for practice specialties). Currently, Krista Sonneson compiles approximately 50% of the materials on average, which ties up a lot of her time.

**Publication Opportunities**

**Books:** Jeff Camplin noted that ASSE is working on five books that present opportunities for CoPS involvement. The books are on fire safety, noise, environmental compliance, hazmat and emergency response, and safety and health for small businesses. He asked that those interested contact him. He also suggested that anyone with a topic idea let him know and he can help get the publication process started. Pam Walaski also offered to help since she’s familiar with the process. Krista Sonneson also noted that information on the book publication process is also posted on the volunteer website (www.asse.org/cops).

**Blog:** Tim Fisher showed a mockup of what the newly proposed blog would look like. The blog would take place of the current publications. It would potentially make the publication coordinators’ jobs easier. It would allow items to be published faster. Readers would be able to post comments and respond to articles. Tim asked what level of interest the council had in
moving forward with the blog. Gabe Miehl said from what he can see, it looks positive but he’d have to see a finalized mockup and know more about the expectations to say more. Others agreed. Michael Coleman noted that the Manufacturing Practice Specialty has great interest and would volunteer to be one of the initial test groups.

Body of Knowledge
Jim Smith noted that ASSE has invested approximately $500,000 in the Body of Knowledge (BoK) project. His goals are to increase user registration, which is currently at 6,000, and get practice specialties to contribute more material. The BoK currently has over 6,000 documents. Jim noted that transportation and ergonomics have done a great job of contributing to the BoK. Michael Coleman asked if ASSE automatically puts practice specialty publication materials in the BoK and Tim Fisher said yes, although there’s an intentional delay. Jim also wants to build a more intuitive website with more functionality and features but we need to get more users and documents first. Michael suggested that when people ask questions on LinkedIn, volunteers should respond, asking if they’ve checked the BoK.

Jim noted that we’ve been using analytics to see what topics are the most popular so they can be featured on the ASSE homepage, directing people to the BoK. Jim said so far, checklists are the most popular resource. Cindy Lewis asked if the materials are peer-reviewed. Tim Fisher confirmed that staff, temps and volunteers review the material. Kelly Bernish asked if the BoK PowerPoint was posted online and suggested that it be posted on the volunteer website and on public sites so the WISE local level liaisons can use it. Staff confirmed that BoK presentations are posted on www.asse.org/cops and on the BoK site. David Brodie suggested that the analytics focus on finding out if users can find what they’re looking for and if it’s helpful. David also suggested that the keywords be reviewed and revised as needed. Jim Newberry noted that he isn’t seeing his RMI material in the BoK. He’s worried that his items aren’t being categorized correctly.

CoPS Operations
Jeff Camplin noted that the agricultural branch, legal services branch, service branch, military branch and public sector practice specialty are currently on probation. He’s working to find out which groups are still serious and viable. He noted that he isn’t being critical but wants to bring attention to the groups that need help. Brian Hammer voiced his support of the agricultural branch and his belief that we need to keep it due to the number of safety concerns in this industry.

Jeff also noted that Eric Voight is the new Administrator of the Construction Practice Specialty since Neil Webster had to step down. He also noted that the Oil & Gas Practice Specialty has a leadership vacancy.

Committee Updates
Membership: Kelly Bernish said the committee has had a lot of success in the past year. They are holding monthly conference calls, the third Thursday of each month at 1pm eastern, to talk about membership recruitment and retention issues and opportunities. Pam Walaski asked if administrators can be copied on the invites and Kelly said yes. Jim Newberry asked if there are
unique problems being brought up on the calls regarding global members. Jeff Camplin asked to table the discussion due to time constraints.

**Standards Development:** Jeff Camplin announced that Gary Lopez is stepping down as committee chair and Tim Healey is the new chair. Tim mentioned that opportunities exist within ISO, risk management, school safety and confined space entry. Tim encouraged the industry and interest group leaders to reach out to the standards committees for expertise and additional resources as needed. Chris Chaffin mentioned that the public sector practice specialty would like to help with school safety standards.

**Awards & Honors:** Chris Gates noted that the practice specialty self-evaluation matrix was created approximately twelve years ago to evaluate performance based on governance requirements. The matrix was created to push groups to go above and beyond. Chris announced that the revised matrix will be discussed at the fall council meeting. Pam Walaski asked if the current matrix is still to be used for the next program year and Chris said yes, until instructed otherwise. Chris noted that this year’s awards and honors season was successful after several reminders and nudges from the committee. Tim Fisher added that staff cannot make award nomination recommendations, but we can confirm volunteer contributions.

**Administrative Reminders**
Krista Sonneson reminded the groups to have all publication materials in on time and in full to help avoid delaying the other publications. She asked that the leaders properly train the publication coordinators that are new this coming program year to avoid delays and missteps. She reminded the groups to utilize the guidance documents and helpful materials on www.asse.org/cops (password: cops). Pam Walaski asked if a group doesn’t submit on time or in full, do they get moved to the end of the production line. Krista said no, due to advertising commitments.

Krista reminded the groups that Jennie Dalesandro sends a welcome email to all new members on behalf of the council leaders. It was asked if groups can send their own welcome emails. Krista said that is not a problem and can be done using the new member list that is sent to administrators, chairs and membership chairs from Jennie. Tim Fisher noted that he’s sending emails to expired members and Krista noted that the top reasons for dropping a group are captured in a document that’s posted on the CoPS Dropbox.

Tim announced that 2015 budget planning is coming up so start thinking about what you need and if you will require any special funding. Proposals are due by September 2013. Krista noted that Safety 2014 proposals are due July 19, 2013 and full details can be found on the professional development tab of the ASSE website. Eric Voight, who is also a member of the PDC planning committee, encouraged submitters to use the online form to ease the sorting and selection process.

**Next CoPS Meeting**
Tim Fisher noted that in the past we’ve piggybacked off the fall symposium. Going forward we will look into holding it in or near Des Plaines so some assistant administrators can attend and
gain exposure to the meeting before stepping into the administrator role. The next CoPS meeting
will be held October 7, 2013 at the ASSE headquarters in Des Plaines, IL.

**Remaining Business**

Tyler Eble with ADS Fundraising joined the meeting to highlight the sponsorship program and
answer questions. Tyler noted that he’s looking for suggestions on organizations that would fit
well with ASSE and make good partners. He mentioned that several practice specialties are
sponsored and have benefited from the relationships. For example, some groups are utilizing the
sponsors for collaborative research, webinars, articles, funding for conference meetings/events
and more. Cindy Lewis asked what the sponsorship process is and why we are selling ourselves.
Tyler said the sponsorship program was created to build mutually-beneficial relationships where
we get resources and funding while the sponsor gains visibility.

Tim Fisher said the Board discussed sponsorships beforehand and decided they wanted to pursue
them, but without any product endorsements or over-commercialization. Jim Newberry asked if
he can personally pursue private sponsorships. Tim Fisher said he’s putting together a
sponsorship procedure to address questions such as this. Krista Sonneson suggested the addition
of a Sponsorship Chair for sponsored groups to have a point person to focus on making the most
of these relationships. Shari Samuels asked if she’s obligated to secure sponsorships since her
employer might not approve of it. Tim said volunteers are not expected to participate in the
sponsorship program if their company policy doesn’t allow it.

The meeting was adjourned at 10:38am.

These minutes were prepared and submitted by:

Krista Sonneson
Manager, Practice Specialties