ASSE Oil and Gas Practice Specialty Meeting Minutes – March 20, 2015

1) Roll Call
   a) Administrator – (on temporary leave of absence)
   b) Assistant Administrator – Wayne Vanderhoof
   c) Secretary – (not present)
   d) Publication coordinator – Ed Truett
   e) Awards & Honors – (not present)
   f) Body of Knowledge – (not present)
   g) Conferences & Seminars – OPEN
   h) Membership Development—Rick Simon and Ashok Garlapati
   i) Nominations - OPEN
   j) Website/social media – John Campbell
   k) Other members – Scott Vaughn, Bill Walker
   l) Manager, ASSE Practice Specialties – Char Haguewood

2) Minutes of February 2015 Meeting approved, posted on O&G PS Webpage
   a) [http://www.asse.org/practicespecialties/oil-gas/](http://www.asse.org/practicespecialties/oil-gas/)

3) Candidates to serve as Asst. Admin – Wayne Vanderhoof
   a) Ed Truett & Scott Vaughn submitted nomination packets
      i) Voting online to be completed by March 31, 2015
      ii) Elected members (Assistant Administrator) will assume duties July 1, 2015

4) Awards - (Wayne Vanderhoof)
   a) Practice Specialty Safety Professional of the Year (SPY)
      i) Scott Vaughn, nominated by Ashok Garlapati
   b) CoPS Safety Professional of the Year (SPY) (optional)
      i) Nothing submitted
   c) Operational Plan – Discussion on the draft plan emailed to Committee 03/08/2015
      i) Submitted to ASSE by March 15 deadline
         (1) No revisions noted
      ii) Operational Plan Implementation
         (1) Succession Planning
            (a) Use Linked In and CDEP (when up & running)
               (i) Updating members about the potential volunteer opportunities within the PS
         (2) Improve communication within PS
            (a) Use Linked In and CDEP (when up & running)
            (b) Develop a short/brief presentation that can be used by PS Advisory Committee
               Members to introduce PS members and potential PS members to the PS
               (i) Make look similar to the PS web page
            (c) Develop a PDF form that introduce PS members and potential PS members to the PS
               (i) Using graphics and the ASSE Graphics Design department to put together
                  1. PS Advisory Committee to put together the information, ASSE Graphic
                     Design Department will develop the actual document
                  2. Make look similar to the PS web page
3. The PDF will be on PS web site to be printed as needed by individual Advisory Committee Members to be distributed
4. Potential opportunities for presentations are at SafeLand Advisory Board, STEPS Network Chapters, and similar organizations

**TO DO:** Bill Walker to develop a first draft of the Presentation

(3) Opportunities to increase members technical knowledge
   (a) Use the information developed for the CDEP Starter Kit as initial guidance on potential webinar topics
   (b) Talk to Dan McNeil of ASSE on specific topics even if we do not have a Presenter; Dan can find the Presenter and help put together the webinar logistically.

5) Membership Development – Rick Simon
   a) End of 2014 – 2,475
   b) Jan 2015 – 2,562 members
   c) Feb 2015 – 2,600 members
   d) Welcome letter with links to be sent to new members – status update
      i) Rick developed the letter and sent it to Tracey in 2014

**TO DO:** Rick Simon to email the letter to Wayne Vanderhoof, Assistant Administrator for review

**TO DO:** Wayne Vanderhoof to send to Advisory Committee for review and comments

   e) The monthly numbers provided by ASSE for membership numbers, New Members, and members that did not renew membership should be shared with the Advisory Committee
   f) ASSE can provide to Administrator & Assistant Administrator the entire membership list in spreadsheet format
      i) Not to be used for mass emails!!!!! – per ASSE

**TO DO:** Wayne Vanderhoof to get the Membership List from ASSE

**TO DO:** Wayne Vanderhoof to look into the Search Function on the Members Only Membership Directory on the ASSE site to identify PS members

6) BOK – (Wayne Vanderhoof)
   a) Has anyone from the committee visited the BOK website in the past 30 to 90 days?
      i) 3 members looked for reference materials purposes
         (1) Reasons given why not used by others – “did not think about it” instead used a “Google search” to find information
   b) No real discussion on “What would it take to use the BOK site as a true reference site?”
   c) Encouraged to submit materials to the site.

7) Web/Social Media – John Campbell
   a) Current web page has been updated as of 03/16/2015
   b) LinkedIn discussions/information sharing
      i) Encouraged Conference Call participants to post to LinkedIn on a regular basis
         (1) Even just “Liking” a discussion on the PS LinkedIn page will further promote the PS LinkedIn page
   c) CDEP Starter Kit
      i) To be completed and submitted by April 10
      ii) Reviewed each section and accepted volunteers to complete each section:
(1) Key Issues section – Ed Truett, Publications Coordinator
(2) Interview Candidates section – Scott Vaughn
(3) Website Links & Keywords section – John Campbell, Website/Social Media
(4) Poll Questions section – Rick Simon, Membership Development
(5) How-To Topics section – Bill Walker
(6) Life’s Work Member Profiles section – Wayne Vanderhoof, Assistant Administrator
(7) Unique Traits section – Scott Vaughn

**TO DO:** The sections need to be completed and submitted to Wayne Vanderhoof for compiling the document by April 1, 2015

**TO DO:** Wayne Vanderhoof to compile the CDEP kit and email to Advisory Committee for final review so it can be submitted to ASSE by April 10

8) Publications Coordinator - Ed Truett
   i) Discussion of upcoming issue content – enough materials with some in backlog
   ii) 2015 issue article due dates – June 15, Oct-12
   iii) With the initiation of the CDEP there will need to be one technical article per month submitted to ASSE (instead of 4 to 5 every four months)
      (1) Starting September, 2015

9) PDC Roundtable submittal update – Wayne Vanderhoof
   a) No. 597 – “How will the Oil & Gas Industry meet it Short and Long-term OSH Staffing Needs?”
   b) Monday, June 8, 2015 4:30 pm to 5:30 pm
   c) Ed Truett, Facilitator, Wayne Vanderhoof - Recorder

10) Safety 2015 in Dallas, Sunday June 7 through Wednesday, June 10
    a) CoPS & HOD meetings on Sunday, June 7
    b) Kick-off Reception Sunday, June 7, 2015 3:00 pm to 5:30 pm
    c) Social Event Planning – offsite later in week
       i) John Campbell to contact Drager for Sponsorship

**TO DO:** John Campbell to contact Drager about sponsorship and include Wayne Vanderhoof on email

**TO DO:** Wayne Vanderhoof to determine location and other logistics of the event

11) New ideas/initiatives
    a) Open to committee members
       i) Bill Walker is on 2 committees and welcomes any ideas for improvement from the PS members on the activities of the committees; the two committees are:
          (1) ANSI-ASSE Z390.1 “Accepted Practices for Hydrogen Sulfide (H2S) Training Programs”
          (2) API RP 54 “Occupational Safety for Oil and Gas Well Drilling and Servicing Operations”

12) Next Meeting – April 17, 2015 at 11 am CST