ASSE Oil and Gas Practice Specialty Meeting Minutes – April 17, 2015

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

2) Minutes of Meeting for approval – upon approval will post at O&G PS website:
   http://www.asse.org/practicespecialties/oil-gas/
   a) March 2015 – approved and will be posted on O&G PS Webpage

TO DO: Ed Grosse will forward March Meeting Minutes to Char Haguewood for posting on O&G PS webpage

3) Results of the Elections – Wayne Vanderhoof
   a) Scott Vaughn voted in as Assistant Administrator
      i) Assume duties July 1, 2015
   b) Thank you to Ed Truett for running!

4) Awards - Bryan Walters
   a) No discussions

5) Membership Development – (Wayne Vanderhoof)
   a) End of 2014 – 2,475
   b) Feb 2015 – 2,600 members
   c) March 2015 – 2,642 members
   d) Welcome letter with links to be sent to new members
      i) Sent to all 2015 PS New Members on April 8
      ii) Ashock Garlapati recommended that links to the ASSE O&G PS Linked In Group be added to the Welcome Letter

TO DO: Wayne Vanderhoof to have Ashock Garlapati added to website as support for Membership Development

TO DO: Wayne Vanderhoof to email the Welcome Letter to the committee for review with comments due back to Wayne by May 9, 2015

TO DO: Wayne Vanderhoof to email the 2,600 + PS member list to the Advisory Committee

6) BOK – Andrew Winney
   a) No discussions

7) Web/Social Media – John Campbell
   a) Current web page is up to date as of 03/16/2015
b) LinkedIn discussions/information sharing
   i) Post on a regular basis
   ii) Bill Walker has been busy “Liking” events
       (1) Very helpful!

8) Publications Coordinator - (Wayne Vanderhoof)
   i) Well Informed Newsletter
      (1) Discussion of upcoming issue content, if needed
      (2) 2015 issue due dates – June 15
          (a) With member portal (CDEP) project in place September of 2015 there is no Oct 15, 2015 publication submission date
          (b) Still need at least one technical article per month to be placed on the member portal beginning in September

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) Combined Practice Specialty Meeting Monday, June 8, 2015; 5:30 - 8:30 p.m.
   d) Social Event Offsite – Scott Vaughn
      i) Coordinated/planed by Scott Vaughn
         (1) Tapas Dining Room at The Iron Cactus
         (2) Tuesday, June 9, 2015 beginning at 6:30 pm with dinner at 7:00 pm
         (3) Dining room will accommodate up to 70 people
         (4) It is located about 4/10 of a mile from the convention center
         (5) Website www.ironcactus.com
         (6) RSVP plans are being determined and will be communicated to the membership

11) Operational Plan – Wayne Vanderhoof
   a) Plan of Implementation
      (1) Succession Planning
          (a) Use Linked In and Member Portal (CDEP) beginning in Sept., 2015
              (i) Updating members about the potential volunteer opportunities within the PS
      (2) Improve communication within PS
          (a) Use Linked In and Member Portal (CDEP) beginning in Sept., 2015
          (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
1. PS Advisory Committee to compile the information & ASSE to create
2. The PDF will be on PS web site to be printed as needed by individual Advisory Committee Members to be distributed
3. Potential opportunities for presentations are at SafeLand Advisory Board, STEPS Network Chapters, and similar organizations
   a. Bill Walker developed a first draft list of items for the Presentation

TO DO: Wayne Vanderhoof to forward the first draft list of items for of the Presentation to Advisory Committee members for review and comments returned to Wayne by May 9, 2015.

(3) Opportunities to increase members technical knowledge
  (a) Use information for CDEP 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

12) CDEP Starter Kit – Wayne Vanderhoof
   (1) Submitted April 13, 2015 (Supposed to be submitted by April 10)
      ii) There were no changes or additions to the completed/submitted CDEP Starter Kit
      iii) We need to discuss and determine who will be the coordinator of the member portal (CDEP) information.
   (1) Possibly transition the Publications Coordinator to be the Member Portal Coordinator
      (a) Offer current Publications Coordinator first opportunity

13) New ideas/initiatives
   a) Open to committee members

14) Next Meeting – May 15, 2015 at 11 am CST (last mtg. before PDC in Dallas)