Small Chapter of the Year Petition
2011/2012 Chapter Year
From the
Audubon Chapter

Prepared by:

Beth A. Phelps, Chapter President
August 15, 2012
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Executive Summary

Chartered on May 7, 1997, the Audubon Chapter of the American Society of Safety Engineers was established to provide Tri-State area safety, health and environmental professionals an opportunity to enhance their professional knowledge and leadership. The Audubon Chapter serves our members by providing training sessions, leadership building and networking. Our Chapter area includes the Kentucky counties of Daviess, Hancock, Henderson, McLean, Muhlenberg, Ohio, Union, and Webster and the Indiana counties of Dubois, Gibson, Knox, Daviess, Perry, Pike, Posey, Spencer, Vanderburgh, and Warrick.

We have adopted the Vision and Values of the Society as well as its Mission and Goals.

Vision and Values

We strive to be a champion of the safety, health and environmental professional, a leader of the profession and premier resource for those engaged in protecting people, property and the environment for the Tri-State Area.

We hold to the values of the protection of people, property, the environment, and the profession. We maintain the highest level of professional ethics, mutual trust, and treat all with dignity and respect. The Audubon Chapter provides the highest quality service for members and the community while making responsible use of resources.

Mission and Goals

We are member-driven association providing representation, promotion and support for those engaged in the profession and/or the practice of safety, health and environment in their efforts to protect people, property and the environment.

We typically meet on the third Tuesday of each month at 11:30 am for a lunch meeting discussing important topics relating to the safety, health and environmental field. Occasionally we will tour businesses in our area. Each year we hold a golf scramble to raise money for student scholarships and to cover our operating expenses in an effort to better serve our membership. We understand that networking, learning, and staying on top of the latest changes in our field is very important.

Volunteers are the power of success behind the Audubon Chapter. Our volunteers are key to helping our Chapter achieve its goals of serving our membership. They serve our members by providing them with information and networking opportunities to help advance their technical, leadership, managerial, ethical knowledge and skills as safety, health and environmental professionals.

Our members are engaged! This is allowing our Chapter to grow and expand our outreach. We would be extremely honored to receive the ASSE Small Chapter of the Year Award.
**Point Total**

The minimum requirements for consideration of Chapter of the Year recognition is the achievement of all chapter charter maintenance items, all core competency items, and an additional 1,400 points for a total minimum point count of 3,200. The Chapter has achieved all chapter charter maintenance core competency items for a total of 4,217 points and submits this petition for consideration as Chapter of the Year for its chapter size category. A summary of the points earned is located in the appendices.

**Administration Matters**

**Annual Performance Report**

The Audubon Chapter’s Annual Performance Report was submitted to Scott Cole, the Region VII Vice President, prior to August 15th, 2012. The report was then available to be submitted to the Society headquarters.

**Chapter Officer and Delegate Report**

The Audubon Chapter elected its officer and delegates serve on a two year term. The Delegate report has been submitted annually by the deadline. This past year, we had a special election due to one of our officers moving out of state and the need for one officer to step down due to work demands. Society, Stephanie Helgerman Region VII Vice President and Scott Cole, incoming Region VII Vice President, were notified of this and then were provided the Officer and Delegate Report as required. We had members willing to fill these roles and have already completed the society officer training. We are looking forward to an outstanding year. Society and the RVP were sent the revised Delegate Report.

**Chapter Annual Financial Report**

The Chapter submitted its annual financial report to the Regional Vice President and Society Headquarters prior to May 31, 2012. We have consistently met this deadline each year.

**Maintenance of Chapter Bylaws**

The Chapter reviewed its bylaws and determined no changes were needed this past year. The bylaws will again be reviewed with the new incoming officers this year, and will be submitted to the RVP and Society at that time. The bylaws are located on our Chapter’s website at: [http://audubon.asse.org/docs/bylaws2011.pdf](http://audubon.asse.org/docs/bylaws2011.pdf)

**Maintenance of Chapter Incorporation and Affiliate Agreement**

The Chapter is incorporated and affiliate agreement with the Society.

**Operations and Strategic Plan**

The Audubon Chapter submitted its Operations and Strategic Plan by August 15, 2012. In addition, the Chapter has created a more specific Strategic Plan outlining the steps the Chapter plans to take in order to meet the goals of the Strategic Plan. A copy of this Strategic Plan can be found on the Chapter’s website at: [http://audubon.asse.org/docs/strategic-plan-2009-2012.pdf](http://audubon.asse.org/docs/strategic-plan-2009-2012.pdf). It is also located in the appendices.
Leadership Matters

House of Delegates Representation
Kimbra Parker served as our pre-approved proxy delegate and was present to represent the Chapter at the Annual House of Delegates meeting held on Sunday, June 3rd, 2012 in Denver, Colorado. She shared the information learned with the Chapter at the June 19, 2012 Chapter meeting.

Assistance for Society, Region and/or Area Activities
Members of our Chapter have been involved with the ASSE at several levels. Beth Phelps, President, has assisted at the Regional level. She has performed a variety of functions such as taking minutes at the 2012 Spring Regional Operating Committee meeting. She also served as a member of the Region’s Safety Professional of the Year committee. Ms. Phelps has assisted in the development of the Region VII Strategic Plan and other committees such as the development on guidelines for hosting a Regional Operations meeting. On August 17th and 18th, 2012, the Audubon Chapter will host the Fall Regional Operations meeting.

At a Society level, Ms. Phelps has attended the Leadership Conference held in October 2011. She assisted other ASSE members with transportation to and from the airport to assist them in lessening their costs. She has attended the past three Leadership Conferences. She is encouraging officers and members to attend this year's conference scheduled for June 4th through 6th, 2012!

Jim Hurtte, Chapter member and former 1st Vice President, presented at the Denver Professional Development Conference in June 2012. His topic on Wednesday, June 6th was “What is the REAL Answer to Injury Reduction?” Mr. Hurtte plans on presenting this topic at a future Chapter meeting. Kimbra Parker volunteered as our proxy delegate at the conference when our elected delegate was unable to attend due to work demands. Several members of the Chapter supported the conference as attendees.

Submitted Required Regional/Area Operating Committee Reports
The Chapter submitted all Regional Operating Committee reports as required. The Region held two Regional Operating Committee meetings during the chapter year, occurring in April and August respectively, and reports were submitted for each of them.

Attendance to Regional Operating Committee Meetings
The Chapter President attended both the Fall and Spring Regional Operating Committee Meetings. The first meeting was held on August 26th, 2011 in Dayton, Ohio. The second meeting was held on April 20th, 2012 in Louisville, Kentucky. The Chapter plans on hosting the Fall 2012 Regional Operations Committee meeting on August 17th and 18th in Evansville, Indiana.

Leadership Training
The Chapter recognizes the importance of leadership training. Our Chapter President, Beth Phelps, has attended the annual Society Leadership Conference/Regional Leadership Training sessions each year she has been in office. We are encouraging our other Executive and Chapter members to attend. The Chapter conducted officer training itself as our officers assume their new role. The following materials were used by the Chapter to conduct the officer training: hands-on verbal instruction, Society’s officer on-line training and review of the committees and strategic plan. We also review the Chapter’s strategic plan, committees, and
budget with our Chapter members to help foster interest in becoming a Chapter and Society leader. This was reviewed with the Chapter as well as the Leadership Conference proceedings on October 18, 2011.

**Additional Representatives Sent to Society Leadership Conference**

We do value leadership education and skills building for the critical success of the Chapter, the Chapter encourages our officers and members to attend the Society’s Annual Leadership Conference. During 2011, no members attended the October Society Leadership Conference, but we did have several members attend the June 2011 PDC and 100 Year Celebration in Chicago. Although not an all exclusive list, members attending the June 2011 PDC included:

- Amanda (Kingsbury) Adler
- Chad Burnett
- Matt Bunner
- Layman Hawkins
- Brandy Houchin
- Jim Hurtte
- Steve Kopecki
- Beth Phelps
- Renea Straub

**Planning Meeting**

The Chapter’s Executive Committee conducted a planning meeting prior to the Chapter’s first general member meeting of the year. The overview for that planning meeting is contained in the appendices (strategic plan ours and Chapter’s Operations and Strategic Plan development). The primary focus of the meeting was the development of the Chapter’s Operations & Strategic Plan development, officer succession planning, and budget review, etc.

**Officer Succession and Training Plan**

To ensure the continued success of the Chapter, the Chapter has developed a succession plan that includes officer recruitment and training. The Chapter succession plan for our Chapter is basically a transition into each position, building on the next position for example Secretary to Vice President to President Elect. Although we still hold elections, at this time positions have been unopposed. We are currently working on further development and encouragement of volunteers and active involvement of members. We have been successful in adding new members to committees such as the Membership, Golf Scramble, Scholarship, Public Relations/Community Service, Chapter PDC, committees. As these members gain more comfort in their volunteerism and the ASSE, they have started to express interest in our Executive Committee positions. We have seen more and more active involvement such as with the June 2011 PDC in Chicago. Many of our members volunteered to work sessions at the Chapter booth.

We continue to educate and share the benefits of ASSE with our members to help spark interest. In June 2012, we held a membership drive and benefits of the ASSE with our members. We had 6 new members join since this meeting. We are seeing greater involvement and interest in our Chapter and the Society as a whole. Members who have transferred out of state, prior to leaving have expressed their interest in getting involved with the Chapter in their new location. Beth Phelps, Chapter President, has provided this information to the transferring members to ease in the transition.
**Officer Transition**

To ensure the smooth transition of duties and resources from prior year officers to this year’s officers, the Chapter developed a checklist and encouraged officers to complete the Society training for incoming officers. We continue to adapt and modify our check list and transition of duties. The Chapter succession plan for our Chapter is basically a transition into each position, building on the next position for example Secretary to Vice President to President Elect. Although we still hold elections, at this time positions have been unopposed. We are currently working on further development and encouragement of volunteers and active involvement on members. The checklist was derived from the Northern Ohio Chapter and Society. The checklist and officer duties are located in the appendices.

**Member Services**

**Meetings**

**Technical Meetings**

The Chapter conducted 11 technical meetings during the course of the year. Those meetings were:

<table>
<thead>
<tr>
<th>Month</th>
<th>Topic</th>
<th>Speaker</th>
<th>Number of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>NFPA 70E 2012 Changes</td>
<td>Bill Shinn</td>
<td>26</td>
</tr>
<tr>
<td>September</td>
<td>Changes Within OSHA</td>
<td>Commissioner Lori</td>
<td>31</td>
</tr>
<tr>
<td>October</td>
<td>Review and Discussion Chapter Strategic Plan, Budget and Committees</td>
<td>Beth Phelps</td>
<td>14</td>
</tr>
<tr>
<td>November</td>
<td>MSHA – What’s the Latest – Questions and Answers</td>
<td>Jim Craig</td>
<td>16</td>
</tr>
<tr>
<td>January</td>
<td>GHS – A Practical Guide</td>
<td>Kimbra Parker</td>
<td>19</td>
</tr>
<tr>
<td>February</td>
<td>How to Inspire Employees to Work Safely – A Steve Wise Presentation</td>
<td>Beth Phelps</td>
<td>27</td>
</tr>
<tr>
<td>March</td>
<td>AECOM Corporate Health</td>
<td>Dr. V. Maas</td>
<td>22</td>
</tr>
<tr>
<td>April</td>
<td>Hand Safety and Injury Prevention</td>
<td>Jeff Butcher</td>
<td>18</td>
</tr>
<tr>
<td>May</td>
<td>Professional Development Conference</td>
<td>Multiple</td>
<td>108</td>
</tr>
<tr>
<td>May</td>
<td>Presentation Tricks and Techniques</td>
<td>Charmaine McDowell</td>
<td>14</td>
</tr>
<tr>
<td>June</td>
<td>Benefits of ASSE Membership</td>
<td>Beth Phelps</td>
<td>19</td>
</tr>
</tbody>
</table>

NOTE: During August we held a golf scramble to raise monies for our student scholarship program. The August 2011 golf scramble was our most successful year yet, with over 100 participants. December we host a holiday party and recognize our members’ years of service.

**Meeting Notices**

To help ensure meeting attendance, the Chapter sends out notices announcing the meeting, date, time and location at least 14 days prior to the event. We email our members and “Friends of ASSE” the meeting notices at least 14 days prior, in addition we send out a reminder email a couple days before the meeting. We post our meeting notices and future meetings on our website. We also produce a monthly newsletter which announces the meeting as well as future meetings. In general, we have designated the third Tuesday of the month as our Chapter meeting day. This further helps members keep this date in mind each month. We have trialed
other days and times, but have found the third Tuesday seems to work for a majority of our members. The “Friends of ASSE” are safety, health and environmental professionals who have attended meetings, golf scramble or other events but are not current members of the ASSE. “Friends of ASSE” represent approximately 50 to 75 non-members.

**Section Meetings**
Currently the Audubon Chapter does not hold sectional meetings. The Chapter is currently attempting to build relationships with the local Tri State Manufacturing Association’s Safety Section. Several ASSE Audubon Chapter members attend these meetings held every other month. Members of the Tri State Manufacturing Association receive the Audubon Chapter meeting announcements and newsletters. To date there has been at least 4 meetings held over the course of the year.

**Meeting Attendance**
The Chapter tracked the attendance of its general member meetings. The attendance count of members and non-members at each general chapter meeting was:

<table>
<thead>
<tr>
<th>Month</th>
<th>Topic</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>NFPA 70E 2012 Changes</td>
<td>26</td>
</tr>
<tr>
<td>August</td>
<td>Annual Golf Scramble and Scholarship Fund Raiser</td>
<td>102</td>
</tr>
<tr>
<td>September</td>
<td>Changes Within OSHA</td>
<td>31</td>
</tr>
<tr>
<td>October</td>
<td>Review and Discussion Chapter Strategic Plan, Budget and Committees</td>
<td>14</td>
</tr>
<tr>
<td>November</td>
<td>MSHA – What’s the Latest – Questions and Answers</td>
<td>16</td>
</tr>
<tr>
<td>December</td>
<td>Holiday Party and Member Recognition</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>GHS – A Practical Guide</td>
<td>19</td>
</tr>
<tr>
<td>February</td>
<td>How to Inspire Employees to Work Safely – A Steve Wise Presentation</td>
<td>27</td>
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<tr>
<td>March</td>
<td>AECOM Corporate Health</td>
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<tr>
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<td>Hand Safety and Injury Prevention</td>
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<tr>
<td>May</td>
<td>Professional Development Conference</td>
<td>108</td>
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<tr>
<td>May</td>
<td>Presentation Tricks and Techniques</td>
<td>14</td>
</tr>
<tr>
<td>June</td>
<td>Benefits of ASSE Membership</td>
<td>19</td>
</tr>
</tbody>
</table>
**Member Recognition**

**Recognition of Service**
The Chapter recognized its members for their service to the Chapter, Region, and Society throughout the course of the year. That recognition included:

**Milestone Years of Service:**
The following individuals were recognized for the following years of service at our annual December recognition event. Each person received a certificate as well as a momentary gift.

- Stan Giesler  
- Geary Sugg  
- Jerry Maggard  
- Brian Peters  
- Sean Sandwell  
- James Street  
- Stephen Borkowski  
- Harold Grossman  
- James Hurtte  
- William Pfister  
- Terry Rohr

We also recognize our Executive Committee Members by providing them with a plaque. Due to our two year terms, Jim Hurtte (First Vice President) and Charlie Hall (Delegate) were recognized for their dedication and years of service.

**Chapter Safety Professional of the Year and**
The Chapter recognized Beth Phelps as its Safety Professional of the Year in 2010. The Chapter members unanimously nominated Ms. Phelps and attempted to keep this a secret and surprise by contacting her employer. They hoped she could then be nominated as the Regional Safety Professional of the Year in 2011. The Chapter members wanted to recognize Ms. Phelps for her outstanding leadership, positive motivation and development of the Chapter. The Chapter was experiencing increased growth and attendance. She was able to develop a working and cooperative relationship with the local Tri-State Industrial Safety Council. This relationship has led to additional members as well as the sharing the value and mission of the ASSE. In May of 2012, the Tri-State Industrial Safety Council and the Audubon Chapter provided a Professional Development Conference which was very well received. Members and other participants have requested future conferences to be held.

**Regional Safety Professional of the Year Nominee**
The Chapter and Region nominated Beth Phelps as the Regional Safety Professional of the Year in 2011. Ms. Phelps did earn and was awarded Region VII’s Safety Professional of the Year in 2011. Again, as noted above, the Chapter wanted to recognize Ms. Phelps for her dedication and leadership.

**Public Recognition of Members through Chapter Media**
The Chapter provides recognition to its members throughout the year. The recognition takes the form of the monthly newsletter, email blast and at Chapter meetings. Examples of those recognized include:

- John Patterson for achieving his Certified Safety Professional status in October/November 2011.
• Dustin Ash for achieving his Associate Safety Professional status in October/November 2011.
• Danny Hodge for achieving his Certified Safety Professional status in February 2012.
• Ray Graham, JD Street, and Bob Weis for their company receiving national recognition from the American Gas Association for their outstanding safety record and program in June 2012.

In December, we recognize Chapter members for achieving milestone years of service with the ASSE or other Chapter service. They receive recognition in the monthly newsletter, email blast as well as publically awarded a certificate and gift at the annual holiday party held in December.

Members recognized in December 2011 included:

- Stan Giesler 5
- Geary Sugg 5
- Jerry Maggard 10
- Brian Peters 10
- Sean Sandwell 10
- James Street 10
- Stephen Borkowski 15
- Harold Grossman 15
- James Hurtte 20
- William Pfister 20
- Terry Rohr 20

In addition, Jim Hurtte (First Vice President and Membership Chair) and Charlie Hall (Delegate) were recognized in the newsletter for their service to the Audubon Chapter.

Public Recognition of Members through Public/Society Media

In addition to the use of Chapter media to recognize members, the Chapter also uses public and Society media to publicize the recognition of its members’ contributions and accomplishments. This recognition was affected by our monthly newsletter which goes out to members as well as “Friends of the ASSE”. Not only are members notified about achievements, but also “Friends of ASSE” representing approximately 50 to 75 non-members.

Examples of those recognized include:

- John Patterson for achieving his Certified Safety Professional status in October/November 2011.
- Dustin Ash for achieving his Associate Safety Professional status in October/November 2011.
- Danny Hodge for achieving his Certified Safety Professional status in the February 2012 newsletter and March Chapter meeting.
- Ray Graham, JD Street and Bob Weis for their company receiving national recognition from the American Gas Association for their outstanding safety record and program in June 2012 newsletter and the June Chapter meeting.

We recognized the businesses our Chapter members represent by displaying a PowerPoint at our may PDC and the June 2010 Society PDC in Chicago.
Chapter Newsletters

Published Newsletters
The Chapter routinely published newsletters. The newsletters were distributed to members and non-members via email. They are also posted on our Chapter website. Members are encouraged to share their achievements and other items of interest. From July 2011 to June 2012, the Chapter produced at least 7 newsletters.

Newsletter Graphics and Photographs
The Chapter enhanced its newsletters by including graphics, such as charts and clip art. The newsletter was further enhanced by the inclusion of individual photographs of chapter members or company logos, photographs of chapter functions and other eye catching photos, graphics or clipart. Examples are located in the appendices.

Newsletter Focus on Members
The Chapter focused its newsletter on its members through listing any new member including his/her place of employment. We have also shared accomplishments of our members such as receiving their ASP or CSP levels. When officers change or are elected, we include this information in our newsletters as well. In addition, the Chapter utilized its newsletter or email distribution to conduct and publicize the results of member surveys such as the golf scramble. The purpose of the member survey conducted this year was on where, when and what time to host our annual golf scramble. We utilized Survey Monkey. Dustin Ash, Golf Scramble Chair, was very pleased with the responses he received.

Other Chapter Activities

Employment Information
The Chapter provided employee opportunity information to its members by sharing open positions at the monthly meetings. Periodic emails are distributed. In addition, we post open positions on our website and encourage members to share these openings with members and future members as well as students.

Certification Preparation Assistance
Danny Hodge was the program lead promoting certification preparation groups. He was instrumental in motivating and guiding members as well as sharing knowledge. He formed group training sessions as well as one on one session. His groups developed study time lines. Practice tests were arranged. Mr. Hodge did achieve his CSP. In addition, one other Chapter member obtained his CSP as well. There are members currently working on preparing for the ASP and CSP certification exams.

Career Day
The Chapter has developed a Public Relations Community Service Committee to help promote our profession by making presentations at Career Day at schools or other organizations such as the Red Cross. We have purchased items to make a Safety Suitcase using the ASSE’s model. Currently we have not held a Career Day or Safety Suitcase at any schools but are working on this.

Chapter Scholarship
The Chapter supports the growth of our profession through its scholarship program. The Chapter offers at least one $1,500 scholarship to a graduate or undergraduate student pursuing
an education in the health, safety or environmental field. Each year we raise money at our annual golf scramble. This past year, Billy Decker served as our Scholarship Committee Chair. This year he along with the Committee received several qualified applicants. Mr. Decker and the Committee requested two $1,500 scholarships be awarded in February 2012. The Chapter unanimously agreed to award two scholarships totaling $3,000. Students who received the scholarships included:
- Amber Lillianne Miller Student from Murray State University
- Martika Clark Student from Murray State University

**ASSE Foundation Support**

The Chapter supports the growth of our profession through its support of the ASSE Foundation. For the 100 Year Celebration, our Chapter donated monies as well as an auction item to raise money for the ASSE Foundation. In past years, if we did not have a scholarship candidate, we would also make a donation to the ASSE Foundation Scholarship Fund. In March 2012, our Chapter donated a check for $200 to the Foundation.

In addition, our Foundation support is demonstrated by describing the Foundation and its mission such as in our June 2012 meeting regarding the benefits of the ASSE to current safety, health and environmental professionals as well as students pursuing a career in this field.

**Professional Development Conferences**

**Seminars, Conferences, Workshops, Symposia**

The Chapter conducted a two day Professional Development Conference on May 8th and 9th, 2012. We held concurrent sessions and had keynote speakers during the conference. The PDC was a huge success. Although our mission was not to raise money from the event, we did earn over $1,500.00. Our members are asking for future PDC’s to be held in our area. The agenda for the conference is located in the appendices.

**CEU’s Offered**

The Chapter applied for and received authorization for 1.2 CEUs for its Professional Development Conference held on May 8th and 9th, 2012. The letter of authorization may be found in the appendices along with a copy of the PDC agenda and events.

**Vendor Exhibits**

The Chapter included vendor exhibits at its Professional Development Conference in May 2012. A variety of vendor exhibits and displays were available to participants to help keep its members informed of the products and services available for the protection of people, property, and the environment. The Audubon Chapter also had a display which included information about the Chapter and upcoming meetings and how to join the ASSE. In addition, two video monitors were used. One entitled “Why Safety” which displayed unsafe work practices/hazards. The other recognized our members companies. We value our employers support!
**Promotion of the Society**

**Public Relations/Community Service Committee**
The Chapter has formed a Public Relations/Community Service Committee to promote the Chapter and the Society. The Committee is co-chaired by Mallory Monstrastelle and Kimbra Parker. The Committee is in its early development. They have asked members to assist with a race and are worked on other volunteer activities. At this time, we have limited involvement but interest is being sparked. We have purchased a suitcase to help promote the Safety Suitcase program. Ms. Monstrastelle and Ms. Parker continue to look for ways for our Chapter to be involved in the community. We also utilize the local Tri-State Industrial Safety Council to help promote our Chapter activities. This council meets quarterly. Current member, Charmaine McDowell, ensures the Chapter activities are shared at this meeting.

**Submissions to Local Media Outlets**
The Chapter distributed newsletters and meeting announcements to a group we call, “Friends of the ASSE” and post items on our website. The “Friends of ASSE” are non-members representing a variety of industries. Currently our budget is limited to much other local media outlets as we have not yet found inexpensive means to advertise our Chapter and the ASSE other than our website, through email and local other safety groups.

**Member Recruitment and Retention**

**Member Recruitment and Retention Plan**
The Chapter developed a plan for the recruitment and retention of members. That plan included a membership drive on June 19, 2012. We advertised to our members drawing entries for each guest they brought to the meeting and gifts for each guest. We have had 6 members join since the month of June. Our Membership Committee created a plan for membership recruitment and retention. This is a relatively new committee. We are reaching out to members who do not have email addresses listed on the Chapter roster provided by Society. On October 18th, 2011 we held a review and discussion regarding our Chapter’s strategic plan, budget and committees. We also broke into groups and did a “Bright Ideas” session in which the members were asked to list three or four ideas for the ASSE Chapter then share their ideas in mini-groups prioritizing the ones the top three from each group. We have attempted to incorporate these ideas in to the Chapter. See Membership Committee notes and Bright Ideas in appendices.

**Increased Membership**
The Chapter started the year with 122 members (counting all classes of membership: student, emeritus, associate, member and professional member), and ended the year with 127 members. This change equates to 4 percentage of increase in Chapter membership.

**New Member Orientation**
The Chapter provides New Member Orientation to its members. The orientation is conducted by welcoming them to the Chapter and providing them with the different committees and activities within the Chapter. See appendices for regarding an outline of the committees.

**Member Expectations**
To determine the members’ expectations of the Chapter, the Chapter shares with its members our Strategic Plan and budget and have open discussion regarding our members desires and expectations. The information gathered was shared with the members by email, published on our website and at our Chapter meeting.
Chapter Welcoming Team
The Chapter assigned Susan Griffin, Membership Chair, and Amanda Adler, 1St Vice President, to act as the Chapter’s Hospitality team. These individuals welcome attendees to Chapter functions. In addition, Beth Phelps, President, sends them an email welcoming them. They are also provided with information regarding the Chapter and its committees.

Member Retention Plan
To increase member retention, the Chapter developed and implemented a plan to contact members whose membership had expired to determine why the membership was expired, and to encourage those members to renew their membership. That plan involved the development and fostering of the Membership Committee. See Membership Committee notes.

Chapter Website
Maintain Chapter Website
The Chapter maintains a current website. The information posted on the website is kept current and updated on routine basis. The Chapter’s website may be viewed at http://audubon.asse.org/. Kimbra Parker does an excellent job of forwarding information to the ASSE Webmaster. We are very grateful to her and the ASSE Webmaster’s dedication to keeping our website up-to-date.

Chapter Newsletters
The Chapter’s website includes the Chapter’s current newsletters and archives of prior chapter newsletters. The newsletters may be viewed at http://audubon.asse.org/ and are located in the bottom right corner on the website.

Hyperlinked Resources
The Chapter’s website includes hyperlinks to a variety of sites including the Society website, the Members Only page of the Society website, and the Next Steps page of the Society website. In addition, the Chapter provides hyperlinks to:

- ASSE Membership Application
- ASSE Membership Challenge
- American Society of Safety Engineers
- ASSE Members Only
- ASSE Region VII Website
- Nexsteps Career Center
- Seventeen of the other Chapter sites that make up Region VII
- Student Internship Opportunities
- Scholarship Guidelines
- Scholarship Application
- Executive Committee email and other Committee Chair emails
- Executive Committee Only (currently under development)
- Meeting directions

Sections and Special Interest Groups
The Chapter’s website includes information on the Chapter’s sections, special interest and common interest groups, such as a Student section. Within the Student section, we include information about interests in internships as well as our scholarship program.
Student Sections

The Chapter’s website includes Student Section information, such as information about interests in internships as well as our scholarship program.
### Appendixes

**Annual Performance Report**

<table>
<thead>
<tr>
<th>Goal</th>
<th>Strategy</th>
<th>Per Activity Value</th>
<th>Chapter Achieved</th>
<th>Total Possible Points</th>
<th>Your Chapter's Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Submitted Annual Performance Report by August 15.</td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>3</td>
<td>Submitted Annual Performance Report after the due date.</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>Submitted Chapter Officer, Delegate and Committee Chair Report by May 31</td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>10</td>
<td>Submitted Chapter Officer, Delegate and Committee Chair Report after the due date</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>11</td>
<td>Submitted Chapter Financial Report by May 31.</td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>12</td>
<td>Submitted the Chapter Financial Report after the due date</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>13</td>
<td>Reviewed Chapter Bylaws annually, and resubmitted biennially by February 1</td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>14</td>
<td>Maintained Chapter Incorporation and Affiliate Agreement.</td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>15</td>
<td>Developed and submitted the Chapter’s Operations and Strategic Plan.</td>
<td>100</td>
<td>yes</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>16</td>
<td>Provided appropriate representation at the Annual House of Delegates meeting and Regional Caucus as well as other HoD business during the year</td>
<td>100</td>
<td>yes</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>18</td>
<td>Provided assistance to Society, Regional or Area activities.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>19</td>
<td>Submitted required chapter report to RVP and AD for each AOC and/or ROC meeting</td>
<td>60</td>
<td>16</td>
<td>160</td>
<td>160</td>
</tr>
<tr>
<td>20</td>
<td>Chapter President or proxy attended AOC and/or ROC meetings.</td>
<td>100</td>
<td>2</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>21</td>
<td>Sent at least one representative to the Society Leadership Conference, Regional leadership training, Area leadership training, or conducted Officer training at chapter level</td>
<td>100</td>
<td>yes</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>22</td>
<td>Sent additional chapter representatives to Society Leadership Conference and/or Chapter Officer completed online Officer training on Officer Central</td>
<td>50</td>
<td>5</td>
<td>350</td>
<td>250</td>
</tr>
<tr>
<td>23</td>
<td>Chapter Executive Committee conducted a pre-planning meeting before the first general member meeting of the Chapter Year.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>24</td>
<td>Developed a succession plan for the training and development of officers.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>25</td>
<td>Used a duty checklist for all incoming officers.</td>
<td>25</td>
<td>no</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>26</td>
<td>Hold 4 or more meetings each year, at least 4 must be technical meetings.</td>
<td>50</td>
<td>12</td>
<td>600</td>
<td>600</td>
</tr>
<tr>
<td>27</td>
<td>Distributed meeting notice at least 14 days prior to each meeting.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>28</td>
<td>Sections of the chapter met at least (4) times per year.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>29</td>
<td>Tracked meeting attendance and provided data in this annual performance report.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>30</td>
<td>Recognized volunteers for their service to the Chapter, Region, Area, or the Society.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>31</td>
<td>Nominated a Chapter Safety Professional of the Year (SPY).</td>
<td>25</td>
<td>no</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>32</td>
<td>Nominated a candidate for Region SPY.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>33</td>
<td>Recognized members in newsletter, web site and/or chapter functions.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>34</td>
<td>Submitted member recognition information to the Society for publication in Society publications and/or to local/regional media sources.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>35</td>
<td>Published newsletters. (maximum 12 issues)</td>
<td>15</td>
<td>10</td>
<td>180</td>
<td>150</td>
</tr>
<tr>
<td>Goal</td>
<td>Strategy</td>
<td>Per Activity Goal</td>
<td>Chapter Achieved</td>
<td>Total Possible Points</td>
<td>Your Chapter's Points</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>------------------</td>
<td>-----------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>36</td>
<td>Included graphics and pictures in newsletters.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>37</td>
<td>Included membership profiles and membership surveys in newsletters.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>38</td>
<td>Provided employment information at meetings, in Chapter newsletters and Chapter website.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>39</td>
<td>Developed a review class or study group for certification preparation.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>40</td>
<td>Participated in career day for local schools.</td>
<td>25</td>
<td>no</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>41</td>
<td>Developed or maintained a Scholarship program.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>42</td>
<td>Supported the ASSE Foundation.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>43</td>
<td>Provided seminars, conferences, or workshops. (each 1/2 day = 1 activity; maximum 3 days = 6 activities))</td>
<td>50</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>44</td>
<td>Offered CEUs for each Chapter seminar, conference and workshop.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>45</td>
<td>Included vendor displays/exhibits at Chapter PDC.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>46</td>
<td>Established/maintained a Public Relations program.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>47</td>
<td>Submitted Chapter events to local media.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>48</td>
<td>Promoted the Society's annual &quot;Member Get a Member&quot; campaign to chapter members and used that campaign in the Chapter's efforts to increase chapter membership.</td>
<td>100</td>
<td>yes</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>49</td>
<td>Increased chapter membership by X%.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>50</td>
<td>Conducted a new member orientation session(s).</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>51</td>
<td>Surveyed members or used some other means to determine member expectations and shared the information.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>52</td>
<td>Assigned officers to welcome members at all Chapter functions.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>53</td>
<td>Instituted or maintained a program to contact former members whose membership has expired.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>54</td>
<td>Maintained a Chapter website.</td>
<td>140</td>
<td>yes</td>
<td>140</td>
<td>140</td>
</tr>
<tr>
<td>55</td>
<td>Included electronic versions of Chapter newsletters on Chapter website.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>56</td>
<td>Hyperlinked Chapter website to the Society website, ASSE’s Member Only area and NexSteps.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>57</td>
<td>Included Chapter’s Section(s) and/or Special Interest Group information on Chapter website.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>58</td>
<td>Included Student Section(s) information on Chapter website.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>59</td>
<td>Total Performance Points Achieved</td>
<td></td>
<td></td>
<td>4,670</td>
<td>4,217</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Technical Meeting Held</th>
<th>Monthly Technical Meeting Held</th>
<th>Meeting Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>25</td>
<td>Jan</td>
<td>19</td>
</tr>
<tr>
<td>Aug</td>
<td>101</td>
<td>Feb</td>
<td>27</td>
</tr>
<tr>
<td>Sept</td>
<td>31</td>
<td>Mar</td>
<td>22</td>
</tr>
<tr>
<td>Oct</td>
<td>14</td>
<td>Apr</td>
<td>14</td>
</tr>
<tr>
<td>Nov</td>
<td>16</td>
<td>May</td>
<td>122</td>
</tr>
<tr>
<td>Dec</td>
<td>36</td>
<td>Jun</td>
<td>18</td>
</tr>
</tbody>
</table>

Average Monthly Attendance: 37
Pre-Planning Meeting Agenda/Strategic Planning

Strategic Plan 2009-2012
ASSE Audubon Chapter

Per ASSE recommendations an Audubon Chapter three year Strategic Plan has been developed.

Goals and Objectives

Goal 1: Increase 2009 Audubon Chapter Membership 2% by the end of the first year, 3% by the end of the second year, and 5% by the end of the third year.

Objectives:
1. Appointment of Membership Chair and Membership Committee Members.
2. Committee will develop guidelines in accordance with National recommendations regarding membership building and the importance of addressing best practice to avoid issues of construed solicitation from vendor versus Chapter. Guidelines shall be submitted to the Executive Board for approval.
3. Committee will develop plan to address membership building and submit to the Executive Board for approval.
4. Maintain updated membership roster. For example, we must use the ASSE National’s roster for current members; however, at times the e-mail address is missing or incorrect. For members who do not list their e-mail, contact them to see if they are interested in receiving Chapter information and how they wish to receive this information. This information should then be added to the Chapter membership roster but confirm individuals are current members with National’s roster.
5. Provide update of membership growth.

Goal 2: Development and implementation of EVSC Southern Indiana Career and Technical Center community service safety and environmental teaching project.

Objectives:
1. Executive Board President, First Vice President, and Second Vice President currently serve as co-chairs of this project.
2. Coordination of EVSC SCITC needs for their students and the Chapter members abilities for safety and environmental course offerings such as the offering of the OSHA General Industry or Construction Industry 10 Hour Course.
3. Offering of courses free to the EVSC SCITC and recording community hours to establish baseline of hours provided in the first year to establish future goals for community service hours.

Goal 3: Develop procedures and system for centralizing chapter records including updates for STARS Report, Chapter Meeting Minutes, Executive Committee Minutes and other chapter documentation.

Objectives:
1. The Executive Board will work to develop procedures and a system to centralize Chapter records to more efficiently record Chapter history and provision of ASSE National required record submittal such as STARS report including Strategic Plan and Annual Report, Incoming Officer and Delegate Report, etc.
2. Development of a yearlong calendar for deadlines for reports and required Chapter duties such as requirements for elections.

Goal 4: Improve timeliness of website updates to within 2 weeks after event such as Chapter meeting minutes and other events and post upcoming events at least 3 month prior to the event.

Objective:
1. Appointment Website Coordinator to serve as the point person for submittal of website updates. The Website Coordinator will:
   a. Serve as the person to contact those who need to submit items by the deadline goals established.
   b. Post and update calendar regarding upcoming meetings.
   c. Develop guidelines for Website postings and changes and submit to Executive Board for approval.

Goal 5: Development of a Central Library for resources such as past meeting PowerPoint presentations, informational documents, and check-out log for Chapter purchased resources on the website.

Objective:
1. Website Coordinator will develop and update Central Library.
2. Website Coordinator will be the keeper of purchased resources.

Updated August 10, 2009 by Beth A. Phelps, President.

Approved by Executive Board on August 10, 2009
<table>
<thead>
<tr>
<th>Strategy</th>
<th>Priority</th>
<th>Champion</th>
<th>Due Date</th>
<th>Resources Required</th>
<th>Budget and Source</th>
<th>Measured Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Annual Performance Report by August 15.</td>
<td>5</td>
<td>Beth Phelps</td>
<td>7/15/2012</td>
<td>STARS Report</td>
<td>NA</td>
<td>Meet deadline</td>
</tr>
<tr>
<td>Submit Chapter Officer Delegate and Committee Chair Report by May 31.</td>
<td>5</td>
<td>Beth Phelps</td>
<td>5/1/2012</td>
<td>Delegate Report</td>
<td>NA</td>
<td>Meet deadline</td>
</tr>
<tr>
<td>Review Chapter Bylaws annually, and resubmit biennially by February 3.</td>
<td>5</td>
<td>Beth Phelps</td>
<td>1/15/2012</td>
<td>Bylaws</td>
<td>NA</td>
<td>Meet deadline</td>
</tr>
<tr>
<td>Maintain Chapter Incorporation and Affiliate Agreement.</td>
<td>5</td>
<td>Beth Phelps</td>
<td>ongoing</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Develop and submit the Chapter's Operations and Strategic Plan.</td>
<td>5</td>
<td>Beth Phelps and Executive Committee</td>
<td>11/30/2012</td>
<td>Meetings and vote</td>
<td>NA</td>
<td>Meet deadline</td>
</tr>
<tr>
<td>Provide appropriate representation at the Annual House of Delegates meeting and Regional Caucus as well as other HoD business during the year.</td>
<td>5</td>
<td>Philip Whitaker</td>
<td>As needed</td>
<td>Chapter to assist with expenses if needed</td>
<td>$500</td>
<td>Attend meeting</td>
</tr>
<tr>
<td>Provide assistance to Society, Regional or Area activities.</td>
<td>5</td>
<td>Beth Phelps and Shawn Bums</td>
<td>As needed</td>
<td>As needed</td>
<td>unknown</td>
<td>Attend meetings and volunteer</td>
</tr>
<tr>
<td>Submit required chapter report to RVP and AD for each AOC and/or ROC meeting.</td>
<td>5</td>
<td>Beth Phelps and Shawn Bums</td>
<td>Each ROC</td>
<td>STARS Report</td>
<td>NA</td>
<td>Meet requirements</td>
</tr>
<tr>
<td>Send Chapter President proxy to AOC and/or ROC meetings.</td>
<td>5</td>
<td>Beth Phelps and Shawn Bums</td>
<td>Each ROC</td>
<td>Twice a year</td>
<td>$800</td>
<td>Attend meeting twice a year</td>
</tr>
<tr>
<td>Send at least one representative to the Society Leadership Conference, Regional leadership training, or conducted Officer training at chapter level.</td>
<td>5</td>
<td>Beth Phelps and Shawn Bums</td>
<td>October 2011 Conference</td>
<td>Chapter to assist with expenses if needed</td>
<td>$400</td>
<td>Determine number of members who attended</td>
</tr>
<tr>
<td>Send additional chapter representatives to Society Leadership Conference and/or Chapter Officer completes online Officer training on Officer Central.</td>
<td>5</td>
<td>Executive Committee</td>
<td>October 2011 Conference</td>
<td>Chapter to assist with expenses if needed</td>
<td>$400</td>
<td>Determine number of members who attended</td>
</tr>
<tr>
<td>Conduct with Executive Committee a pre-planning meeting before the first general member meeting of the Chapter Year.</td>
<td>5</td>
<td>Executive Committee</td>
<td>9/1/2011</td>
<td>Meeting notes and documents</td>
<td>NA</td>
<td>Complete by deadline to present at October 2011 Chapter meeting</td>
</tr>
<tr>
<td>Develop a succession plan for the training and development of officers.</td>
<td>5</td>
<td>Beth Phelps and Shawn Bums</td>
<td>12/1/2011</td>
<td>To update training development</td>
<td>NA</td>
<td>Complete by deadline</td>
</tr>
<tr>
<td>Use a duty checklist for all incoming officers.</td>
<td>5</td>
<td>Beth Phelps and Shawn Bums</td>
<td>12/1/2011</td>
<td>To update training development</td>
<td>NA</td>
<td>Complete by deadline</td>
</tr>
<tr>
<td>Hold 4 or more meetings each year, at least 4 must be technical meetings.</td>
<td>5</td>
<td>Executive Committee</td>
<td>6/30/2012</td>
<td>Meeting agendas</td>
<td>$1000</td>
<td>Plan year of meetings to best of our ability</td>
</tr>
<tr>
<td>Distribute meeting notice at least 14 days prior to each meeting.</td>
<td>5</td>
<td>Beth Phelps and Shawn Bums, eventually Brandy Houchin</td>
<td>each month</td>
<td>Training and access</td>
<td>NA</td>
<td>Meet deadline</td>
</tr>
<tr>
<td>Sections of the chapter meet at least (4) times per year.</td>
<td>5</td>
<td>Beth Phelps and Shawn Bums</td>
<td>Meet monthly to bi monthly</td>
<td>Time and location</td>
<td>NA</td>
<td>Have 4 to 6 meetings</td>
</tr>
<tr>
<td>Track meeting attendance and provides data in the annual performance report.</td>
<td>5</td>
<td>Brandy Houchin and Amanda Kingsbury</td>
<td>Each meeting</td>
<td>Roster and access to STARS Report</td>
<td>NA</td>
<td>Complete each month</td>
</tr>
<tr>
<td>Recognize volunteers for their service to the Chapter, Area, Region or the Society.</td>
<td>5</td>
<td>Beth Phelps, Amanda Kingsbury, Danny Hodge</td>
<td>Monthly and 12/2011</td>
<td></td>
<td>$500</td>
<td>0</td>
</tr>
<tr>
<td>Nominate a Chapter Safety Professional of the Year (CSPY).</td>
<td>1</td>
<td>Chapter</td>
<td>1/1/2012</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Nominate a candidate for Region CSPY.</td>
<td>1</td>
<td>Chapter</td>
<td>1/1/2012</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Recognize members in newsletter, web site and/or chapter functions.</td>
<td>5</td>
<td>Danny Hodge, Kimbra Parker, Beth Phelps</td>
<td>Monthly as available</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Submit member recognition information to the Society for publication in Society publications and/or to local/regional media sources.</td>
<td>5</td>
<td>Beth Phelps</td>
<td>As available</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Publish newsletters. (maximum 12 issues)</td>
<td>5</td>
<td>Danny Hodge</td>
<td>Each month</td>
<td>Time</td>
<td>NA</td>
<td>Monthly Issues</td>
</tr>
<tr>
<td>Include graphics and pictures in newsletters.</td>
<td>5</td>
<td>Danny Hodge</td>
<td>Each month</td>
<td>Time</td>
<td>NA</td>
<td>Monthly Issues</td>
</tr>
<tr>
<td>Include membership profiles and membership surveys in newsletters.</td>
<td>5</td>
<td>Danny Hodge</td>
<td>Periodically throughout the year</td>
<td>Time</td>
<td>NA</td>
<td>At least 2 times per year</td>
</tr>
<tr>
<td>Provide employment information at meetings, in Chapter newsletters and Chapter website.</td>
<td>5</td>
<td>Beth Phelps, Kimbra Parker, Danny Hodge</td>
<td>As occur</td>
<td></td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>Develop a review class or study group for certification preparation.</td>
<td>5</td>
<td>Members</td>
<td>ongoing</td>
<td>location and time</td>
<td>NA</td>
<td>0</td>
</tr>
</tbody>
</table>
## Operations & Strategic Plan

### Audubon Chapter

**Note:** Strategies support Society Goals. Orange highlighted items are required to maintain Chapter Charter. Yellow highlighted items are Core Competencies.

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Priority</th>
<th>Champion</th>
<th>Due Date</th>
<th>Resources Required</th>
<th>Budget and Source</th>
<th>Measured Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participate in career day for local schools.</td>
<td>5</td>
<td>Kimbra Parker and Community Service Committee</td>
<td>Spring 2012</td>
<td>As needed</td>
<td>100</td>
<td>Complete by June 2012</td>
</tr>
<tr>
<td>Develop or maintain a Scholarship program.</td>
<td>5</td>
<td>Billy Decker, Scholarship Committee and Golf Seminar Committee</td>
<td>Fall 2011</td>
<td>Montes and school listing/advertising</td>
<td>1500</td>
<td>Offering of scholarship</td>
</tr>
<tr>
<td>Support the ASBE Foundation.</td>
<td>5</td>
<td>Executive Committee</td>
<td>????</td>
<td>Vote of members</td>
<td>200</td>
<td>Offering of money to Foundation</td>
</tr>
<tr>
<td>Promote seminars, conferences, or workshops. (each 1/2 day = 1 activity; maximum 3 days 6 activities)</td>
<td>5</td>
<td>Amanda Kingbury, Louis Duncan and Charmaine McDowell</td>
<td>5/8/2012</td>
<td>TBD</td>
<td>TBD</td>
<td>Hold local PDC</td>
</tr>
<tr>
<td>Offer CEUs for each Chapter seminar, conference and workshop.</td>
<td>5</td>
<td>Beth Phelps</td>
<td>6/1/2012</td>
<td>Safety/fix and MayPDC</td>
<td>NA</td>
<td>Offering of meetings with CEU</td>
</tr>
<tr>
<td>Include vendor displays/exhibits at Chapter PDC.</td>
<td>5</td>
<td>Delegate and others</td>
<td>TBD</td>
<td>Already have booth, may want door prize</td>
<td>NA</td>
<td>Display at PDC</td>
</tr>
<tr>
<td>Establish/maintain a Public Relations program.</td>
<td>0</td>
<td>0</td>
<td>1/1/1900</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Submit Chapter events to local media.</td>
<td>0</td>
<td>0</td>
<td>1/1/1900</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Promote the Society’s annual “Member Get a Member” campaign to chapter members and used that campaign in our efforts to increase chapter membership.</td>
<td>5</td>
<td>Beth Phelps and Members</td>
<td>6/1/2012</td>
<td>Media and Members</td>
<td>$200</td>
<td>Increase by 3% from previous year</td>
</tr>
<tr>
<td>Increase chapter membership.</td>
<td>5</td>
<td>Members</td>
<td>6/1/2012</td>
<td>Media and Members</td>
<td>NA</td>
<td>Increase by 3% from previous year</td>
</tr>
<tr>
<td>Contact a new member orientation session(s).</td>
<td>5</td>
<td>Beth Phelps</td>
<td>6/1/2012</td>
<td>PowerPoint and Handouts</td>
<td>$50</td>
<td>NA</td>
</tr>
<tr>
<td>Survey members or use some other means to determine member expectations and share the information.</td>
<td>5</td>
<td>Beth Phelps</td>
<td>1/1/1900</td>
<td>Chapter Meeting</td>
<td>0</td>
<td>NA</td>
</tr>
<tr>
<td>Organize officers to welcome members at all Chapter functions.</td>
<td>5</td>
<td>0</td>
<td>1/1/1900</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Institute or maintain a program to contact former members whose membership has expired.</td>
<td>5</td>
<td>Hurt/Membership Committee</td>
<td>1/1/1900</td>
<td>Items to post</td>
<td>$5/month</td>
<td>Updated site</td>
</tr>
<tr>
<td>Maintain a chapter website.</td>
<td>5</td>
<td>Kimbra Parker</td>
<td>on going</td>
<td>Items to post</td>
<td>$5/month</td>
<td>Updated site</td>
</tr>
<tr>
<td>Include electronic versions of Chapter newsletter on Chapter website.</td>
<td>5</td>
<td>Kimbra Parker</td>
<td>on going</td>
<td>Items to post</td>
<td>NA</td>
<td>Updated site</td>
</tr>
<tr>
<td>Hyperlink Chapter website to the Society website, ASBE’s Member Only area and NextSteps.</td>
<td>5</td>
<td>Kimbra Parker</td>
<td>on going</td>
<td>Items to post</td>
<td>NA</td>
<td>Updated site</td>
</tr>
<tr>
<td>Include Chapter’s Section(s) and/or Special Interest Group information on Chapter website.</td>
<td>5</td>
<td>Kimbra Parker</td>
<td>on going</td>
<td>Items to post</td>
<td>NA</td>
<td>Updated site</td>
</tr>
<tr>
<td>Include Student Section(s) Information on Chapter website.</td>
<td>6</td>
<td>Kimbra Parker</td>
<td>on going</td>
<td>Items to post</td>
<td>NA</td>
<td>Updated site</td>
</tr>
</tbody>
</table>

### Description of Goals

<table>
<thead>
<tr>
<th>Process</th>
<th>Priority</th>
<th>Champion</th>
<th>Due Date</th>
<th>Resources Required</th>
<th>Budget and Source</th>
<th>Measured Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase Audubon Chapter Year Membership by 5% compared to end of 2011 Chapter Year.</td>
<td>5</td>
<td>Jim Hurt and Membership Committee</td>
<td>6/30/12</td>
<td>Advertising, time</td>
<td>$250</td>
<td>Increase in membership</td>
</tr>
<tr>
<td>Develop community service project for 2011-2012 Chapter Year.</td>
<td>5</td>
<td>Kimbra Parker and Community Service Committee</td>
<td>2/1/12</td>
<td>Time and network</td>
<td>$500</td>
<td>Host community service event</td>
</tr>
<tr>
<td>Develop procedures and system for centralizing chapter records including updates for STARS Report, Chapter Meeting Minutes, Executive Committee Minutes and other chapter documentation.</td>
<td>5</td>
<td>Beth Phelps and Amanda Kingbury</td>
<td>2/1/12</td>
<td>Localized protected site</td>
<td>TBD</td>
<td>Easy access of executive Committee and other Committees to update and post notes</td>
</tr>
<tr>
<td>Improve timeliness of website updates to within 2 weeks after event such as Chapter meeting minutes and other events and post upcoming events at least 3 month prior to the event.</td>
<td>5</td>
<td>Kimbra Parker</td>
<td>ongoing</td>
<td>Items to post</td>
<td>received timely and posted timely</td>
<td>Items to post received timely and posted timely</td>
</tr>
<tr>
<td>Offer 1/2 day to full day PDC for membership and community.</td>
<td>5</td>
<td>Amanda Kingbury, Louis Duncan, Charmaine McDowell</td>
<td>Spring 2012</td>
<td>TBD</td>
<td>TBD</td>
<td>Two day PDC held May 2012</td>
</tr>
<tr>
<td>Host August 2012 PDC meeting</td>
<td>4</td>
<td>Executive Committee</td>
<td>8/1/12</td>
<td>TBD</td>
<td>$1000</td>
<td>RDC held in Evansville in 2012</td>
</tr>
</tbody>
</table>

8/15/2012

21
Officer Transition Checklist

Officer Training 101: President Module

PRESIDENTIAL REQUIREMENTS:
- The President’s term of office runs from July 1 to June 30.
- Have been an ASSE member in good standing for at least one year
- Be either a Professional Member or Member of ASSE

DELEGATES:
- The number of delegates in each Chapter per chapter depends on chapter size.
  - 1 - 249 members = 1 delegate
  - One delegate for each additional 250 members or portion thereof, in excess of its initial 249 members.
- Delegates duties:
  - Operate in accordance with House of Delegates Operating Procedures and Society Bylaws
  - Keep the Chapter informed of House of Delegates actions and proposed actions
  - Receive reports from the Society
  - Register and participate or appoint a proxy to the annual House of Delegates meeting
  - Act on House of Delegates mail and e-mail ballots on behalf of the Chapter.

DUE DATES
- February 1
  - Bylaws revisions due to RVP (every other year)
- March 1
  - Chapter Dues Report Form due to ASSE HQ (Only if Chapter dues will be changed)
- May 31
  - Chapter Officer and Delegate Reports due to the RVP/AD and Society Headquarters
  - Annual Financial Report due to ASSE HQ
- August 15
  - Strategic plan (formerly called three-year long-range plan) due to RVP/AD
  - Chapter Annual Report due to RVP/AD and ASSE HQ
  - Chapter of the Year Petition due to RVP/AD and ASSE HQ if applicable
  - IRS Form 990, 990 EZ, 990N and 990 T filings due to IRS and proof of filing due to ASSE HQ

EXECUTIVE COMMITTEE
- Comprised of chapter members who are responsible for the operation and management of the Chapter.
- Consists of Elected Officers and:
  - One or more Past Presidents, Chairpersons of Sections or Committees, one or more Members-at-large, appointed officers, etc.
Officer Training:
Vice President/President-Elect 101

**VP/PE REQUIREMENTS:**
- The term of office runs from July 1 to June 30.
- Have been an ASSE member in good standing for at least one year
- Be either a Professional Member or Member of ASSE

**DELEGATES:**
- The number of delegates in each Chapter per chapter depends on chapter size.
  - 1 - 249 members = 1 delegate
  - One delegate for each additional 250 members or portion thereof, in excess of its initial 249 members.
- Delegates duties are as follows:
  - Operate in accordance with House of Delegates Operating Procedures and Society Bylaws
  - Keep the Chapter informed of House of Delegates actions and proposed actions
  - Receive reports from the Society
  - Register and participate or appoint a proxy to the annual House of Delegates meeting
  - Act on House of Delegates mail and e-mail ballots on behalf of the Chapter.

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  - IRS Form 990, 990 EZ, 990N and 990 T filings due to IRS and proof of filing due to ASSE HQ

**SERVING AS ACTIVE PRESIDENT**
- Happens in absence of President
- Chair all meetings the President cannot attend
- Ensure necessary chapter business is conducted as needed

**SUPERVISE THE ACTIVITIES OF ALL ASSIGNED COMMITTEES**
- After identifying the active Committees in your Chapter...
Officer Training 101: Secretary Module

SECRETERIAL REQUIREMENTS:
- Term of office runs from July 1 to June 30.
- Have been an ASSE member in good standing for at least one year
- Be either a Professional Member, Member or Associate Member of ASSE

DELEGATES:
- The number of delegates in each Chapter per chapter depends on chapter size.
  - 1 - 249 members = 1 delegate
  - One delegate for each additional 250 members or portion thereof, in excess of its initial 249 members.
- Delegates duties:
  - Operate in accordance with House of Delegates Operating Procedures and Society Bylaws
  - Keep the Chapter informed of House of Delegates actions and proposed actions
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  - Act on House of Delegates mail and e-mail ballots on behalf of the Chapter.

DUE DATES
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- March 1
  - Chapter Dues Report Form due to ASSE HQ (Only if Chapter dues will be changed)
- May 31
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  - Annual Financial Report due to ASSE HQ
- August 15
  - Strategic plan (formerly called three-year long-range plan) due to RVP/AD
  - Chapter Annual Report due to RVP/AD and ASSE HQ
  - Chapter of the Year Petition due to RVP/AD and ASSE HQ if applicable
  - IRS Form 990, 990 EZ, 990N and 990 T filings due to IRS and proof of filing due to ASSE HQ

DUTIES
- Maintain and retain all chapter files for at least two years. Files to retain:
  - Minutes
  - Correspondence
  - Chapter charter
  - Chapter bylaws
  - Chapter historical documents
  - Up-to-date chapter roster
  - Run your Chapter Roster regularly.
    - New members can join ASSE at any time.
Officer Training 101: Treasurer Module

TREASURER’S REQUIREMENTS:
- Term of office runs from July 1 to June 30.
- Have been an ASSE member in good standing for at least one year
- Be either a Professional Member, Member or Associate Member of ASSE

DUE DATES
- February 1
  - Bylaws revisions due to RVP (every other year)
- March 1
  - Chapter Dues Report Form due to ASSE HQ (Only if chapter dues will be changed)
- May 31
  - Chapter Officer and Delegate Reports due to the RVP/AD and Society Headquarters
  - Annual Financial Report due to ASSE HQ
- August 15
  - Strategic plan (formerly called three-year long-range plan) due to RVP/AD
  - Chapter Annual Report due to RVP/AD and ASSE HQ
  - Chapter of the Year Petition due to RVP/AD and ASSE HQ if applicable
  - IRS Form 990, 990 EZ, 990N and 990 T filings due to IRS and proof of filing due to ASSE HQ

DUTIES
- Managing Resources and Funds
  - Supervising the receipt & disbursement of funds
  - Establishing and managing funds in an approved depository
  - Preparing the operating budget for the fiscal year
  - NOTE: The fiscal year runs from April 1 through March 31
  - Presenting reports regarding current and long-term chapter finances to the Chapter Executive Committee
  - Attending meetings involving fees to be disbursed or collected by the chapter
  - Witness the annual audit performed on the chapter financial records
- Maintaining and Updating Financial Records
  - Obtaining signature cards for incoming officers and returning them to the bank
  - Transferring financial records from the outgoing Treasurer to the incoming Treasurer
  - Maintaining financial records for the current fiscal year, as well as archiving and maintaining the records of the past seven years
  - Retaining files of bank statements, canceled checks, invoices, and vouchers
  - Updating a ledger of payments and receipts
  - Depositing chapter funds
  - Submitting the Annual Financial Report by May 31 and IRS form 990, 990EZ, or 990N proof of filing by August 15 to ASSE HQ plus 990T if applicable
  - Retain attendance records for chapter meetings
  - Ensure ASSE HQ has current bank account information
Mark Your Calendar for August 8th, 2011
Annual Audubon Chapter Golf Scramble

The American Society of Safety Engineers (ASSE) is a not-for-profit professional society whose purpose is to promote the advancement of the safety profession and to foster the well-being and development of its members. Our local Audubon Chapter represents over 100 local companies in the Tri-State area.

We will be hosting our Annual Golf Scramble on Monday, August 8, 2011 at beautiful Oak Meadow Golf Club to raise funds for:

1. Collegiate scholarships
2. To stimulate membership;
3. To assist with our operating budget to serve our membership.

This year, we plan on offering a $1,500 scholarship to students from the Audubon Chapter area. The Audubon Chapter area includes the counties of Daviess, Henderson, McLean, Muhlenberg, Ohio, Union, and Webster and the Indiana counties of Dubois, Gibson, Knox, Daviess, Perry, Pike, Posey, Spencer, Vanderburgh, and Warrick.

To continue offering these scholarships, the Audubon Chapter relies on the donations of businesses and participation of our members. If you are interested in contributing or being a part of the scramble please visit our website at http://www.audubon.asso.org for registration or sponsorship information or contact Shawn Adams at ShawnAdams@BerryPlastics.com

Register Now! Help support the ASSE Audubon Chapter at our 2011 Golf Scramble!

OSHA Photo Contest: Picture It! Safe Workplaces for Everyone

In celebration of their 40th anniversary, OSHA announces the Picture It! Safe Workplaces for Everyone photo contest. The contest challenges anyone with a passion for photography to capture an image of workplace safety and health and share it with OSHA. The goal of the contest is to kick off a national collaboration that relies on your talent, imagination and creativity to raise awareness of workplace safety and health. You can interpret "image of workplace safety and health" in any way you choose; you are not restricted to particular subjects or themes. For more details, go to www.osha.gov/oshad40/photo-contest.html

Check It Out!!!

Take a look at our new Audubon Chapter display utilities for cancer faces and safety heroes. Are you looking to be a part of a community service or career fair opportunity? Now is the time to get involved.

We will have what we displayed at this year’s PDC Conference for you to view at the golf scramble in August!
Mark Your Calendars for Upcoming Meetings:
Mondays held at Casino Aztec Hotel 11:30am to 1:00pm Atlantic City Room
- Tuesday, October 18th Audubon Chapter Strategic Planning and Leadership Opportunities
- Tuesday, November 22nd TBA

Ken Thomas would have won $200 attendance cash jackpot at our July meeting. The September meeting jackpot will be $200.
Bill Shinn, PE, E-Hazard Presenter gave door prizes to Dustin Ash, Dan Williams, and Chuck Wigger. Jordan Wilbanks received an Audubon Chapter door prize of a chair.

WELCOME New Audubon Chapter Member

Our newest chapter members are:
- Gregory Gray—Matrix Group
- Nicholas Gries—Red Spot Paint and Varnish
We are glad to have you!

Join us on September 20, 2011 for a presentation by Commissioner Torres from the Indiana Department of Labor

Thank you Chapter Members and Friends!
We had another successful golf scramble on August 6th at the beautiful Oak Meadow Golf Course. We had over 102 people in attendance. It was a great day to play golf with perfect weather, wonderful people and lots of fun. The money we earned from the event will allow us to continue to offer scholarships and help keep our Chapter running to offer more benefits to our members! More details about the success to come!

Tell Your Friends About ASSE and Have Them Join!
There's no better time than now to tell your friends about ASSE! With all the excitement of ASSE's 100th Anniversary how could you keep it a secret? Help your friend discover what you and 34,000 of your SH&E peers already know about ASSE. Not only will you help a friend's career, but you can win rewards and earn credits for your chapter in the Chapter Challenge.

It's so easy to participate! As easy as A-B-C...
A Forward an application using our Refer a Friend Today tool or direct them to www.asse.org/join to download an application.
B Ask your friend to enter your name as their sponsor and promotion code 1101RAF on their application.
C Tell another friend to start earning rewards.

The more people you tell, the better the rewards.
- Earn ASSE's 100th Anniversary insignia items, a webinar, one year of free membership, and a seminar.
- For every new paid member that you sponsor between January and December, 2011, you will receive an entry to win a monthly drawing for a $50 American Express Gift Card and the Grand Prize of a trip to SAFETY 2012.
- Your friend will receive a $25 Gift Certificate for future purchases from ASSE along with 1 FREE Practice Specialty for a year.

Visit www.asse.org/nosecret for more details.

Need to Have Educational Credit to Maintain Your Certifications? Come to an ASSE Audubon Chapter Technical Meeting.
Bill Shinn, PE and Audubon Chapter Member, recently learned that he can count his attendance at Audubon Chapter meetings towards his educational units for his PE certification. In order to qualify for Professional Development Hours (PDH), the meeting must be technical in nature such as a safety topic. We will be developing a form for those of you who can qualify for PDH's or similar educational credit so that you can easily have proof of attendance for your records.

Do You Know How To Be More Involved In Your Local ASSE Audubon Chapter?
Visit the ASSE Audubon Chapter website at: http://audubon.asse.org/ or contact one of the Executive Board Officers or Membership Committee Members.
You Can Make a Difference!
PDC Agenda/Schedule

Safety, Health, & Environmental Professional Development Conference

Registration Hours
Tuesday 7:30 am—8:00 am
Wednesday 7:30 am—8:00 am

Exposition Hours
Tuesday 7:30 am—5:00 pm
Wednesday 7:30 am—5:00 pm

Conference Location
University of Southern Indiana
University Center East- Outreach and Engagement
8400 University Boulevard
Evansville, IN 47712-3596
(812) 464-1989

Registration & Fees
Attendees:
- ASSE Member: $100
- BOP/ARSC Badge Holder: $100
- Non-Members: $175

Vendors:
- Early Registration: $250
- After May 1st: $300

Online Registration:
https://www.usiu.edu/event/conferences/asse-sr

Register by phone: (812) 464-1989
(800) 467-8600

Tuesday, May 8th
7:30 am — 8:00 am  Registration
8:00 am — 9:00 am  Opening Welcome
General Session: Jeff Carter, IOSHA
9:00 am — 10:00 am  Expo Exclusive Time— Morning Refreshments
10:00 am — 11:15 am  Concurrent Sessions (Period I)
11:15 am — 1:00 pm  Complimentary Conference Luncheon
Keynote Speaker: Darryl C. Hill, Ph.D., CSP
1:00 pm — 2:15 pm  Concurrent Sessions (Period II)
2:15 pm — 3:15 pm  Expo Exclusive Time
3:15 pm — 4:30 pm  Concurrent Sessions (Period III)

Wednesday, May 9th
7:30 am — 8:00 am  Registration
8:00 am — 9:15 am  Concurrent Sessions (Period IV)
9:15 am — 10:15 am  Expo Exclusive Time— Morning Refreshments
10:15 am — 11:30 am  Concurrent Sessions (Period V)
11:30 am — 1:00 pm  Complimentary Conference Luncheon
Keynote Speaker: Ed Hoffman, CSP, CPCU
1:00 pm — 2:15 pm  Concurrent Sessions (Period VI)
2:15 pm — 3:15 pm  Expo Exclusive Time
3:15 pm — 4:30 pm  Closing General Session: Combustible Dust,
Jason Reason

HOSTED AT:
USI
### Safety, Health, & Environmental Professional Development Conference

**Tuesday, May 8th Concurrent Sessions Schedule**

<table>
<thead>
<tr>
<th>Period I</th>
<th>Period II</th>
<th>Period III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10:00 am — 11:15 am</strong></td>
<td><strong>1:00 pm — 2:15 pm</strong></td>
<td><strong>2:15 pm — 4:30 pm</strong></td>
</tr>
<tr>
<td>100 Building a Desired Safety Culture - Controlling Loss Producing Variability — Room 2217</td>
<td>105 What is the REAL Answer to Injury Prevention? — CANCELED</td>
<td>110 Simple, Fast, Easy Lean Manufacturing Techniques — Room 2218</td>
</tr>
<tr>
<td>101 Injury Prevention in the Industrial Setting — Room 2219</td>
<td>106 Waste to Reuse — Financial, Image, or Productivity, Which Matters Most? — Room 2217</td>
<td>111 Contractor Pre-Qualification and Evaluation — Room 2219</td>
</tr>
<tr>
<td>102 Greenhouse Gas - GHG Update — Room 2219</td>
<td>107 A Practicable Approach to Arc Flash Safety in the Field — Room 2205</td>
<td>112 Global Harmonized System — Room 2217</td>
</tr>
<tr>
<td>103 NFPA 70E 2012 Changes — Room 2220</td>
<td>108 Human Performance — Room 2220</td>
<td>113 Fall Protection — Room 2205</td>
</tr>
<tr>
<td>104 Environmental Stewardship Program — Room 2206</td>
<td>109 Functional Job Descriptions - A Must Have for all of Today's Employers — Room 2218</td>
<td>114 Social Media Risk Assessment — Room 2220</td>
</tr>
</tbody>
</table>

**Wednesday, May 9th Concurrent Sessions Schedule**

<table>
<thead>
<tr>
<th>Period IV</th>
<th>Period V</th>
<th>Period VI</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8:40 am — 9:15 am</strong></td>
<td><strong>10:15 am — 11:30 am</strong></td>
<td><strong>1:00 pm — 2:15 pm</strong></td>
</tr>
<tr>
<td>200 Environmental Compliance Assistance — Room 2217</td>
<td>205 Simple, Fast, Easy Lean Manufacturing Techniques — Room 2218</td>
<td>210 Injury Prevention in the Industrial Setting — Room 2218</td>
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<td>201 VPP Roundtable — Room 2219</td>
<td>206 Contractor Pre-Qualification and Evaluation — Room 2219</td>
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<td>202 The Seven Habits of Safe Electrical Work — Room 2220</td>
<td>207 Building a Desired Safety Culture - Controlling Loss Producing Variability — Room 2217</td>
<td>212 VPP Roundtable — Room 2217</td>
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<td>203 The Athletic Trainer - Industry NEW Answer to Managing Sprains and Strains — Room 2218</td>
<td>208 Human Performance — Room 2220</td>
<td>213 Social Media Risk Assessment — Room 2220</td>
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<td>209 Rigging Safety — Room 2205</td>
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**HOSTED AT:**

[USI Logo]
100 Building a Desired Safety Culture—Controlling Loss Producing Variability
Presenter: Scott Gaddis, Executive Director of EHS Services, Bristol-Myers Squibb
Control of safety process variation is vital in developing world-class safety culture regardless to the size or complexity of the operation. This session will focus on controlling loss of the safety process by root cause identification, understanding errors in the work system, utilizing system factor analysis tools and building key element program control.

101 Injury Prevention in the Industrial Setting
Presenter: Sheila Derman, Senior Vice President, ATI Worksite Solutions
Attendees will participate in a "train-the-trainer" session in which injury prevention will be the topic. This session will include identification of high risk movements and postures, education on basics behind anatomy and injury pathology, then corrective actions for training of employees.

102 Greenhouse Gas—GHG Update
Presenter: Steven A. Frey, Associate Vice President, ARCADIS US
This session will focus on the most recent Green House Gas requirements, 2011 reporting, and what is being done with 2010 previously submitted data. In addition, an overview of what to come with air quality regulations will be provided.

103 NFPA 70E 2012 Changes
Presenter: Bill Shinn, e-Hazard
This presentation will cover significant changes to NFPA 70E - 2012. Standard for Electrical Safety in the Workplace. Time will be available for questions and explanations.

104 Environmental Stewardship Program
Presenter: Ernest L. Johnson III, IDEM
ESP is a voluntary, performance based leadership program designed to recognize and reward Indiana regulated entities for going above and beyond current environmental regulations. In return for their exemplary environmental performance, these establishments will receive program incentives including regulatory flexibility, public recognition, and networking opportunities. After the presentation, the floor will be opened up for a round-table discussion on offered incentives, input from the regulated entities for incentives, and what current or future members would like to see from our website.

105 What is the REAL Answer to Injury Prevention? (CANCELLED)
Presenter: Jim Hurte, CSP, Manager—Safety Operations, Peabody Energy—Midwest Group
A thought-provoking analysis of regulatory compliance vs. health & safety; using injury costs, incident rates, and regulatory compliance information. It compares OSHA vs. MSHA, and analyzes safety systems to evaluate the overall effect of regulatory compliance on injury rates. Is compliance the REAL answer for injury reduction? Participate and decide!

106 Waste to Reuse—Financial, Image or Productivity. Which Matters Most?
Presenter: Dan Gajus, Area Sales Manager, Republic Services
This discussion will focus on the most important elements of initiating a waste diversion and recycling process in your business. While everyone understands the importance of protecting the environment and the focus on "going green", what does that really mean for the small to large company today? Depending on who you are in the evaluation process the outcomes may be very different. This course will help in navigating the expectations upfront and ultimately developing a program that meets everyone's needs.
Concurrent Session Descriptions

107 A Practice Approach to Arc Flash Safety in the Field

Presenter: Bob Weis, Safety Consultant and Ray Graham, Director Corporate Safety, Vectren

Vectren is a combination gas and electric distribution and electric power supply utility company located in Evansville, Indiana. Due to our diverse workgroups and varying exposure to the potential for electric arc flash, we implemented a practicable approach to protect our employees and comply with the applicable safety standards. The presentation will describe arc flash analysis, labeling, personal protective equipment requirements and employee training in compliance with OSHA, NFPA and NESC standards.

108 Human Performance

Presenter: Louis Duncan, Safety Coordinator, Alcoa Warrick Operations

The Human Performance science (HP) helps us understand how we, the individual, interact with a system. HP is about understanding how the people, programs, processes, work environment, organization, and equipment all work together as a system. If any part of the system is not working properly, it can affect the entire system. HP is also about understanding the mental models people use to perform tasks, also known as Performance Modes. Scientific research has determined mistakes are predictable if you focus on "this person" on "this task" and "at this time". Recognizing what performance mode an individual is working in will help predict potential errors traps and error-like situations, determine the individual's error rate, and help the individual apply the right HP tool(s) for the situation, reducing their error rate by a factor of 10.

109 Functional Job Descriptions—A Must Have for all of Today’s Employers

Presenter: Sheila Denman, Senior Vice President, ATI Worksite Solutions

The critical components of a Functional Job Description (FJD) will be identified for ADA and EEOC compliance. Attendees will be guided through the development process with practical tools given for take away use. Attendees will learn how once developed, the FJD is invaluable for the management of ADA claims, RTW issues and screening of new hires.

110 Simple, Fast, Easy Lean Manufacturing Techniques

Presenter: Daniela Vidal, Advanced Manufacturing Program Director, USI

These three words describe the way Lean processes should be. It also serves as the ideal for a safe process. This workshop will discuss how we can use Lean Manufacturing tools to design processes that can meet all four key business needs: Safety, Quality, Delivery and Cost.

111 Contractor Safety Prequalification and Evaluation

Presenter: Nicole Cassada, Safety Training Administrator and Jason Stroot, Safety Manager, Vectren Corporation

Vectren is a combination gas and electric distribution and electric power supply utility company located in Evansville, Indiana. Companies with Best in Class safety programs must include contractor safety as part of a comprehensive safety program. This presentation will outline a contractor safety prequalification/evaluation program using a risk analysis process based on statistical data and program elements.

112 Global Harmonized System

Presenter: Alicia D. Butler (Shelton), Senior Life Scientist II, ARCADIS US

This session will focus on the Globally Harmonized System. It will discuss how the recent requirements will impact your business, implementation timeline, and how companies are responding to these changes.

113 Fall Protection

Presenter: Michael Murphy, Honeywell Safety Products

This session will focus on the ABCs of Fall Protection and what you need to know to have an effective program. This awareness training will focus on proper donning of a harness and connecting devices, how to properly inspect, and how to calculate fall clearances.
114 Social Media Risk Assessment

Presenter: Dana Nelson, Social Strategist, Out Cloud

Explore the risks and benefits of social media. Learn how not participating can hurt you, and find out if you need a social media policy.

Wednesday, May 9th—8:00 am—9:15 am, Period IV

200 Environmental Compliance Assistance

Presenter: Mark Stoddard, IDEM Compliance & Technical Assistance Program

I will give a brief overview of IDEM, and then introduce attendees to the environmental regulatory assistance provided by the Compliance and Technical Assistance Program.

201 Introduction to VPP

Presenter: VPP Roundtable

Presenter: Mike Gaskill, Manager Indiana VPP

Mike Gaskill, Manager Indiana VPP, will host a Voluntary Protection Program roundtable. Area VPP facility representatives will be accompanying Mike and answering questions about their journey into VPP and work with IOSHA. Local representatives for this roundtable include:

- Greg Huett, Mead Johnson Nutrition
- Jason Pieper, Jasper Engines & Transmissions
- Greg Luff, Bristol-Myers Squibb
- Vince Cooke, Kimball International

203 The Seven Habits of Safe Electrical Work

Presenter: Bill Shinn, e-Hazard

Are you confused by all the requirements of NFPA 70E? This presentation is designed to focus on the seven daily habits which if used accident studies show will keep you safe from electrical hazards.

204 The Athletic Trainer—Industries NEW Answer to Managing Sprains and Strains

Presenter: Sheila Denman, Senior Vice President, ATI Worksite Solutions

Attendees will be presented with a new program concept in which athletic trainers are using in the industrial setting to become the new on-site medical provider. A case study will be presented on how the AT is able to handle work and non-work related complaints of pain, with a triage of the discomfort and corrective actions identified for pain relief. This program is all about early intervention and care through First Aid as defined by OSHA.

Wednesday, May 9th—10:15 am—11:30 pm, Period V

205 Simple, Fast, Easy Lean Manufacturing Techniques

Presenter: Daniela Vidal, Advanced Manufacturing Program Director, USI

These three words describe the way Lean processes should be. It also serves as the ideal for a safe process. This workshop will discuss how we can use Lean Manufacturing tools to design processes that can meet all four key business needs: Safety, Quality, Delivery and Cost.

206 Contractor Safety Pre-Qualification and Evaluation

Presenter: Nicole Cassada, Safety Training Administrator and Jason Street, Safety Manager, Vectren Corporation

Vectren is a combination gas and electric distribution and electric power supply utility company located in Evansville, Indiana. Companies with best in class safety programs must include contractor safety as part of a comprehensive safety program. This presentation will outline a contractor safety prequalification/evaluation program using a risk analysis process based on statistical data and program elements.
207 Building a Desired Safety Culture—Controlling Loss Producing Variability
Presenter: Scott Gaddis, Executive Director of EHS Services, Bristol-Myers Squibb
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Presenter: Louis Duncan, Safety Coordinator, Alcoa Warrick Operations
The Human Performance science (HP) helps us understand how we, the individual, interact with a system. HP is about understanding how the people, programs, processes, work environment, organization, and equipment all work together as a system. If any part of the system is not working properly, it can affect the entire system. HP is also about understanding the mental models people use to perform tasks, also known as Performance Modes. Scientific research has determined mistakes are predictable if you focus on “this person” or “this task” and “at this time”. Recognizing what performance mode an individual is working in will help predict potential errors traps and error-likely situations, determine the individual’s error rate, and help the individual apply the right HP tool(s) for the situation, reducing their error rate by a factor of 10.

209 Rigging Safely
Presenter: Gregory Minnette, Vernon Corporation
This presentation will discuss how to rig safely. In addition, the proper inspection of lifting slings will be presented and demonstrated.

210 Injury Prevention in the Industrial Setting
Presenter: Sheila Derman, Senior Vice President, ATI Worksite Solutions
Attendees will participate in a “train-the-trainer” session in which injury prevention will be the topic. This session will include identification of high risk movements and postures, education on basics behind anatomy and injury pathology, then corrective actions for training of employees.

211 Fall Protection
Presenter: Greg Keller, Honeywell Safety Products
This session will focus on the ABCs of Fall Protection and what you need to know to have an effective program. This awareness training will focus on proper donning of a harness and connecting devices, how to properly inspect, and how to calculate fall clearances.

212 VPP Roundtable
Presenter: Mike Gaskill, Manager Indiana VPP
Mike Gaskill, Manager Indiana VPP, will host a Voluntary Protection Program roundtable. Area VPP facility representatives will be accompanying Mike and answering questions about their journey into VPP and work with ICSHA. Local representatives for this roundtable include:
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- Greg Luff, Bristol-Myers Squibb
- Vince Cooke, Kimball International

213 Social Media Risk Assessment
Presenter: Dana Nelson, Social Strategist, Out Cloud
Explore the risks and benefits of social media. Learn how not participating can hurt you, and find out if you need a social media policy.
Opening General Session

Keynote: Jeff Carter, Deputy Commissioner of Labor for Indiana OSHA

Complimentary Conference Luncheon – Day 1

Keynote: Darryl C. Hill, Ph.D., CSP

Biography: Darryl C. Hill, Ph.D., CSP, is Vice President, Safety & Health, at ABB Inc. ABB is a leading engineering company that specializes in Automation & Power Technologies. Darryl is American Society of Safety Engineers (ASSE) Immediate Past-President and also Adjunct Assistant Professor at Oakland University where he teaches Construction Safety, Environmental Standards and Incident Investigation. He is also editor and contributing author for one of ASSEs bestselling books, Construction Safety Management & Engineering. In 1997, Darryl received the ASSE Edgar Monsanto Queeny Safety Professional of the Year award.

Topic: Growing Importance of Sustainability for the EHS Professional:

This presentation will discuss the impact of sustainability on an origination and describe how sustainability can impact the bottom-line. Emerging trends in the area of sustainability and Sustainability Center will be listed. In addition, the presentation will analyze how the EHS Professional can integrate sustainability into their organization as a value-add.

Complimentary Conference Luncheon – Day 2

Keynote: Ed Hoffman, CSP, CPCU, Technical Consultant, Liberty Mutual Insurance Company

Biography: 1974 Graduate from Illinois State University with a BS in Industrial Technology with a minor in Safety Management. Continuously employed by the insurance industry since graduation beginning with Crum & Forster Insurance for 18 months and then Wausau Insurance Companies from 1976 to 2009, when Liberty Mutual, my current employer, combined their various loss prevention/control staffs into one unit. Founding Member of The Audubon Chapter of ASSE and its first treasurer. Member of ASSE since 1974 and awarded the CSP designation in 1981. Received the Chartered Property Casualty Underwriter (CPCU) designation in 1996.

Topic: Safety: 38 Years Later

This will be both a retrospective and a prospective review of the ever evolving world of risk. I will examine the role of the insurance safety consultant in aiding our clients in improving their safety performance from its past to its present. I have experienced many unique safety problems across a wide variety industries ranging from the high rise construction of the steel skeleton for the 37 story American United Life Building in Downtown Indianapolis, street and road construction, surface quarrying operations, sawmills and logging operations, all kinds of manufacturing operations, river barge repairing, retail businesses, hospitality industry, and medical services. I have learned that while the risks change from business to business, it’s the value placed on safety, that drives results. Compliance is helpful, but at the end of the day, its walking the talk that gets things done.
Closing General Session– Combustible Dust

Keynote:  Jason Reason, CIH, CSP, CHMM, Compliance Safety and Health Office, Indiana Dept. of Labor/Indiana OSHA

Biography:  Jason Reason is a Certified Industrial Hygienist (CIH), Certified Safety Professional (CSP) and a Certified Hazardous Materials Manager (CHMM). Mr. Reason holds a B.S. degree in Industrial Hygiene from Purdue University and a Master’s Degree in Business Administration (MBA) from the University of Indianapolis. Mr. Reason has been a Compliance Safety and Health Officer with Indiana OSHA (IOSHA) for 10 years, and served as an Industrial Compliance Supervisor for two years. Mr. Reason performs inspections at employers of varying sizes to determine compliance with applicable OSHA standards. Mr. Reason has vast knowledge and expertise in areas such as, but not limited to industrial hygiene (i.e. chemical exposure), combustible dust, permit-required confined spaces (PRCSs), ventilation and personal protective equipment (PPE). Mr. Reason has performed several presentations and speeches on a wide variety of health and safety topics, especially combustible dust. Mr. Reason has served as a Board Member for the Indiana-AIHA for the past two years. Mr. Reason is also a member of two of NFPA’s Technical Standard Writing Committees: NFPA Committee for Handling and Conveying of Dusts, Vapors and Gases (in charge of writing and maintaining NFPA 91, 654 and 655) and NFPA Committee for Wood and Cellulosic Materials Processing (in charge of writing and maintaining NFPA 664).

This presentation will address and provide illustrations of various combustible dust hazards and citations found in various industries. It will offer a glimpse into new technologies used to control combustible dust hazards, as well as updates to combustible standards and enforcement.
Correspondence Confirming CEUs for PDCs

AMERICAN SOCIETY
OF SAFETY ENGINEERS

April 9, 2012

Amanda L. Kingsbury
ASSE Audubon Chapter, Vice President
Audubon Chapter - ASSE
Flanders Electric Motor Service, Inc.
9101 Baumgart Road
Evansville, IN 47725

Dear Ms. Kingsbury:

Your request for CEUs has been approved and I am pleased to award you the following for your "Safety, Health & Environmental Professional Development Conference" on May 8-9, 2012.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>CEU Award</th>
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<tr>
<td>May 8, 2012</td>
<td>Safety, Health &amp; Environmental Professional Development Conf - Day 1</td>
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<tr>
<td>May 9, 2012</td>
<td>Safety, Health &amp; Environmental Professional Development Conf - Day 2</td>
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Please provide the following information for each attendee on the enclosed sign-in sheets, which may be duplicated. Do not charge or alter the sign-in sheets. A separate sign-in sheet has been provided for each day of your conference.

- Name
- Address
- Telephone and Email
- ASSE member number

Please note that we do not issue an individual certificate to any attendee, but attendees may receive a free CEU transcript by requesting it from our Customer Service Department at (847) 699-2929. Attendees may also request a transcript in writing to ASSE Customer Service, 1800 E. Galvin Street, Des Plaines, IL 60018. If you have any questions, please call me at (847) 703-3406.

Good luck with your conference.

Yours truly,

Trudy Goldman, ARN
Manager, Education and Program Development

Enclosure:

Protecting People, Property and the Environment since 1911
Examples of Public Relations Activities

10th Annual ASSE NAOSH Week

Safety-on-the-Job Poster Contest for Kids Ages 5-14

ASSE members reach out to your communities and work places through the annual ASSE kids’ poster contest about the importance of being safe on the job. The contest is open not only to ASSE members’ children, grandchildren, nieces and nephews, but to all children (such as those of co-workers) and schools. The only requirement is that the child/group be sponsored by an ASSE member, the ASSE member number must be on the entry form.

The winning poster from each of the five age group is featured on the annual North American Occupational Safety and Health (NAOSH) Week poster distributed worldwide. The five grand prize winners and 15 runners-up each receive prizes and are recognized at the NAOSH kick-off events in Washington, D.C., in May 2012. The posters that best illustrate ‘safety-on-the-job’ will win the contest.

The poster contest winners will be announced the first week of March on the www.asse.org/naosh site. In addition to being featured on the NAOSH poster, the posters are displayed in Washington, D.C., during NAOSH Week at the OSHA, the U.S. Capitol and at ASSE’s annual Professional Development Conference and Exposition to be held in Denver this June.

Won’t you be a part of the fun? Visit http://www.asse.org/newsroom/naosh for more details.

Refer a Friend to Join the ASSE

One more month to receive extra benefits of being a part of the ASSE. If you refer a friend through December 2011, not only will you help a friend’s career, but you can win rewards and earn credits for your chapter in the Chapter Challenge.

The more people you tell, the better the rewards.
- Earn ASSE 100th Anniversary insignia items, a webinar, one year of free membership, and a seminar.
- For every new paid member that you sponsor between now and December, 2011, you will receive an entry to win a monthly drawing for a $50 American Express Gift Card and the Grand Prize of a trip to SAFETY 2012.
- Your friend will receive a $25 Gift Certificate for future purchases from ASSE along with 1 FREE Practice Specialty for a year.


Congratulations are in Order...

Please join in congratulating John Patterson and Dustin Ash of Berry Plastics. John recently passed the testing qualifications to earn his CSP status. Dustin is right on track to receive this prestigious honor as he recently passed the qualifications exam to earn his ASP. Congratulations John and Dustin!

Are you interested in advancing your professional status? Visit the Board of Safety Professionals website to learn more at http://www.bsp.org/

Do You Know How To Be More Involved In Your Local ASSE Audubon Chapter?

Visit the ASSE Audubon Chapter website at http://audubon.asse.org or contact one of the Executive Board Officers or Membership Committee Members.

You Can Make a Difference!
Audubon Chapter Meeting
Tuesday, May 15, 2012
7:30 AM Registration/Meet and Greet
8:30 PM PRESENTATION
Presentation Tricks & Techniques
Casino Aster Hotel in Evansville
Atlantic City Conference Rooms
NOTE: TIME CHANGE!
PRESENTER
Charmaine McDowell
Director of the Center for Human Resource Development
Other Chapter Business:
Upcoming Meetings
ELECTIONS—Open Positions vacating the Executive Committee
June 19th—Membership Drive and ASSE membership benefits

Ken Thomas from Aloe lost the attendance door prize, which was a $15.00 Casino Aster Gift Card that can be used to pay for her meal at the next Chapter meeting.

Luke Hagan would have won $200 for being present at the meeting. Attend the next meeting to have a chance to win $200!

WELCOME
New Audubon Chapter Members

- Bryant Garby
- Susan Griffin
- Aloe Warrick
- Russell Hammond
- Robert Holman
- Jill Marshall
- Lisa McLaughlin
- Christopher Kastef
- Donna Underhill
- Peabody Energy

ASSE SCHOLARSHIP WINNERS
Each received $1500
Amber Lilianne Miller
Martha Clark

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You Can Make a Difference!
Welcome to 2012

We had an amazing year in 2011 with a very successful golf scramble and ending the year at our annual holiday party recognizing our members who reached milestone years of membership. We currently have 120 members and continue to grow. We also reached the highest ASSE STAR award of Chapter Star! In 2012, we are hopeful to see even more growth and community of the safety, health and environmental professionals that make up our Tri-State area.

What exciting things do you have to look forward to?

We are changing up our meetings, just a little bit. In a recent meeting we shared ideas for the upcoming year. This included potential meeting topics as well as looking at our meeting times. In 2012 we plan on holding some of our meetings in the morning. Several people mentioned they struggle leaving the office mid-day to attend our meetings. Our Tuesday, January 17th meeting will be held at 7:30 am for networking and announcements, with our presenter starting at 8:00 am until 9:00 am. We are still looking into ways to hold our meetings via the internet such as utilizing Skype.

January 17th, we will hold a meeting regarding the OSHA changes to the MDSOS system followed by a roundtable discussion and sharing of how each of us may plan to address these changes. In February, a local young man will share his industrial accident story. We will be setting our other upcoming meeting topics soon. Each year we try to have at least one meeting held at one of our members' businesses including a tour of the facility. If you are interested in hosting a meeting and tour, please contact Beth Phelps at bphelps@transselectric.com.

In May we will be holding a two day Professional Development Conference (PDC). Our PDC Committee has been working very hard to develop an outstanding line up of presenters.

August will be very busy with our annual golf scramble and hosting of the Region VII Operational Meeting (ROC). The ROC is held twice a year and involves a day to day and a half meeting with our Regional Vice President and Chapter Presidents that make up Region VII. Our region is comprised of the Indiana, Kentucky, Michigan, Ohio, Tennessee, West Virginia and the country of Nigeria.

Hope to see you at upcoming Audubon Chapter Meeting!
Beth A. Phelps, President ASSE Audubon Chapter

WELCOME

New Audubon Chapter Members

- Luke Cates
- Jeffery Kelley
- Zachary Hassig
- Matthew Plum

We are glad to have you!

February 14th, 2012 Deadline for 10th Annual ASSE NAOSH Week Safety-on-the-Job Poster Contest for Kids Ages 5-14

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You Can Make a Difference!
March is Eye Safety Month — Time to Look at Your Efforts

Each working day in the United States more than 2,000 employees sustain job-related eye injuries, according to Prevent Blindness America. Of those injuries, 16 percent to 20 percent will be disabling because of temporary or permanent vision loss. March is Workplace Eye Safety Month, a time for American employers and employees to increase their awareness of the issues. The event is sponsored by the American Academy of Ophthalmology and the Eye M.D. Association.

The good news is that 90 percent of the injuries can be prevented with appropriate protective eyewear. “Many of the injured workers said they didn’t think they needed to wear eye protection,” says academy spokesperson Dr. Monica. She adds that safety eyewear must have ANSI Z87.1 marked on the frame or lens. And she notes that employees in construction or automotive repair are at particular risk for injuries.

As for the millions of people who stare at a computer screen all day, Monica says using monitors does not damage vision, but can contribute to eye strain. “Fortunately, rearranging your computer workstation, taking more frequent rest breaks, or getting proper glasses or contact lenses can often relieve these symptoms.” Forced-air heating systems in office buildings can also increase problems with dry eyes during the winter. Over-the-counter eye drops called “artificial tears” can help, but if the problem persists, a doctor should be consulted. For more information about eye health, visit: http://www.medcom.com/eyemd

“Safety is not an intellectual exercise to keep us in work. It is a matter of life and death. It is the sum of our contributions to safety management that determines whether the people we work with live or die” Sir Brian Appleton after Piper Alpha.

Source: Article from www.medcom.com/eyemd

Fatality Prevention — Rules to live By

“Rules to Live By” is an initiative to improve the prevention of fatalities in mining. Through a first phase of industry outreach and education followed by enhanced enforcement, the focus will be on 24 frequently cited standards (11 in coal mining and 13 in metal/nonmetal mining) that cause or contribute to fatal accidents in the mining industry in 9 accidents categories. For more information go to www.msha.gov

Congratulations Danny Hodge

Danny Hodge recently became a CSP. Danny works for A&D Constructors, Inc. as their Safety Manager. Congratulations Danny!
ASSE Audubon Chapter Membership Drive
June 19, 2012

Share the benefits of the world’s largest professional safety, health, and environmental organization. Bring a guest to our June 16 meeting to learn more about what the ASSE has to offer including expanding your professional network, safety best practices and solutions and advancing your career and profession. For each guest, you will receive an entry for a door prize. Each guest will receive a special gift from the ASSE Audubon Chapter.

Can’t wait to share? Joining is easy. Visit www.asse.org/join. Enter promotion code 1201RAF for a free practice specialty.

Vectren Corporation Receives National Best-In-Class Safety Award

At its annual Operations Conference in San Francisco, Calif., this month, the American Gas Association (AGA) recognized Vectren as one of only 18 energy delivery companies in the U.S. that achieved outstanding records for employee safety in 2011.

Vectren experienced the lowest incident rate for the number of days away from work, restricted or transferred (DART) among companies of their size and type in the combination natural gas and electric category. The DART incident rate, commonly used across many industries, is a calculation that describes the number of recordable injuries per 100 full-time employees that resulted in days away from work or restricted activity. Vectren ended 2011 with only 11 DART cases, an all-time best for the company.

"While Vectren has performed within the top quartile of AGA companies for the last several years, this is the first time we have achieved this award designation," said Bill Doly, Vectren Executive Vice President of Utility Operations. "This outstanding achievement is directly related to the dedication of our employees and their daily focus on working safely in every facet of their jobs."

The AGA represents more than 200 energy utility companies that deliver natural gas to 177 million Americans nationwide and works to promote a culture of safety amongst its members and their employees.

The Vectren Corporation is an energy holding company headquartered in Evansville, Indiana. Vectren’s energy delivery subsidiaries provide gas and/or electricity to more than 1 million customers in adjoining service territories that cover nearly two-thirds of Indiana and west central Ohio.

Please congratulate Vectren and ASSE Audubon Chapter Members Ray Graham, JD Street and Bob Weis on this outstanding achievement.

ATTENDANCE JACKPOT WINNER!

Danny Hedge from A&D Constructors won the attendance door prize, which was a $15.00 Casino A-Star Gift Card that can be used to pay for his meal at the next Chapter meeting.

Lee Dutcher would have won $200 for being present at the meeting. Attend the next meeting to have a chance to win $200!

Do You Want To Know How To Be More Involved In Your Local ASSE Audubon Chapter?
Visit the ASSE Audubon Chapter website at: http://audubon.asse.org or contact one of the Executive Committee Officers or Membership Committee Members.
You Can Make a Difference!
Ideas from the Membership Committee for 2011 are shown below.

**2011 Membership Development Plan**

- Conduct a perception survey to evaluate what members think of our chapter, what they would like to see accomplished, and why they feel that society and chapter membership is or is not beneficial for them.
- Develop a “population center” map showing where our chapter members are located. Use this information to help determine the necessary means to grow our chapter by providing specific benefits or services to best serve the majority of our members.
- Send ASSE flyers to safety departments and businesses within our region to show the variety of skills, benefits, and services available through ASSE members in our chapter.
- Work harder to make contact with the schools and universities, as previously recommended, in order to establish student chapters and interest in safety careers.
- Provide better follow-up with letters and/or phone calls to members who have been out of touch or for whom we have bad e-mail addresses.
- Complete development of the slide show and flyers about ASSE and safety careers so that we can better sell the safety profession to students and the community.
  - Obtain pictures and/or information from a variety of members for inclusion in the presentation.
  - **THIS IS A PRIORITY ITEM.**
- Encourage members to participate in the planning for the 100 Year Celebration in June!
- Follow-up and complete previous recommendations from 2010.

**2010 Membership Development Plan**

- Utilize website documents to inform area businesses about our chapter’s vision for safety and our mission to promote safety through community involvement
- Continue to encourage members to promote ASSE through their own contacts with businesses in their respective communities and work environments
  - As part of this effort we should personally invite businesses to attend chapter meetings
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**2011 Membership Development Plan**

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- Send ASSE flyers to safety departments and businesses within our region to show the variety of skills, benefits, and services available through ASSE members in our chapter.
- Work harder to make contact with the schools and universities, as previously recommended, in order to establish student chapters and interest in safety careers.
- Provide better follow-up with letters and/or phone calls to members who have been out of touch or for whom we have bad e-mail addresses.
- Complete development of the slide show and flyers about ASSE and safety careers so that we can better sell the safety profession to students and the community.
  - Obtain pictures and/or information from a variety of members for inclusion in the presentation.
  - THIS IS A PRIORITY ITEM.
- Encourage members to participate in the planning for the 100 Year Celebration in June!
- Follow-up and complete previous recommendations from 2010.

**2010 Membership Development Plan**

- Utilize website documents to inform area businesses about our chapter’s vision for safety and our mission to promote safety through community involvement.
- Continue to encourage members to promote ASSE through their own contacts with businesses in their respective communities and work environments
  - As part of this effort we should personally invite businesses to attend chapter meetings.
- Encourage members to participate in various chapter committees and community activities as additional ways to grow our chapter and the safety profession.
- Make contact with high schools / colleges within the region to set up tables promoting the safety profession during their “Career Day” activities
  - Purchase a table cover with ASSE logo, etc.
  - Utilize chapter members from towns where high schools are located.
American Society of Safety Engineers
Audubon Chapter

Take advantage for the discounted rates and join the ASSE Audubon Chapter.

Chartered on May 7, 1997, the Audubon Chapter of the American Society of Safety Engineers was established to provide Tri-State area safety, health and environmental professionals an opportunity to enhance their professional knowledge and leadership. The Audubon Chapter serves our members by providing training sessions, leadership building and networking. Our Chapter area includes the Kentucky counties of Daviess, Hancock, Henderson, McLean, Muhlenberg, Ohio, Union, and Webster and the Indiana counties of Dubois, Gibson, Knox, Daviess, Perry, Pike, Posey, Spencer, Vanderburgh, and Warrick.

Vision and Values
We strive to be a champion of the safety, health and environmental professional, a leader of the profession and premier resource for those engaged in protecting people, property and the environment for the Tri-State Area.

We hold to the values of the protection of people, property, the environment, and the profession. We maintain the highest level of professional ethics, mutual trust, and treat all with dignity and respect. The Audubon Chapter provides the highest quality service for members and the community while making responsible use of resources.

Mission and Goals
We are member-driven association providing representation, promotion and support for those engaged in the profession and/or the practice of safety, health and environment in their efforts to protect people, property and the environment.

Volunteers are the power of success behind the Audubon Chapter. Our volunteers are key to helping our Chapter achieve its goals of serving our membership. They serve our members by providing them with information and networking opportunities to help advance their technical, managerial, ethical knowledge and skills as safety, health and environmental professionals.

For more information regarding the Audubon Chapter or to attend one of our meetings or visit our website: www.audubon.asse.org.

To take advantage of the membership drive and discounted rates, it’s as easy as 1-2-3.

1. Visit www.asse.org/login to add a membership application to your shopping cart.
2. Enter promotion code 1004CHPCHL for a $25.00 ASSE Gift Certificate and FREE Practice Specialty and include my name as a sponsor.
   NAME: Beth A. Phelps – Audubon Chapter
3. Submit your application.
ASSE Audubon Chapter Committee Overview
Updated April 20, 2010

Volunteers are the power behind the ASSE Audubon Chapter. Volunteers are key to helping our chapter achieve its goals of serving our membership. Serving our members through provision of information and networking by advancing technical, managerial, ethical knowledge and skills for safety, health and environmental professionals. It is the active participation and hard work of volunteers that make things happen.

How can you volunteer? What is the time commitment? There are many ways you can be an active member of the ASSE Audubon Chapter. One is simply attending the monthly meetings typically held on the third Tuesday of the month from 11:30 am until 1:00 pm. Maybe you would like to share your experience or knowledge by performing a presentation at one of the meetings. You may also wish to serve on one of the many committees either as a chair or a committee member. The time commitment depends on what you would like to do.

A brief overview of the current Audubon Chapter Committees have been provided for you. Some of the committees have had strategic plan goals developed. If you think you may be interested in serving in some capacity on one or more of these committees, please contact one of the following Executive Board Members.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>E-mail</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Beth Phelps</td>
<td>President</td>
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<tr>
<td>Shawn Burns</td>
<td>Second Vice President</td>
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<td>Charlie Hall</td>
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<td>812-760-5703</td>
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<tr>
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<td>O: 812-547-1400, ext. 5016</td>
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Membership Committee – Jim Hurtte Chair
- Current members: Lisa Jones, Bobby Spencer
- Looking for two more members.
- Purpose: To continue to build ASSE and Audubon Chapter Membership.
- Time Commitment: Varied.

Overview: This is a new committee to the Chapter. A strategic goal was created to address membership building.

Strategic Plan Goal 1: Increase 2009 Audubon Chapter Membership 2% by the end of the first year, 3% by the end of the second year, and 5% by the end of the third year.

Objectives:
1. Appointment of Membership Chair and Membership Committee Members.
2. Committee will develop guidelines in accordance with National recommendations regarding membership building and the importance of addressing best practice to avoid issues of construed solicitation from vendor versus Chapter. Guidelines shall be submitted to the Executive Board for approval.
3. Committee will develop plan to address membership building and submit to the Executive Board for approval.
4. Maintain updated membership roster. For example, we must use the ASSE National’s roster for current members; however, at times the e-mail address is missing or incorrect. For members who do not list their e-mail, contact them to see if they are interested in receiving Chapter
information and how they wish to receive this information. This information should then be added to the Chapter membership roster but confirm individuals are current members with National’s roster.

5. Provide update of membership growth.

Website Committee – Matt Bunner Chair
- Current member - Derek Whittinghill, Kimbra Parker
- Looking for one or two additional member to assist with website postings in Matt’s absence and build for future Chair. All Chapter Members can submit ideas for the website development.
- Purpose: To continue to build the Chapter website to help better inform our members and community.
- Time Commitment: Varied depending on what portion(s) you would like to participate.

Overview: This is a fairly new committee to the Chapter. We established our website just over the past couple of years. A strategic goal was created to address building our website to further provide another easy resource for our members.

Strategic Plan Goal 4: Improve timeliness of website updates to within 2 weeks after event such as Chapter meeting minutes and other events and post upcoming events at least 3 month prior to the event.

Objective:
1. Appointment Website Chair to serve as the point person for submittal of website updates. The Website Chair will:
   a. Serve as the person to contact those who need to submit items by the deadline goals established.
   b. Post and update calendar regarding upcoming meetings.
   c. Develop guidelines for Website postings and changes and submit to Executive Board for approval.

Strategic Plan Goal 5: Development of a Central Library for resources such as past meeting PowerPoint presentations, informational documents, and check-out log for Chapter purchased resources on the website.

Objective:
1. Website Chair will develop and update Central Library.
2. Website Chair will be the keeper of purchased resources.

Scholarship Committee – Brandi Houcin Chair
- Current member: Shawn Burns, Beth Phelps
- Looking for new chair and one or two members to assist with scholarship application review.
- Purpose: To provide scholarship money to college students pursuing a degree in health, safety, environmental or other closely related degree.
- Time Commitment: Minimal and only during the months of October to January.

Overview:
Each October send out announcement of scholarship(s) to schools in our Region. Chapter members, post on our website, etc. December 31st is deadline for applications. Committee reviews applications and makes decision by January 31st. Student informed and presented with scholarship at February’s meeting. Student does not need to be present to win.

Golf Scramble Committee – Shawn Burns Past Chair
- Looking for four to five members to assist with the golf scramble organizing and future Chair of the committee.
- Purpose: Largest fundraiser for the Chapter and Scholarship(s).
- Time Commitment: Varied and depends on the number of committee members. Most immediate time needed in July and August.

Overview:
The golf scramble is a very fun and rewarding committee. It is currently our only fundraiser for the Chapter and Scholarship(s). The scramble has occurred in the month of August. Locations of the golf scramble have included Santa Claus, Oak Meadow, others. The committee does the planning, contacting
potential sponsors, publicity, etc. The Executive Board typically helps the committee with contacting sponsors and members. The Board also assists the day of the scramble along with other members who would like to participate.

**Newsletter Committee – Executive Committee Chair**

- All Chapter members can submit ideas, articles, special announcements, awards or accomplishments, Member Spotlight, etc. Looking for Chapter members to volunteer to prepare one or more of the monthly newsletters using the template.
- Purpose: To help keep our membership informed of ASSE Chapter, Regional and National events as well as other important information.
- Time Commitment: Varied. Members may wish to submit an article or develop one of the monthly newsletter following the easy template set up.

**Overview:**
This is a new committee to the Chapter. A monthly newsletter is to be developed and distributed the first week of each month via e-mail to our members, vendors, and area businesses. Newsletter posted on website. Typical newsletter would include upcoming ASSE Chapter, Regional and National events: brief article(s) of current developments in the environmental, health and safety; potential Member Spotlight; and much more.

**Professional Development Committee – Beth Phelps**

- Looking for members to assist with or chair this committee.
- All Chapter members can submit ideas for professional development opportunities and desires. As this committee expands, additional members may be needed to serve on the committee.
- Purpose: To provide resources for professional development for our members.
- Time Commitment: Varied.

**Overview:**
This is a new committee to the Chapter. National ASSE offers assistance with professional development of its members. The Chapter will further address our members needs by surveying the members to determine what type of professional development opportunities they would like. The Professional Development Committee along with the Executive Board will help determine the schedule for presenters over the year. This committee will work with the National ASSE to provide potential CEU for Chapter meetings and provide membership with professional development opportunities through ASSE. We would like to consider hosting a Professional Development Course (PDC) in Evansville within the next two years.

**Community Service Committee – Need Chair or Co-Chair**

- Looking for two to three members.
- Purpose: To give back to our communities.
- Time Commitment: Varied.

**Overview:**
This is a new committee for the Chapter. Develop ideas and implementation of service project(s) in our community, state, nation, etc. A strategic plan goal was developed.

**Strategic Plan Goal 2: Develop community service project for 2010-2011 Chapter Year.**

**Objective:**

1. Member of the Executive Board to serve as co-chair.
2. Develop Community Service Committee.
3. Consider Safety Suitcase Program, Firefighters Challenge, etc.
Nomination Committee – Past President Chair (per By-Laws)

- Looking for two to three members.
- Purpose: To oversee nominations for Chapter elected positions.
- Time Commitment: Minimal to none except during an election year.

Overview:
During an election year, the Nomination Committee follows the by-laws and provides names from the Chapter who wish to run for an officer position. The greatest time commitment comes in January when nominations can be submitted to the committee for the May elections. The nominations must be made available to the Chapter two months before the May election. Next election year is in 2011. Committee members could also be utilized if a vacancy would arise during an officer’s term.

Service Recognition Committee – Beth Phelps and Amanda Kingsbury Co-Chair

- Looking for one additional member.
- Purpose: To recognize our members for volunteer service or other recognition as a safety, health and environmental professional and to recognize those who are friends of the ASSE and Audubon Chapter.
- Time Commitment: Varied.

Overview:
This is a new committee to the Chapter. This committee was developed to recognize Chapter members for number of years milestones as members of the ASSE and/or Audubon Chapter, outstanding volunteer service, and other service recognition. Would like to present number of years milestones at this year’s 2009 Holiday Party.

Holiday Party 2010 Committee – Need Chair

- Looking for one or two members needed to assist with 2010 Holiday Party.
- Purpose: To provide a holiday party for appreciation of our members.
- Time Commitment: Minimal to varied. Holiday Party is typically the third Tuesday during the month of December.

Overview:
Plan the location and festivities for the Holiday Party. Will work with the Service Recognition Committee for service awards presentations.

Remember to check out our website: http://audubon.asse.org
Bright Ideas

Please take a moment to list three or four ideas for the ASSE Audubon Chapter.

1. Idea: ________________________________
   ________________________________
   ________________________________
   ________________________________

2. Idea: ________________________________
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3. Idea: ________________________________
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4. Idea: ________________________________
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   ________________________________
Bright Ideas TEAM IDEAS

Break into groups and discuss the ideas. Come up decide on the top two you would like to proceed with and your ideas for getting there.

1. Idea:

Ways to get there.

2. Idea:

Ways to get there.