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

Date: June 3, 2012
Location: Safety 2012 (Hyatt Regency Denver, CO)

Attendees
George Pearson – Vice President of CoPS
David Bascom – Vice Chair of CoPS, Management
Jeff Camplin – Body of Knowledge Committee Chair
Chris Gates – Awards & Honors Committee Chair
Kelly Bernish – CIG Representative
Hamid Fonooni – Academics
Neil Webster – Construction (for Mike Hayslip)
Pam Walaski – Consultants
Jeff Robinson – Engineering
Mary Prisby – Environmental
Jeremy Harris – Ergonomics
Walt Beattie – Fire Protection
Joe Klancher – Healthcare
Pam Perrich – Industrial Hygiene
Jack Fearing – International
Michael Coleman – Manufacturing (for David Coble)
Remi Fleuette – Mining
Denise Campbell – Oil & Gas
Chris Chaffin – Public Sector
Jim Newberry – Risk Management/Insurance
Nancy Bendickson – Transportation
Tim Fisher – Staff
Krista Sonneson – Staff

Call to Order
George Pearson called the meeting to order at 8 AM. Council members introduced themselves. Mary Prisby proposed adding a financial discussion to the agenda. The March 2012 Meeting Minutes were then approved by the committee. It was noted that these Minutes did not show an approval of the November 2011 Meeting Minutes. The November 2011 CoPS meeting minutes were then also approved. George welcomed Jeff Camplin as incoming Vice President of CoPS.

Selection of New CoPS Vice Chair
David Bascom nominated Dave Natalizia and Hamid Fonooni nominated Mike O’Toole. David and Hamid provided their reasoning for these nominations. David stressed Dave’s commitment to ASSE and his leadership abilities. Hamid stressed Mike’s history in CoPS and previous experience as a Practice Specialty Administrator. Mike and Dave stepped out of the room while
the council voted. Dave received six votes and Mike received 11 votes. George Pearson confirmed that Mike O’Toole was the new CoPS Vice Chair.

**VP Report**

George Pearson covered the report he presented to the Board of Directors (attached to the agenda) which outlined the council’s contributions to Society goals.

**HoD Issues**

Terrie Norris spoke on behalf of the Executive Committee. She wanted to make sure the council was clear on the motions to the board. She asked if anyone had questions. The only question came from Mary Prisby in regards to where the ASSE headquarters may be relocating to. Terrie said they would like to remain in proximity to O’Hare Airport for easy accessibility.

**BoD and HoD Motions**

George Pearson explained that the motion to include the Standards Development Committee Chair and the Common Interest Group Council Representative in the House of Delegates was not filed due to a suggestion to have all Common Interest Group Chairs included in the House of Delegates. The Council was content with this decision and felt that Common Interest Groups are composed of paying members, like Practice Specialties, and should have similar representation. The council motioned to have the CIG Chairs and SDC Chair represented on the House of Delegates. Hamid Fonooni moved to second this motion and the motion passed.

George Pearson presented the motion to amend ASSE Bylaws (Article 10, Section 6) to allow the CoPS Vice Chair to attend a Board of Directors Meeting and be permitted to vote in accordance with the same practice permitted for Deputy Regional Vice-Presidents. Remi Fleuette moved to approve the motion with the following correction: “Proxy voting is permissible at a Board of Directors meeting by a Deputy Regional Vice President or Council Vice-Chair only upon written or email appointment by a Regional Vice President or Council Vice President unable to attend the Board of Directors meeting.” Pam Walaski moved to second the motion and the motion was passed.

**Practice Specialty Reports**

- **Oil & Gas:** The group is struggling but they now have their conference call schedule in place. Denise noted that any help from the council would be appreciated.
- **International:** They are doing well, the publications are being properly executed, membership is up and IPS members have helped form several new sections.
- **Engineering:** They are taking small steps and focusing on their publications. They will have a PtD webinar in July. They will then work on a strategic plan and a dropbox tool.
- **Consultants:** They have recently delivered two webinars. They are working to reorganize and redefine their goals. They have some new volunteers and their publication is going well. They are looking for a new Legal Services Branch Chair. They just rolled out the beta site for the new Consultant Directory.
- **Construction:** They are working on a LEED program and wordless safety manual. Neil was happy to report they have several new volunteers and he thanked Krista for her assistance.
- **Academics:** They finalized their strategic plan and goals. They are focusing on accreditation. Hamid announced the 2012 Academic Forum.
• **CIGs:** There will be a CIG brown bag lunch in the WISE Lounge. There may possibly be a GLBT CIG in the future. SPALW, BISE and WISE will have new leadership as of July.
  - WISE had a successful open call, their resource guide is posted on LinkedIn, they have raised approximately $10K, their mentoring program is doing well and they are working on a professional education grant.
  - BISE has new Operating Procedures, they approved a new membership sustainability plan, they awarded their second scholarship, they have more volunteers, they are conducting more conference calls, they are working on their communications, publications and membership growth. Joe Davis will be the new Chair.
  - YP is working on a professional development grant, they are meeting regularly and have most of their advisory committee positions filled.

• **Industrial Hygiene:** They had a webinar on their open call, they have 12 new volunteers and Pam will be stepping down.

• **Management:** They had a successful year, they secured a sponsor, but membership flat-lined. David also thanked staff.
  - **Service:** They held a webinar and formed subcommittees.
  - **HR:** They held a webinar and things are going well.

• **Healthcare:** They are working on a white paper and want to collect more information on the value of safety professionals. They successfully launched the Health & Wellness Branch last year and it’s doing well.

• **Fire Protection:** They are working towards quarterly webinars. They held a successful event at WVU. Gabe will be the new Administrator come July.

• **Risk Management/Insurance:** Jim, Dave Heidorn and Terrie Norris met with OSHA who basically said they won’t change what they’re doing with subpoenas but they asked for help with small employer safety.
  - **Training & Communications:** They have a new Publication Coordinator and they put on a webinar in March.

• **Transportation:** Membership is down, but they have more volunteers, they are holding monthly conference calls and they assembled a Distracted Driving Subcommittee which produced a great brochure.

• **Manufacturing:** They are working on a white paper which they plan to turn into a webinar and future PDC presentation. They have fulfilled their goals.

• **Ergonomics:** This was their first full year as a Practice Specialty and they reached 500 members. They are sponsoring a webinar in August.

• **Mining:** They have a stable advisory committee, they are having more regular calls and they are working on a webinar. Membership is increasing.

• **Environmental:** Their advisory committee is full, they are having regular meetings and they held an open meeting. They are interested in environmental leading/lagging indicators in standards. Their membership is down.
  - **Agricultural:** They are getting more volunteers.

• **Public Sector:** They have a new Assistant Administrator and several new volunteers. They would like to partner with Fire Protection on a webinar. Their membership is down.

**Training & Communications’ Future**
Jim Newberry presented the motion to advance the Training & Communications Branch to a Practice Specialty under the new leadership of Bob Coffey (Administrator) and Hector Escarcega.
(Assistance Administrator). Cindy Lewis proposed that Jonathan Klane should remain in a leadership role. Jonathan Klane mentioned that he was previously unaware of the proposed new leadership plan. Several council members questioned the succession plan and communication with current leadership. In result, the council motioned to table the discussion of Training & Communications becoming a Practice Specialty until Practice Specialty leadership is clearly identified and agreed upon. Nancy Bendickson moved to second the motion.

Standards
George Pearson announced that ASSE took over the AIHA standards.

Awards & Honors
Chris Gates reported that participation in the Awards & Honors program was very favorable this year. He also reported that he is working to revise the self-evaluation matrix per the motion from the November 2011 council meeting.

Membership Committee
Chris Gates reported that he’s holding monthly conference calls with the committee and they are working on some action items, such as retrieving missing member email addresses.

Krista Sonneson noted that the Academics, Mining and Public Sector Practice Specialties have less than 500 members. Per Council Operating Procedures, Practice Specialties should maintain over 500 members. Remi Fleuette noted that Mining’s membership is increasing and is the highest it has ever been. Hamid Fonooni noted that the Academics Practice Specialty was approved with less than 500 members due to the smaller target audience and great need for the group, and their membership numbers have remained fairly stable. The council motioned to put Public Sector on a one year plan to increase membership above 500 members. Joe Klancher moved to second the motion and the motion was passed.

Body of Knowledge
Jeff Camplin announced that there will be a new Body of Knowledge Committee Chair. Once the committee chair is finalized, the committee will hold a conference call. Jeff encouraged everyone to register and start submitting public domain information.

Opportunities
Krista Sonneson noted the importance of the publications and that materials need to be submitted on time and in full to avoid delaying any other groups. She reminded the council that copyright and reprint forms are now required for each article in order to release the publication without any major delays. She also reminded the council that we use end-of-article references rather than footnotes.

Krista challenged the groups to do more (i.e., webinars, white papers, industry surveys, research studies, open calls, etc.) now that we have more volunteers. She also asked that the Website Chairs start to focus more on social media sites since they are a great way to provide timely information and get members engaged, whereas the practice specialty websites serve a different function.
Contested Elections
Krista Sonneson directed the council to the concept paper on contested elections and asked for their thoughts. Neil Webster was uncomfortable with the thought of someone with no previous involvement being able to run for a leadership position; several council members felt the same way. Jack Fearing questioned if contested elections should apply to both the Administrator and Assistant Administrator role. David Bascom questioned the time and cost associated with running contested elections.

PDC
Krista Sonneson noted that CoPS has several sponsored sessions, roundtables and meetings and encouraged the volunteers to stop by the Practice Specialties booth. She noted that Safety 2013 will be in Las Vegas and proposals will be due July 13, 2012.

New Business
Mary Prisby questioned what the $20 membership dues go towards. Krista Sonneson explained that ASSE, Practice Specialty and Common Interest Group dues go into a dues revenue bucket to be distributed according to the Society’s needs, with the Finance Committee’s oversight. Therefore, if CoPS brings in $400K in dues revenue, it does not mean we get $400K to spend. Pam Walaski added that she would like to see more discussion on the budget in future council meetings. Kelly Bernish noted that she would like to explore options on how to process credit card donations. Krista asked the council to determine what they need funds for and submit their requests to her and Tim.

Future Meetings
George Pearson announced that the next CoPS meeting will take place in the fall in conjunction with the ASSE symposium. The council requested to record the meeting. The council also requested a longer meeting at future PDCs.

The meeting was adjourned at 11:30 AM.

These minutes were prepared and submitted by:

Krista Sonneson
Manager, Practice Specialties