Consultants Practice Specialty
Minutes – Conference Call
August 1, 2014

Brian Hitt (Assistant Administrator), Terry Grisim, Char Haguewood (ASSE Staff), Tom Keelty, Carol Keyes (minutes taker), Ann Lindsay, Curt Martin, Rich Muscato, Donna Pearson, Isabel Perry, John Rider, Carol Robinson, Deborah Roy, Peter Sturm, Linda Tapp, Wayne Vanderhoof

Congratulations to Pam Walaski, who was recognized with the CoPS Safety Professional of the Year at Safety 2014.

I. Approval of Minutes from Advisory Committee Meeting

II. Advisory committee assignments update:
   - Administrator: Pam Walaski
   - Asst. Administrator: Brian Hitt
   - Secretary: Paul Longville (Carol Keyes)
   - Directory Task Force: Dave Smith, Terry Grisim, Debby Shewitz, Carol Robinson
   - Social Media/Website: Kelly Bernish
   - BoK: Dan Snyder
   - Nominations and Elections: Terry Grisim, Pam Walaski
   - Newsletter: Tom Keelty, Scott Thomas, Dhruti Thaker (tentative)
   - Membership: Brian Hitt, Carol Robinson
   - Awards: Deb Roy, Deb Shewitz
   - Conferences: Linda Tapp

   Rich suggests we verify the ASSE website is up to date and if not, ask staff to update it. Char suggested there were changes that might have been made (her list may be different than this). Pam will need to verify the list and forward it to Char.

III. Upcoming Elections
   a. Update: Terry and Pam are on the elections committee. Under new governance, all of the PS must have contested election (need two people to run for assistant administrator). The AA will hold that position for two years and then automatically proceed to Administrator, which is also a two year position. PS ballots will be included with regular ASSE ballots, based on your membership. All elections will be held at the same time. All CPS members will have an opportunity to vote for assistant administrator (we have about 1400 members). To run, you must be a professional member of ASSE and a member of the CPS. Nomination packets are due September 1. The ASSE website has not been updated to reflect the governance changes.
   b. Current candidates for Assistant Administrator. Current candidates are Carol Keyes and Andrew Johnson. Concern was expressed about candidates with little to no experience with the PS running just so that we get a contested election.
IV. PDC 2015
   a. Proposal submissions – Linda Tapp: Recently received a preliminary list of sessions for sponsorship, which she will compare it to the list of people who contacted her about sponsorship. Overall, it looks like 16 sessions we are sponsoring.
   b. Roundtable proposal: Need to come up with topic for submittal, and then recorder and facilitator names needed by Nov 1. Please email Brian with any topic ideas. Deadline for submittal to ASSE is September 23. Should be a broad topic, but focused on consultants. Ideas: Finding your niche (proposed by Carol Robinson)

V. Consultants Books Guide
   a. Update - Carol Keyes, JA Rodriguez, Pam Walaski. Still waiting for feedback from Technical Publications Committee, which is due August 4. Changes should go back to editors. Linda expects the comments will mostly be around consistency of voice. Editors will review first before sending it to authors. Editors need to revise the schedule as well.

VI. Directory Update
   a. Debby Shewitz, Carol Robinson, Dave Smith, Terry Grisim
   b. Directory has about 350 listings. Original testimonials were more for recruiting people to sign up for the directory. That has changed now to getting people to hire consultants. Some of the requested changes have been made; others are still in process. There is traffic at the site, but want to drive more. Next big task is really increasing the Search Engine Optimization (SEO) and use of the directory. Task force has given feedback on future pricing. Still want to find a way for consultants to use it among each other.

VII. Key Issue Request
   a. White Paper topic ideas: We are looking for ideas for white paper, which is like a statement paper or discussion paper on a safety and health issue relating to consultants. Wikipedia definition: “an authoritative report or guide helping readers understand an issue, solve a problem, or make a decision.”
      o Rich suggested it could be something like methods of dealing with clients. Put the topic out there and get feedback from members which is culled and organized.
      o Deb suggested sub-contractor relationships and partnerships across groups (which came up during the Roundtable) --building on the roundtable discussions.

Next Call – November 7, 2014 – 3:30-4:30 PM EST