Consultants Practice Specialty Conference Call Minutes: December 7, 2012

Attendees: Pam Walaski, Melanie Javens, Terry Grisim, J.A. Rodriguez, Kirk Martin, Rich Moscato

The call began at 3:05 pm (EST).

I. November Minutes – Since not enough Advisory Committee members were on the call for a quorum, the minutes were not approved. They will be placed on the agenda for January.

II. Nominations and Elections – We are in an election year cycle for Administrator and Assistant Administrator. Nominations are due in January. Terry Grisim, Debby Shewitz and Dave Smith are working on following the Society’s operating guidelines for this activity. Those interested in running should contact Terry (jtgrisim@aol.com) or Debby (dshewitz@ix.netcom.com).

III. Directory – We are still working to get the directory ready for launch; the original deadline of end of year is not likely to occur at this point. Currently, efforts should have the directory ready for listers to populate shortly after the first of the year. If we gather enough listers, we can begin marketing efforts in late January or February, but we want to make sure that we have enough listers in the directory before we start sending potential customers there.

Tim Fisher (Society Staff) is beginning to work on some video marketing and testimonials that will be on the homepage as well as in marketing materials on the site. If anyone is interested in recording a video, they should contact Tim (tfisher@asse.org).

IV. Legal Services Branch – No report available on this call.

V. The Advisor – The current issue was turned in on time and with sufficient content. It should be published sometime after the first of the year.

Our next issue is due in April. Anyone with articles or ideas to submit should contact Pam (pam@jcsafety.com) or Dhruti Thaker (dthaker@actavis.com). We also have a new member of the Publication Team, Scott Thomas.

VI. Website and Social Media – Kelly Bernish will take on the role of Social Media Coordinator and will work with Carol Keyes (website) and Greg Lauf (Body of Knowledge).

VII. Membership – Rich Moscato reported that Consultants Practice Specialty (CPS) membership numbers have stabilized to some extent since July. The latest count at the end of November is 1,472. We are down from 1,536 at the beginning of the year (-4%).

Rich attended both the Leadership Conference in October and Future Safety Leaders Conference in November. At both events, he spoke to members about CPS and encouraged people to join.

VIII. Body of Knowledge – No report on this call.

IX. Consultants Guide – The proposal for the SH&E Consultants Guide has been submitted to the Technical Publications Advisory Committee via Mike Burditt. Mike had a very favorable response to our initial suggestion and encouraged us to submit a formal proposal. We should receive some feedback in about 60 days (late January).
If the project moves forward, we will look for authors and perhaps an editor. Opportunities to volunteer will be forthcoming once we know the proposal’s status.

X. **Safety 2013** – The date/time has been chosen for both the CPS and Legal Services Branch Advisory Committee meetings. They will be held on Monday, June 24 at the conference hotel. The Legal Services Branch will begin at 5:30 pm, followed by CPS at 6:30 pm.

More information in future calls.

XI. **CoPS Matrix** – The formal matrix was not available for review during the call, but we picked up a few points for Rich’s attendance at the meetings noted above along with the work of the Nominations and Elections Committee due in January.

XII. **Hurricane Sandy** – The ASSE Foundation is collecting donations specifically geared toward the purchase of PPE for recovery workers. Donations can be made online ([http://www.asse.org/foundation/contribute/donation.php](http://www.asse.org/foundation/contribute/donation.php)). Make sure to put “Hurricane Sandy PPE Fund” in the “Other” line to ensure that your donation goes directly to this fund. You can also donate via Customer Service.

**New Business**

XIII. **S&H Programs for Small Business** – An ASSE publication named SH&E Program for Small Businesses is due for a revision. The current authors do not wish to take on the project and have relinquished all rights to the work to ASSE. The Council on Practice and Standards (CoPS) was asked to take on the project and will do so via Jeff Camplin (vice president of CoPS). Jeff is looking for chapter authors (you would review and revise the existing chapters) as well as authors for new chapters to be added, chapter reviewers and editors. If anyone is interested, they should let Pam know and she will send some information about the tasks and connect you to Jeff.

The call was adjourned at 3:40 pm.

Next conference call will be Friday, January 7, 3:00-4:00 pm (EST).