ASSE Oil and Gas Practice Specialty Meeting Minutes– February 20, 2015

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

   It was noted as to the OPEN positions on the Advisory Committee of Conferences & Seminars Chair and the Nominations Chair.

   TO DO: Wayne Vanderhoof to email Ashok Garlapati the Responsibilities for the OPEN positions so he can communicate them to the Kuwait chapter of the O&G PS

2) Minutes of Meeting for approval – upon approval will post at O&G PS website:
   http://www.asse.org/practicespecialties/oil-gas/
   a) October minutes last set posted
   b) November Minutes are not posted
   c) December meeting not conducted due to the holidays
   d) January meeting was called due to low number of call-ins

3) Candidates to serve as Asst. Admin
   a) Candidates submitted nomination packets in Nov., 2014
      i) Scott Vaughn & Ed Truett – Thank You!
      ii) Voting by mail in Mar. 2015
      iii) Assume duties July 1, 2015

4) Overview of the OSHA Oil and Gas Conference in Houston Dec 2 and 3
   i) Per Ed Truett - Overall conference was good as was the Social Event arranged by John Campbell on Tuesday, Dec 2 at the Flying Saucer

5) Awards - Bryan Walters
   a) Practice Specialty Safety Professional of the Year (SPY)
      i) Nominations due by March 15, 2015
      ii) Send nominations to the Awards Chair
   b) CoPS Safety Professional of the Year (SPY) (optional)
      i) Nominations due by March 15, 2015
ii) Send nominations to the Awards Chair

**TO DO:** Bryan Walters to review & become more familiar with the requirements for the SPY Awards

**TO DO:** Wayne Vanderhoof to email PS members (through the ASSE) about the need for PS SPY nominations

c) Operational Plan – Draft plan was developed and not sent out
   i) Tracey R. & Wayne V. reviewed & developed a DRAFT Plan

**TO DO:** Wayne Vanderhoof to document the Operational Plan and the Self-Evaluation Matrix and email to Advisory Committee for review

d) Operational Plan needs submitted to ASSE by March 15, 2015

6) Membership Development - (information compiled by Wayne Vanderhoof)

   a) Membership numbers at the end of each year:
      i) 2014 – 2,475 members; 2013 – 2,126 members; 2012 – 1,952 members

   b) Jan 2014 – 2,562 members

   c) Welcome letter with links to be sent to new members
      i) No new information

   **To Do:** Wayne Vanderhoof to provide the International Membership numbers for the O&G PS to Ashok Garlapati to share with the members of the Kuwait Chapter of the O&G PS

7) Nominations – OPEN

   a) ASSE is encouraging all PS Advisory Committees to develop a succession plan so that it is easier to identify and encourage members to submit nomination packets for the only voted position of Assistant Administrator

      i) Nomination packets for 2015 have already been submitted and elections in March of 2015

      ii) Nominations Packet for 2017 is due September 1, 2016

8) BOK – Andrew Winney

   a) Ideas from the team:

      i) What topics are missing?

      ii) How can we better populate this resource for our members?

   **To Do:** Wayne Vanderhoof to provide the Responsibilities of the BOK Chair to Andrew Winney

9) Web/Social Media – (information compiled by Wayne Vanderhoof)

   a) The prototype for the new websites (called CoPS Digital Expansion Project or CDEP) for each Practice Specialty is being tested in 3 Practice Specialties

      i) The hope is that all Practice Specialties will have the new website in place by the end of 2015

   b) Review current web page and bring proposed changes – is it still relevant?

      i) Technical links

      ii) Safety alerts

   c) LinkedIn discussions/information sharing

      i) Process for posting on a regular basis
To Do: Wayne Vanderhoof to provide changes to the website to John Campbell to submit to ASSE for changes

10) Content for Well Informed - Ed Truett
   i) Discussion of upcoming issue content
      (1) Next issue to be out in April
      (2) Five articles provided to ASSE through Ed Truett
   ii) Always a need for articles, generally 5 or 6 articles are needed for each issue
   iii) 2015 issue information due to Ed Truett – June 15, Oct 12

To Do: Wayne Vanderhoof to provide the Assistant Administrator’s Message to Char at ASSE by Feb. 23

11) PDC Roundtable submittal update – Wayne Vanderhoof
   a) No. 597 – “How will the Oil & Gas Industry meet it Short and Long-term OSH Staffing Needs?
   b) Monday, June 8, 2015 4:30 pm to 5:30 pm
   c) Ed Truett, Facilitator, Wayne Vanderhoof – Recorder

To Do: Ed Truett to post to Linked In an inquiry to gather information on the topic for the Roundtable discussion

12) Safety 2015 in Dallas, Sunday June 7 through Wednesday, June 10
   a) CoPS & HOD meetings on Sunday, June 7
   b) Kick-off Reception Sunday, June 7, 2015 3:00 pm to 5:30 pm
   c) CoPS Meeting
      i) Monday June 8, 5:30 pm to 8:30 pm
      ii) Light snacks & cash bar
      iii) Short program with a Speaker
      iv) Seating at round tables identified for each Practice Specialty
         (1) After this meeting does the O&G PS want a separate meeting?
         (2) What would be the objective and format?
   d) Social Event Planning – offsite later in week?
      i) Leader, Location, Sponsor

To Do: Wayne Vanderhoof to ask John Campbell if he is interested in leading the effort again for a O&G PS social event at SAFETY 2015

13) New ideas/initiatives
   a) Open call in Jan/Feb?
   b) Virtual webinar on a relevant topic for OGPS?
   c) Others?

14) Next Meeting – March 20, 2015 at 11 am CST