Chapter of the Year Petition
2010/2011 Chapter Year
From the
Heart of America Chapter

Prepared by:

Eric W. Hallerud, Chapter President
2010/2011
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Executive Summary

Founded on March 24, the eve of the anniversary of the Triangle Shirtwaist Fire, Heart of America became just the 10th Chapter of ASSE in the spring of 1939. In the Centennial year for the society, the Heart of America Chapter proudly celebrated its 72nd year of service to the safety and health community. During its long history Heart of America has prided itself on its strong commitment of service not only to its members but also to the great communities found within its boundaries. In the 2010-2011 chapter year, Heart of America was involved in a number of activities which illustrate both of those strong commitments.

Chapter Meetings

The Chapter strove to think and act outside the box in 2010-2011. We made a substantial effort to reach out to other EH&S groups and stakeholders to help increase interaction and networking opportunities.

- The Chapter’s September kickoff meeting was held jointly with the local Kansas City Area Chapter of AIHA. OSHA Region VII Director Charles Adkins provided an update on Federal OSHA’s goals and directions regarding standards, partnerships and enforcement.

- For our February meeting, the Chapter invited the members of the local Construction Safety Group to join us for an update on a new Federal DOT safety initiative. In a change from the usual restaurant luncheon meeting this joint gathering was held at the Kansas City Missouri Police Department’s Regional Training Academy. Officers from the Police Athletic League (PAL) cooked and served the luncheon. The two Chapters jointly agreed to make surprise contributions of $100 each to PAL to go toward its after school programming for disadvantaged youth.

- The Chapter President and Vice President initiated separate meetings with both the Regional and Area Directors of OSHA to seek greater participation and interaction between their staffs and the Chapters’ safety and health professionals. OSHA officials and field staff were invited and encouraged to attend monthly meetings and Chapter PDC. Both overtures were well received. The Regional office has subsequently provided press releases for use in the Chapter newsletter.

- The Chapter’s leadership also reached out to the local Chapter of the Certified Occupational Health Nurses (COHN) about the possibility of holding a joint meeting. Discussions with that group are continuing.
The Chapter has honored the Society's Centennial throughout the year by distributing copies of David von Drehle’s book *Triangle, the Fire that Changed America* as a door prize at monthly luncheons.

**Chapter PDC**

The Chapter began holding PDC’s in 2009. The initial conference drew a gathering of around 40 attendees and featured a single vendor. The second conference, grew on the modest success of the first, and attracted more than 80 attendees and featured more than 20 vendors. By all accounts the Chapter’s 3rd Annual PDC was a resounding success. More than 180 attendees and 43 vendors participated in the on day conference which included a line-up of top notch regional and national speakers.

The PDC, co-sponsored with local chapter of AIHA, generated a significant profit. With help from its share of the proceeds the Chapter was able to present the single largest donation ($15,000) made to the Society Foundation in 2010-2011. The donation enabled Heart of America to fully endow its first student scholarship, at the new endowment level, and to add a significant sum toward the endowment of a second such scholarship.

The Harry S Truman Presidential Library’s official Truman impersonator, Dr. Neil Johnson, opened the event with highlights from his administration. The President shared his strong (give ’em Hell Harry) opinions on the importance of workplace safety and health. After a day of outstanding safety and IH presentations and great food, the participants gathered outdoors for a live electrical hazard demonstration and the story from local journeyman lineman, Shawn Spiwak, who had miraculously survived contact with a 7,200 volt line.

**Leadership**

The Heart of America Chapter has had a history of producing outstanding Chapter officers. It has also provided a number of strong leaders for Region V. In recent years the Chapter has been the home chapter of both Regional Vice President Jim Weaver and Regional Treasurer Shelly Killingsworth. Shelly was the recipient of the Region V SPY Award in 2010.

While the Chapter cannot lean on the success of the past as it seeks consideration for Chapter of the Year it should be noted that few chapters send as many representatives to the annual Leadership Conference. At the October 2010 Leadership Conference in Chicago, Heart of America was represented by seven of the nine members of its Executive Committee. Because of the Chapters’ commitment to continually building a strong group of leaders it is an exciting and energizing organization to be a part of.
Community

With the leadership and support of their Chapter a great many Heart of America members jumped in to help rescuers and victims of the Joplin, MO F-5 tornado which occurred in late May. Lisa Boeding, a founding member of the Heart of America Chapter’s Springfield Section, sent out an urgent call for assistance to Chapter’s members within two days of the disaster. What followed was an outstanding reply in terms of the number and amount of donations and offers of assistance to the victims and volunteers. Lisa herself delivered a truckload of PPE, including protective gloves and sleeves, to help protect rescuers who were searching through debris looking for survivors.

As we look ahead not only to the next chapter year but also move into the next century of ASSE, the Heart of America Chapter will continue to seek innovative ways to serve both its members and the greater community in which we live. Heart of America has a proud history and a bright future. We believe we are a strong and vibrant Chapter and would be very proud to wear the banner of Chapter of the Year for 2010-2011. We sincerely appreciate your consideration of our petition.
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 3,300. The Chapter has achieved all chapter charter maintenance core competency items for a total of 3942 points and submits this petition for consideration as Chapter of the Year for its chapter size category. A copy of the of Chapter’s Annual Performance Report is located in Appendix A.

Administration Matters

Annual Performance Report
(200 points)
The Chapter’s Annual Performance Report and this petition were submitted to the Regional Vice President, and Society headquarters on August 15, 2011.

Chapter Officer and Delegate Report
(200 points)
The Chapter elected its officer and delegates on Monday March 14, 2011, and submitted the results of the election to the Regional Vice President and Society Headquarters prior to the May 31st deadline.

Chapter Annual Financial Report
(200 points)
The Chapter submitted its annual financial report to the Regional Vice President and Society Headquarters on May 17, 2011.

Maintenance of Chapter Bylaws
(200 points)
The Chapter reviewed its bylaws on January 10, 2011 and determined no changes were needed. The bylaws are scheduled to be reviewed again at the January 2012 meeting of the Executive Committee.

Maintenance of Chapter Incorporation and Affiliate Agreement
(200 points)
The chapter is incorporated in Illinois and has maintained its incorporation status throughout the chapter year. The Chapter’s affiliation agreement with the Society is current.

Operations and Strategic Plan
(100 points)
The Chapter submitted its Operations and Strategic Plan on July 31, 2010.
Leadership Matters

House of Delegates Representation
(100 points)
The Chapter’s delegates were present to represent the Chapter at the Annual House of Delegates meeting held on June 12th, 2011 in Chicago. Chapter President Eric Hallerud and Member at Large Dave Hallerud served as delegates.

Assistance for Society, Region and/or Area Activities
(25 points)
Chapter Past President, Shelly Killingsworth, serves as the Region V Treasurer.

In addition to sending representatives to the Spring ROC in Minneapolis, MN in April, 2011, the Chapter also donated $300 to help the Northwest Chapter cover its hosting expenses.

Submitted Required Regional/Area Operating Committee Reports
(150 points)
The Chapter submitted Regional Operating Committee reports as required. The Region held 2 meetings during the chapter year, and reports were submitted for both of them. The Region held both a fall and a spring ROC meeting during the chapter year. Heart of America Chapter submitted its reports on September 22nd, 2010 and March 26th, 2011.

Attendance to Regional Operating Committee Meetings
(300 points)
The Chapter President or a duly appointed proxy attended the Regional Operating Committee Meetings. The first meeting was held on September 23-24, 2010 in Bloomington, IL. Three representatives, including Past Presidents and Members at Large Shelly Killingsworth and Dave Hallerud attended as did Chapter President Eric Hallerud. The second meeting was held on April 28-29, 2011 in Minneapolis, MN. Two representatives, Shelly Killingsworth and Eric Hallerud were in attendance.

Leadership Training
(100 points)
The Chapter recognizes the importance of leadership training. The Chapter provided its officers with leadership training by sending Chapter President Eric Hallerud, to the annual Society Leadership Conference/Regional Leadership Training session.

Additional Representatives Sent to Society Leadership Conference
(300 points)
Because leadership education and skills building is critical to the success of the Chapter, the Chapter sent more than one officer to the Society’s Annual Leadership Conference. The initial officer sent to the Society Leadership Conference was Chapter President Eric Hallerud, and these additional chapter representatives were sent:

Cory Rohs, Vice President  
Brittany Ohlemeyer, Secretary  
Holly Shores, Treasurer  
Tom Ireland, Immediate Past President  
Shelly Killingsworth, Member at Large  
Dave Hallerud, Member at Large

**Planning Meeting**  
**(50 points)**  
The Chapter’s Executive Committee conducted 2 planning meetings prior to the Chapter’s first general member meeting of the year. The agendas for the planning meetings are contained in Appendix B. The primary focus of the planning meetings are listed below.

The first meeting was held at Nick and Jakes Restaurant in Overland Park, KS on July 12, 2010. The meeting immediately followed the Chapter’s annual New Member Orientation meeting. Topics of discussion included review of 2010 meeting dates, topics & speakers, speaker gifts, raffle items our at luncheons, committee assignments and ideas on which members to spotlight in the upcoming newsletters.

The second planning was held at the Lee’s Summit MO satellite campus of the University of Central Missouri. The Executive Committee toured the campus which was being considered as a possible site for our annual PDC. The meeting was held on August 16, 2010. Topics at this meeting mirrored the July planning meeting and also included discussion on who would attend the Leadership Conference in Chicago and about the possibility of submitting a Chapter of the Year petition.

**Officer Succession and Training Plan**  
**(50 points)**  
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 involves a nominating committee, chaired by the Immediate Past President, whose members seek qualified individuals to serve on the Chapter Executive Committee. Past President Tom Ireland served as the head of the nominating committee for 2010-2011. Tom makes regular invitations at Chapter meetings asking interested members to approach nominating committee or Executive Committee members. The nominating committee also holds discussions regarding members it considers as potential officers.

**Officer Transition**  
**(25 points)**  
To ensure the smooth transition of duties and resources from prior year officers to this year’s officers, the Chapter used a duty checklist. The checklist was derived from ASSE
Officer Central and contains some Chapter specific modifications. The checklists are located in Appendix C.

**Member Services**

**Meetings**

**Technical Meetings**
(450 points)
The Chapter conducted 8 technical meetings during the course of the year. Those meetings are listed below along with the New Member Orientation meeting held in July 2010 and the Chapter’s annual Plant Tour in May 2011.

<table>
<thead>
<tr>
<th>Month</th>
<th>Topic</th>
<th>Speaker</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>New Member Orientation</td>
<td>Eric Hallerud, Chapter President</td>
<td>23</td>
</tr>
<tr>
<td>September</td>
<td>OSHA Update</td>
<td>Chuck Adkins, Director, OSHA Region VII</td>
<td>77</td>
</tr>
<tr>
<td>October</td>
<td>Contingency Plans</td>
<td>Bob Evans, Wyandotte County Risk Manager</td>
<td>37</td>
</tr>
<tr>
<td>November</td>
<td>Crisis Communication</td>
<td>Jackie Clark, Public Affairs, Ash Grove Cement</td>
<td>40</td>
</tr>
<tr>
<td>December</td>
<td>OSHA Defense 101: Avoiding the OSHA Liability Pyramid</td>
<td>Mark Lies, Attorney, Seyfarth &amp; Shaw</td>
<td>53</td>
</tr>
<tr>
<td>January</td>
<td>Pain Management For Injured Workers</td>
<td>Dr. Joseph Galate, Physiatrist</td>
<td>31</td>
</tr>
<tr>
<td>February</td>
<td>DOT’s Compliance, Safety, and Accountability Initiative</td>
<td>Brian Wilson, Safety Consultant</td>
<td>69</td>
</tr>
<tr>
<td>March</td>
<td>Safety &amp; Security Procedures During a Building Lockdown</td>
<td>Mark White, Lee's Summit R-7 School Dist.</td>
<td>37</td>
</tr>
<tr>
<td>April</td>
<td>Student Presentations and Annual Award Meeting</td>
<td>Michael Bateman, UCM Student Chapter President</td>
<td>29</td>
</tr>
<tr>
<td>May</td>
<td>Tour-Smith Electric Vehicle Plant</td>
<td>Plant Tour Guide</td>
<td>30</td>
</tr>
</tbody>
</table>

**Meeting Notices**
(50 points)
To help ensure meeting attendance, the Chapter sent out notices announcing the meeting, date, time and location at least 14 days prior to the event. The Chapter’s method(s) of notification included: E-vites and the Chapter’s monthly newsletter.

**Section Meetings**
(25 points)
The Chapter’s sections include: Springfield, MO, the University of Central Missouri I Warrensburg, MO and Pittsburg State University in Pittsburg, KS. Each conducted at least four meetings during the course of the year.

**Section Name: Springfield**
July, August, September, October, November, and December in 2010
January, February, March, April, May and June in 2011

**Section Name: University of Central Missouri**
Months Meetings Held: September, October, and November in 2010 / January, February, March, and April in 2011

Section Name: Pittsburg State University
Months Meeting Held: September, October and November in 2010
January, February, March and April in 2011

Meeting Attendance
(50 points)
The chapter tracked the attendance of its general meetings. The attendance count of members and non-members at each general chapter meeting was:

<table>
<thead>
<tr>
<th>Month</th>
<th>Number of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>77</td>
</tr>
<tr>
<td>October</td>
<td>37</td>
</tr>
<tr>
<td>November</td>
<td>40</td>
</tr>
<tr>
<td>December</td>
<td>53</td>
</tr>
<tr>
<td>January</td>
<td>31</td>
</tr>
<tr>
<td>February</td>
<td>69</td>
</tr>
<tr>
<td>March</td>
<td>37</td>
</tr>
<tr>
<td>April</td>
<td>29</td>
</tr>
<tr>
<td>May</td>
<td>30</td>
</tr>
</tbody>
</table>

Member Recognition

Recognition of Service
(25 points)
The Chapter recognized its members for their service to the Chapter, Region and Society throughout the course of the year. That recognition included: Certificates of Appreciation for service given out at our annual Member Appreciation luncheon in April.

American Society of Safety Engineers

Gratefully Acknowledges

Kelsey Mullis
For outstanding service as President of the Student Section at Pittsburg State University for the Heart of America Chapter, 2010-2011.

Signature Chapter President: ___________________________ Date: ___________________
Service Awards

Keith Rosenblum  25 years
Douglas Davis  25 years
Alan Davison  25 years
Tony Baranowski  25 years
Larry Starks  24 years

Dedicated Service Awards

Members at Large  Pat Bush  Pittsburg State University Student Section Liaison
                 Bruce Lyon  Membership Committee
Immediate Past Pres.  Tom Ireland  Nominating & Elections Committee
President  Eric Hallerud  STARS, Recognition and Awards
Vice President  Cory Rohs  PDC Co-Chair
Secretary  Brittany Ohlemeyer  Communications
Treasurer  Holly Shores  Chapter Archives
Committee Chairs  Brandon Leininger  ASP/CSP Study Group
                 Michelle Orr  Website
                 Pat Flynn  Pittsburg State University student advisor
Support Awards  Leigh Ann Blunt  UCM SS&T Department Chair
                Sybil Chandler  BTC EHSS Department Chair

Public Recognition of Members through Chapter Media
(25 points)
The Chapter provides recognition to its members throughout the year. The recognition takes the form of announcements at Chapter functions. Members who have received their ASP or CSP designations are recognized at monthly Chapter meetings.

Chapter Newsletters

Published Newsletters
(180 points)
The Chapter routinely published newsletters. Those newsletters were distributed to members via e-mail. The Chapter produced twelve monthly newsletters during the 2010-2011 chapter year. A link copies of all the newsletters can be found on the Chapter website at www.kc.asse.org
Newsletter Graphics and Photographs
(25 points)

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 and photographs of chapter functions. Included this year were: a photo of Chapter President w/ OSHA Director Dr. David Michaels, Heart of America Members at the Smith Electric Vehicle Tour on May 16th, 2011, Sgt. Shelly Volker from the KCPD’s Police Athletic League accepting donation checks from Aaron Beasley, Vice President of the Construction Safety Group and Eric Hallerud, Heart of America Chapter President, and Joel.N.Tietjens presents the Keynote session entitled Wanted Leadership NOW at the Heart of America chapter’s 2010 PDC. Examples are located in Appendix D.

Newsletter Focus on Members
(25 points)
The Chapter focused its newsletter on its members through the use of member profiles. In addition, the Chapter utilized its newsletter to conduct and publicize the results of member surveys. The purpose of the member survey conducted this year was to determine member preferences regarding the day of the week, time of day and location for monthly Chapter meetings.

<table>
<thead>
<tr>
<th>Month</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>Keith Rosenblum, Chapter PDC Committee Chair</td>
</tr>
<tr>
<td>December</td>
<td>Lori Dake, Chapter Member</td>
</tr>
<tr>
<td>January</td>
<td>Jack Murray, Chapter Member</td>
</tr>
<tr>
<td>February</td>
<td>Al Stewart, Chapter Member</td>
</tr>
<tr>
<td>March</td>
<td>Tim Sterling, President, Springfield Section</td>
</tr>
<tr>
<td>April</td>
<td>Josh Shorley, Chapter Secretary-Elect</td>
</tr>
</tbody>
</table>

Other Chapter Activities

Employment Information
(25 points)
The Chapter provided employee opportunity information to its members by posting them to the chapter website at www.kc.asse.org, and by placing ads in our monthly newsletter. Additionally, a regular feature of our monthly luncheons involves asking the assembled members and guests if there are any job opening announcements. It is fairly routine for us to have at least one or two announcements at each monthly meeting.

Certification Preparation Assistance
(50 points)
The Chapter provided an ASP/CSP Prep Class which met for evening study sessions throughout the chapter year. The Prep Class effort was championed by Committee Chair Brandon Leininger who enlisted assistance from CSP mentors and made all of the
logistical arrangements with a local community college for classroom space. The class utilized ASP/CSP preparatory software which was purchased by the Chapter in 2009.

**Career Day**  
*(25 points)*  
The Chapter helped to promote our profession by making presentations at Career Day at the University of Central Missouri in Warrensburg, MO on October 6, 2010. Member at Large Dave Hallerud, Chapter Secretary Brittany Ohlemeyer and Chapter President Eric Hallerud spoke. Dave Hallerud and Member at Large Pat Bush spoke to students at Pittsburg State University in Pittsburg, KS on November 2, 2010. Attendees at both events shared their work experiences in the field of safety and health and answered student questions.

**Chapter Scholarship**  
*(25 points)*  
The Chapter supports the growth of our profession through its scholarship program. The Chapter’s scholarship is administered by the ASSE Foundation. The Heart of America Chapter has one fully endowed student scholarship and another partially funded. Kelsey Mullis, a student at Pittsburg State University, won the $1,000 Heart of America Student Scholarship for 2011. The date of the award coincided with the Chapter PDC and an announcement was made at the PDC luncheon where the recipient happened to be in attendance.

**ASSE Foundation Support**  
*(25 points)*  
The Chapter supports the growth of our profession through its support of the ASSE Foundation. Foundation support takes the form of a fully endowed student scholarship as well as additional funding that is forming the basis for a second such scholarship. The Chapter’s donation of $15,000 at the House of Delegates in June 2011 was the single largest donation to the Foundation at that annual event.

Additionally, the Chapter donated a basket of Kansas City themed items to be auctioned at the Foundation’s silent auction held at the Centennial PDC in Chicago in June 2011.
Professional Development Conferences

Seminars, Conferences, Workshops, Symposia
(100 points)
The Chapter conducted a full day PDC on Friday, April 1st, 2011. More than 180 people attended the PDC making it, by far, the most successful such event the Heart of America Chapter has been a part of. The PDC was co-sponsored by the Mid-America Section of AIHA. The partnership was deemed a success and plans are underway to keep that successful formula intact for future events. The PDC agenda is located in the appendices.

CEU’s Offered
(25 Points)
The Chapter applied for and received authorization for 0.5 CEUs for its 3rd annual PDC. The letter of authorization is included in the appendices.

Vendor Exhibits
(25 points)
The Chapter included 46 vendor exhibits at its 3rd annual PDC, held at the Business Technology College in Kansas City, MO on Friday, April 1st, 2011, to help keep its members informed of the products and services available for the protection of people, property, and the environment. The list of vendors included: Abco Supply, Air Cleaning Technologies, Airgas, Alchemy, American Osage Consulting, ASSE Heart of America Chapter, AIHA Mid-America Section, American Tescor, Athletic and Rehabilitation Center, Bodine Training Games, Builard Company, Certified Environmental Management, Cintas First Aid and Safety, Corporate Care, Corporate Claims Management, Coventry Workers’ Comp Services, Day star Corp., DuPont, Environmental Compliance Technologies, ErgoGenesis, Fatigue Science, Gini L. Toyne & Associates, Grainger, Grapevine Designs, Health systems International, Magid Glove, Metropolitan Community Colleges, Midwest Duct Cleaning, Midwest Restoration technologies, North Kansas City Hospital, OHS CompCare, OSHA Training Institute, Peavey Performance Systems, Premier WorkComp Management, Process Marketing Group, Safety & Health Council of Western Missouri and Kansas, SafeVision, Select Physical Therapy, Sid Boedeker Safety shoes, Stewart Industrial Hygiene and Safety, TG Technical Services, ThinkReliability, U Inc., University of Central Missouri, Wise Safety & Environmental and YAI Insurance Service.

Promotion of the Society

Public Relations Committee
(25 points)
The Chapter has formed a Public Relations Committee to promote the Chapter and the Society. The Committee is chaired by Cory Rohs. The Committee’s activities include: advertising the Chapter PDC within the Chapter and Region.
**Member Recruitment and Retention**

**Member Recruitment and Retention Plan**

(100 points)

The Chapter promoted the Society’s annual “Member get a Member” campaign to chapter members and used that campaign in chapter efforts to increase chapter membership. Membership Committee Chairperson Bruce Lyon is in charge of mailing out certificates for a free meal to new Chapter members to encourage them to attend a Chapter luncheon meeting and get involved.

**Increased Membership**

(72 points)

The Chapter started the year with 485 members (counting all classes of membership: student, emeritus, associate, member and professional member), and ended the year with 499 members. This change equates to a 3% percentage of increase in chapter membership.

**New Member Orientation**

(50 points)

The Chapter provides New Member Orientation to its members. The orientation is conducted during a separate meeting held annually in July. The new member orientation meeting in July 2010 was held at Nick and Jakes restaurant in Overland Park, KS. A total of 23 people attended the meeting where the Chapter provided lunch. Chapter President Eric Hallerud delivered a PowerPoint presentation and followed with a Q/A session.

**Member Expectations**

(50 points)

To determine the members’ expectations of the Chapter, the Chapter surveyed our members in an online survey conducted in May 2010. The Chapter’s incoming Executive Committee used the results and comments in planning for the upcoming chapter year. The Chapter’s responded to these findings by using the results and suggestions in planning the monthly luncheon meetings for the chapter year.

**Chapter Welcoming Team**

(50 points)

The Chapter assigned Vice President Cory Rohs to act as the Chapter’s greeter. Cory welcomed attendees to chapter functions and assisted them in networking with members they had not previously met.

**Member Retention Plan**

(50 points)

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 calling members whose membership had expired.
Chapter Website

Maintain Chapter Website
(140 points)
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 www.kc.asse.org

Chapter Newsletters
(25 points)
The Chapter’s website includes the Chapter’s current newsletter and archives of prior newsletters dating back to September of 2003. The newsletters may be viewed on the Chapter website in a link, located in the lower right hand corner of the page, at www.kc.asse.org

Hyperlinked Resources
(25 points)
The Chapter’s website includes hyperlinks to 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 a wide variety of websites of interest to safety and health professionals. A list of the hyperlinks can be found in Appendix E.
## Appendix A

### 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>
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<tbody>
<tr>
<td>Submitted Annual Performance Report by August 15</td>
<td></td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
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<tr>
<td>Submitted Annual Performance Report after the due date</td>
<td></td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Submitted Chapter Officer, Delegate and Committee Chair Report by May 31</td>
<td></td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Submitted the Chapter Officer, Delegate and Committee Chair Report after the due date</td>
<td></td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Submitted Chapter Financial Report by May 31</td>
<td></td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Submitted the Chapter Financial Report after the due date</td>
<td></td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Reviewed Chapter Bylaws annually, and resubmitted biennially by February 1</td>
<td></td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Submitted the Bylaws to RVP after the due date</td>
<td></td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Maintained Chapter Incorporation and Affiliate Agreement</td>
<td></td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Developed and submitted the Chapter’s Operations and Strategic Plan</td>
<td></td>
<td>100</td>
<td>yes</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<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></td>
<td>100</td>
<td>yes</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Provided assistance to Society, Regional or Area activities</td>
<td></td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Submitted required chapter report to RVP and AD for each AOC and/or ROC meeting</td>
<td></td>
<td>50</td>
<td>2</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Chapter President or proxy attended AOC and/or ROC meetings</td>
<td></td>
<td>100</td>
<td>2</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<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></td>
<td>100</td>
<td>yes</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Sent additional chapter representatives to Society Leadership Conference and/or Chapter Officer completed online Officer training on Officer Central.</td>
<td></td>
<td>50</td>
<td>6</td>
<td>350</td>
<td>300</td>
</tr>
<tr>
<td>Chapter Executive Committee conducted a pre-planning meeting before the first general member meeting of the Chapter Year.</td>
<td></td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Developed a succession plan for the training and development of officers</td>
<td></td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Used a duty checklist for all incoming officers</td>
<td></td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Hold 4 or more meetings each year, at least 4 must be technical meetings.</td>
<td></td>
<td>50</td>
<td>9</td>
<td>600</td>
<td>450</td>
</tr>
<tr>
<td>Distributed meeting notice at least 14 days prior to each meeting</td>
<td></td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Sections of the charter met at least (4) times per year</td>
<td></td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Tracked meeting attendance and provided data in this annual performance report</td>
<td></td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Recognized volunteers for their service to the Chapter, Region, Area, or the Society.</td>
<td></td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Nominated a Chapter Safety Professional of the Year (SPY)</td>
<td></td>
<td>25</td>
<td>no</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Nominated a candidate for Region SPY</td>
<td></td>
<td>25</td>
<td>no</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Recognized members in newsletter, web site and/or chapter functions</td>
<td></td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Submitted membership recognition information to the Society for publication in Society publications and/or local/regional media sources</td>
<td></td>
<td>25</td>
<td>no</td>
<td>25</td>
<td>0</td>
</tr>
</tbody>
</table>
# Annual Performance Report

Enter Chapter Name

Orange highlighted items are required to maintain Chapter Charter. Yellow highlighted items are Core Competencies.

<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>35.6</td>
<td>Published newsletters (maximum 12 issues)</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>36.6</td>
<td>Included graphics and pictures in newsletters</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>37.6</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>38.6</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>39.6</td>
<td>Participated in career day for local schools</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>40.6</td>
<td>Developed or maintained a Scholarship program</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>41.6</td>
<td>Supported the ASSE Foundation</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>42.6</td>
<td>Provided seminars, conferences, or workshops (each 1/2 day = 1 activity, maximum 3 days (9 activities))</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>43.6</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>44.6</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>45.6</td>
<td>Submitted a Public Relations program</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>46.6</td>
<td>Promoted the Society’s annual “Member Get a Member” 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>47.6</td>
<td>Increased chapter membership by X%</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>48.6</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>49.6</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>50.6</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>51.6</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>52.6</td>
<td>Maintained a Website</td>
<td>140</td>
<td>yes</td>
<td>140</td>
<td>140</td>
</tr>
<tr>
<td>53.6</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>54.6</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>55.6</td>
<td>Included Chapters Section(s) and/or Special Interest Group information on Chapter website</td>
<td>25</td>
<td>no</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>56.6</td>
<td>Included Student Chapter Section(s) on Chapter website</td>
<td>25</td>
<td>no</td>
<td>25</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Performance Points Achieved:** 4,670

Average Monthly Attendance: 47
AGENDA

Date: July 12, 2010
Location: Nick & Jake’s, Overland Park, KS

Topic: Chapter Planning Meeting

Meeting Minutes Due to Executive Committee: 7/26/2010
Newsletter Due to Executive Committee: 8/2/2010; Due to Membership: 8/5/2010
Next Meeting: Friday, August 13, 2010 at WWI Museum at the Liberty Memorial, KCMO

In Attendance:

Executive Committee Members
Eric Hallerud, President / Cory Rohs, Vice President / Brittany Ohlemeyer, Secretary / Holly Shores, Treasurer / Tom Ireland, Past President / Member at Large:
Dave Hallerud / Shelly Killingsworth / Pat Bush / Bruce Lyons

Committee Chairs:
Annette Braam / Brandon Leininger / Keith Rosenblum /
********************************************************************************************
1. Call to Order: __________
2. Approval of June Meeting Minutes
3. Treasurer's Report
   Cash: __________
   Checking: __________
   Savings: __________
   PayPal: __________
   Total: __________
Outstanding invoices:

4. Officer and Committee Reports

A. Nominations and Elections

B. Membership

C. Communications
   Member Spotlights:
   - July
   - August
   - September
   - October
   - November
   - August
   - December
   - Newsletters
   - Website

D. ASP/CSP Study Group

E. Advertising
   - Featured Vendor
   - Newsletter Sponsorship

F. Stars Committee
   - Chapter of the year

G. PSU, UCM and Springfield Sections

5. Unfinished Business

A. Leadership Conference
   - October 14 – 16 in Chicago

B. New Committee Assignments 2010-2011

C. Review 2010 Meeting Dates, Topics & Speakers

D. August Planning Meeting – Friday August 13

E. 2010-2011 Binders for Members

F. Speaker Gifts

G. Raffle Items

6. New Business

   Chapter P. O. Box

   Other?

7. Adjournment: __________
Pre-Planning Meeting 2 Agenda

American Society of Safety Engineers
Heart of America Chapter
Executive Committee Meeting

AGENDA

Date: August 16, 2010              Location: UCM Campus, Lee’s Summit

Topic: Chapter Planning Meeting

Meeting Minutes Due to Executive Committee: 8/25/2010

Newsletter Due to Executive Committee: 8/25/2010; Due to Membership: 8/30/2010

Next Meeting: Monday, September 13, 2010 Figlio’s, KCMO

Executive Committee Members in Attendance

Eric Hallerud / Cory Rohs / Brittany Ohlemeyer / Holly Shores / Tom Ireland

Member at Large:

Dave Hallerud / Shelly Killingsworth / Pat Bush / Bruce Lyon

Committee Chairs:

Annette Braam / Brandon Leininger / Keith Rosenblum / Michelle Orr /

1. Call to Order: __________

2. Approval of July Meeting Minutes

3. Treasurer’s Report

   Cash: __________
   Checking: __________
   Savings: __________
   PayPal: __________

   Total: __________

   Outstanding invoices:

4. Officer and Committee Reports

   H. Nominations and Elections
I. Membership

J. Communications
   Member Spotlights:
   Newsletters
   Website

K. ASP/CSP Study Group

L. Advertising
   Featured Vendor
   Newsletter Sponsorship

M. Stars Committee
   Chapter of the year

N. PSU, UCM and Springfield Sections

5. Unfinished Business

   H. Leadership Conference / October 14 – 16 in Chicago / Attendees -

   I. Review 2010 Meeting Dates, Topics & Speakers

   J. September Meeting

   K. Speaker Gifts

   L. Raffle Items

6. New Business

   Dan Snyder’s Proposal for CSP Prep Class at PDC – Span International Training

7. Adjournment: __________
Appendix C

Officer Transition Checklist

ASSE Heart of America Chapter

In-coming President Duties Checklist

Term of office: July 1 to following June 30.

- Chair Executive Committee meetings
- Ensure Vice-President, Secretary and Treasurer fulfill their duties
- Kick-off all chapter meetings with announcements
- Represent the chapter at the Regional Operating Committee (ROC) meetings or be responsible for finding replacement if unable to attend
- Appoint committee chairs and special committees as needed
- Update the chapter’s three-year long-range plan and coordinate activities to meet the plan’s objectives. Submit to Regional VP by August 15.
- Ensure Chapter by-laws are annually reviewed and consistent with Model Chapter By-Laws
- Submit an Incoming Chapter Officer and Delegate Report to the RVP and ASSE HQ by May 31.
- Throughout the year, ensure the Chapter achieves objectives listed in the Chapter Stars Recognition Award requirements.
- Submit Chapter Stars Recognition Award petition to Region VP by August 15.
- Distribute information from National or Regional meetings to the membership as necessary.
- Ensure orderly transition and transfer or records to succeeding President

ASSE Heart of America Chapter

In-coming Vice-President Duties Checklist

Term of office: July 1 to following June 30.

- Serve as Acting President in the event of the absence of President.
- Serve as Chapter Program Chair by working with the Executive Committee on meeting topics for the upcoming year. Assist in finding speakers for assigned topics.
- Confirm presenters before chapter meetings to ensure all audiovisual and logistical needs are known.
- Assist the President as needed.
- Assist the President in completing the Chapter Stars Recognition award petition, long-range goals and by-laws review.
- Ensure orderly transition and transfer or records to succeeding Vice-President
ASSE Heart of America Chapter

In-coming Secretary Duties Checklist

Term of office: July 1 to following June 30.

- Maintain all chapter files including minutes and correspondence
- Take and produce minutes from Executive Committee meetings. Distribute meeting minutes to Executive Committee.
- Maintain chapter email list for Chapter Newsletters.
- Send out notices of Chapter meetings along with Chapter newsletters.
- Send out notices of other chapter activities, including audio teleconferences.
- Receive electronic RSVPs for chapter meetings.
- Bring reservation lists to chapter meetings.
- Assist the President in completing the Chapter Stars Recognition Award petition.
- Assume Chapter Treasurer duties when necessary
- Ensure orderly transition and transfer of records to succeeding Secretary

ASSE Heart of America Chapter

In-coming Treasurer Duties Checklist

Term of office: July 1 to following June 30.

- **July**
  - July 1st – Ensure outgoing Treasurer submitted the June Financial Report to ASSE HQ
  - Transfer financial records from outgoing Treasurer to incoming Treasurer.
  - Brief new treasurer on
    - Maintaining financial records of the chapter
    - Properly recording and handling receipts and disbursements of the chapter
    - Monthly lunch/dinner meetings
      - Collect lunch/dinner meeting fees and provide pre-printed receipts
      - Record collection, and headcount
      - Verify bill is correct and write check for meals/facility
    - Depositing Chapter funds
    - Monthly financial report submitted to Executive Committee
    - Annual report to the Chapter’s members
    - Preparing and presenting a proposed operation budget for the current fiscal year to the Executive Committee
  - Obtain new Bank Signature Cards for all officers to sign and return to bank

- **August 15th** - Filing deadline for IRS 990 & 990-T forms (if required)
- Submit Monthly Financial Report to ASSE HQ
- **March 1st** – Chapter Dues Notification Form to ASSE HQ
Prior to March 1st the projected amount of annual chapter dues for the following year forwarded to ASSE HQ

- March 31 – End of Chapter Fiscal Year
- April 1 – Start of Chapter Fiscal Year
- April – Submit March Financial Report to ASSE HQ
- April/May – Audit of Chapter Financial records
- May 31 – Annual Financial Report for Previous Year
APPENDIX D

Use of Graphics or Photographs in Chapter Newsletters

Assistant Secretary of Labor Dr. David Michaels meets officials from the City of Kansas City, MO at City Hall on May 25, 2011. Pictured from left to right are Heart of America President Eric Hallerud, Asst. Secretary of Labor Dr. David Michaels and Gerald C. Smith, Director of the City’s General Services Dept.

Heart of America Members at the Smith Electric Vehicle Tour on May 16th, 2011

Sgt. Shelly Volker from the KCPD’s Police Athletic League, Aaron Beasley, Vice President of the Construction Safety Group and Eric Hallerud, Heart of America Chapter President. Each organization made a $100 donation to PAL to go toward youth sports equipment and programming.
Joel Tietjens presents the Keynote session entitled “Wanted, Leadership NOW” at the Heart of America chapter’s 2010 PDC.
APPENDIX E

List of Hyperlinks found on Chapter Website

Links & Resources

Past Meeting Presentations

- **Office Ergonomics?**
  Ergonomics is a term that describes the study of the way in which humans interact with other elements around them, and focuses on improving that interaction to maximize efficiency, safety, and comfort. Popular impressions of ergonomics typically include considerations of repetitive strain injury or office chairs with optional lumbar support, but the study of ergonomics has also contributed to improving efficiency within the workplace on a much larger scale, bringing about modifications to industrial controls, flooring and even building layouts.
- **Safety & Security Procedures During a Building Lockdown - Presentation**
  PowerPoint Presentation from Mark White, M.S, CPSI, CIE
- **Physiatry, Back Pain, and Outcomes**
  Presentation by Joseph F. Galate, M.D. FAAPM&R
- **ASSE/AIHA September 2010**
  Charles Adkins, OSHA Region 7 Administrator, at our Sept. 13, 2010 meeting.
- **A Good Safety Program is Not Enough!**
  Presentation by Steve Updegraff, Lockton from our December 2009 Chapter Meeting.
- **Situation Update: 2009 Novel H1N1 Influenza**
  Presentation by Bonnie Martin, KCMO Health Department from our November 2009 Chapter Meeting.
- **Workers’ Compensation Benchmark Best Practices**
  Presentation by Jim Wellman of Safety & Risk Management Solutions, LLC from our October 2009 Chapter Meeting.
- **OSHA Update**
  Presentation by Richard Fairfax, CIH, Director of Enforcement Programs at OSHA from our September 2009 Joint Meeting with AIHA.
- **Why Did They Recall My Laptop Battery?**
  PowerPoint Presentation from our April 2008 Chapter Meeting.
- **Avoiding and Contesting Repeat and Willful OSHA Citations**
  PowerPoint Presentation by John Vering of Armstrong Teasdale LLP; from our February 2008 Chapter Meeting.
- **Worker Protection Issues for Avian and Pandemic Influenza**
  PowerPoint Presentation by Max Keifer, from our June 2007 Chapter Meeting.

Safety & Health Related Websites

ASSE Links

- **American Society of Safety Engineers**
- **ASSE Members Only**
- **ASSE Region V**
  - **Nexsteps Career Center**

### ASSE Region V Chapters

- **Badgerland Chapter** - Madison, WI
- **Central Illinois Chapter** - Peoria, IL
- **Great Plains Chapter** - Omaha, NE
- **Greater Chicago Chapter** - Chicago, IL
- **Hawkeye Chapter** - Des Moines, IA
- **Nicolet Chapter** - Green Bay, WI
- **Northwest Iowa Chapter** - Waterloo, IA
- **Northeastern Illinois Chapter** - NW Suburban Chicago, IL
- **Northwest Chapter** - Minneapolis, MN
- **Quad Cities Chapter** - Davenport, IA
- **St. Louis Chapter** - St. Louis, MO
- **Stateline Chapter** - Rockford, IL
- **Three Rivers Chapter** - SW Suburban Chicago, IL
- **Wichita Chapter** - Wichita, KS
- **Wisconsin Chapter** - Milwaukee, WI

### Standards & Development Sites

- **American National Standards Institute**
- **American Society of Safety Engineers**
- **ASTM International**
- **International Org for Standardization**
- **National Fire Prevention Association**
- **Underwriters Laboratories, Inc.**

### Rules & Regulations - State & Federal Sites

- **Department of Energy**
- **Dept of Health & Human Services**
- **Department of Labor**
- **Department of Transportation**
- **Environmental Protection Agency**
- **Federal Emergency Mgmt Agency**
- **Kansas Dept of Health & Environment**
- **Mine Safety & Health Administration**
- **Missouri Dept of Natural Resources**
- **National Institute for Occupational Safety & Health**
- **Occupational Safety & Health Review Commission**
Miscellaneous EHS Related Resource Sites

- American Industrial Hygiene Association
- American Red Cross
- Bureau of Labor Statistics
- Ergoweb
- Industrial Foundation for Accident Prevention
- Insurance Institute for Highway Safety
- Electrical Safety Foundation International
- National Hearing Conservation Association
- National Safety Council
- Safety & Health Council of Western MO & KS

Academic Links

- Trinidad State Junior College
- University of Central Missouri
- Pittsburg State University
- Metropolitan Community College of Business & Technology
APPENDIX F

PDC Agenda/Schedule

Select pages from the Heart of America Chapter’s 3rd Annual PDC. This 13 page document can be seen in its entirety in the January 2011 edition of the chapter newsletter at www.kc.asse.org
President Harry S. Truman Welcomes Attendees to the ASSE / AIHA Professional Development Conference

Dr. Niel Johnson, aka President Harry S. Truman, an Illinois native born in 1931, has a long and productive career as a school teacher, U.S. Army historian, and university professor following his being awarded a Ph.D. in History in 1971. He later served as an archivist and oral historian at the Harry S. Truman Library in Independence, Missouri where he retired in 1992. Since that time he has been active as an impersonator of President Truman across the United States from local events to the christening of the USS Harry S. Truman aircraft carrier at the Virginia Newport News shipyard.

Register early. Substantial discounts for students, faculty and multiple attendees from the same employer.
<table>
<thead>
<tr>
<th>Time</th>
<th>General Industry</th>
<th>Construction</th>
<th>Transportation</th>
<th>Industrial Hygiene</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15 am - 8:00 am</td>
<td></td>
<td></td>
<td>Registration and Exclusive Exhibitor Time</td>
<td></td>
</tr>
<tr>
<td>8:00 am - 8:30 am</td>
<td></td>
<td></td>
<td>General Session Opening &amp; Harry Truman Presentation</td>
<td></td>
</tr>
<tr>
<td>8:30 am - 9:30 am</td>
<td>Risk, Reliability, and Root Cause Analysis</td>
<td>Zero Disruptions: Preparing for Unexpected Business Interruptions</td>
<td>Breakthroughs in Driver Screening for Sleep Apnea</td>
<td>Strange and/or Unusual Cases</td>
</tr>
<tr>
<td>9:30 am - 10:15 am</td>
<td></td>
<td></td>
<td>Exclusive Exhibitor Time / MCC Business &amp; Technology Campus Tour</td>
<td></td>
</tr>
<tr>
<td>11:15 am - 12:30 pm</td>
<td>Lunch and Exclusive Exhibitor Time / MCC Business &amp; Technology Campus Tour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:30 pm - 1:30 pm</td>
<td>The Aging Workforce: The Value of Wisdom</td>
<td>Renewable Energy Systems Safety: Considerations and Liability</td>
<td>Leveraging Your Training Programs to Improve Fleet Safety Results</td>
<td>Occupational Ergonomics and Safety: Past, Present and Future</td>
</tr>
<tr>
<td>1:30 pm - 2:00 pm</td>
<td></td>
<td></td>
<td>Break and Exclusive Exhibitor Time</td>
<td></td>
</tr>
<tr>
<td>2:00 pm - 3:00 pm</td>
<td>The Use of Internet Technology for the Safety Professional</td>
<td>&quot;Tefas&quot; – Why Workers Practice Safety Backwards</td>
<td>The Use of Internet Technology for the Safety Professional</td>
<td>Compliance vs Best Management Practices</td>
</tr>
<tr>
<td>3:15 pm - 4:00 pm</td>
<td>KCP&amp;L Closing Presentation - Lesson Learned of the Hazards of Electrical Power Lines Attendance Raffles</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tour Metropolitan Community Colleges – Business & Technology Campus which houses state-of-the-art labs for providing hands-on training for its many technical programs. The tour will include the Welding, HVAC, Industrial Maintenance, EHS/OSHA and Machining Laboratories.
General Industry Session Descriptions

Session I – Risk, Reliability, and Root Cause Analysis
Improving reliability is about focusing on the causes of unreliability. A cornerstone for an effective reliability program is an organizational approach to identifying and controlling these causes. Root cause analysis is a common term used throughout a variety of industries. It is used to describe equipment failures, scheduling delays, production outages and many other types of issues. Most organizations inappropriately use root cause analysis to find the single root cause of the issue they are investigating. This singular perspective creates a right-answer approach that undermines the prevention theme. Root cause analysis is really the process of identifying the system of causes for an issue. It is the system of causes that reveals the potential solution to prevent occurrence. The objective is effective solutions, not a root cause. Effective root cause analysis is really a visual process of mapping the system of causes. This presentation outlines the three basic steps of an effective causal analysis: assessing the value of the incident within the business’ overall goals, developing a visual map of the causes and determining effective solutions.

Session II – Pre-employment Integrity Testing for Controlling WC Claims
Research supports how integrity tests can be a hiring tool to help employers determine which of their prospective employees will be more likely to engage in unproductive, dangerous and risky behaviors on the job. There has been shown to be a high correlation between pre-employment integrity test answers and future workers’ compensation claims, employee turnover and theft. Learn the results of Cornell University’s study on the Utility of Integrity Testing for Controlling Workers’ Compensation Costs.

Session III – The Aging Workforce: The Value of Wisdom
This presentation will enlighten the listener about the current trends, myths and realities on workforce aging. Information about the importance of workforce demographics to future labor shortages will help to shed light on the importance of developing and supporting workplace strategies for the employer and the older worker. The presenter will discuss the business implications of failing to place value on the aging worker.

Session IV – The Use of Internet Technology for the Safety Professional
Have you ever needed a safety and health-related resource and couldn’t find it? This session will demonstrate several methods of obtaining EH&S resources on the internet. Topics will include Blogs, podcasts, RSS Feeds, search engines, and social networking. Resources discussed will include human resources, safety & health, environmental, training & education, fleet safety, presentations, codes and regulations, and much more. No matter what industry segment of EH&S you are in, you will find this session useful to your day-to-day operations. All participants will receive a 16-page document that lists hundreds of safety-related internet website links.
Risk, Reliability, and Root Cause Analysis

Aaron Cross

Mr. Cross has been providing training and consulting in the area of reliability (error reduction) with an emphasis on root cause analysis (organizational problem solving) for the past 8 years. His past experience includes 4 years at Sprint telecommunications where he led company wide process improvement initiatives that included significant process design and development and causality analysis of complex problems. Currently, Aaron's work involves facilitating problem investigations and traveling worldwide instructing 2 day workshops on root cause analysis. Mr. Cross holds a degree in Industrial Engineering from Kansas State University.

Pre-employment Integrity Testing for Controlling WC Claims

Peter Bullard, Ph.D. / Si Lamm, CPCU

Mr. Bullard is the Founder and Director of American Tescor, LLC, a high tech behavioral assessment company launched in 1979. He is a licensed psychologist and an adjunct professor of Industrial/Organizational Psychology at Portland State University. He has led several research teams at PSU investigating pre-employment screening methods. He was as Assistant Professor of Psychology at Wake Forest University from 1971 to 1975 and is past president of the Portland Psychological Association.

The Aging Workforce: The Value of Wisdom

Gini L. Toyne, RN, MBA, CDMS, CCM, CLCP

Gini Toyne is a graduate of UMKC/Research Medical Center School of Nursing and earned her MBA at Rockhurst University. Gini is a Certified Disability Management Specialist (CDMS), a Certified Case Manager (CCM) and a Certified Life Care Planner (CLCP). She is the founder and President of Gini L Toyne & Associates, Inc. which has a 21 year history of assisting employers, injured workers and insurance adjusters in the professional management of individuals with industrial illness and injuries. Gini and her staff of registered nurses take pride in providing excellence in Case Management driven by a company culture of strong ethics, integrity and compassion.

The Use of Internet Technology for the Safety Professional

F. Douglas Hoyle, CSP

Mr. Hoyle started his career in occupational safety while working at Pennsylvania Electric Company and Latrobe Steel as a union official. He transitioned into insurance Loss Control in 1994. He worked for several insurance carriers in roles ranging from Trainee to Director. In 2002, he founded his own safety and loss control company, ATH Consulting, Inc. – which he ran successfully for several years before returning to the carrier-side of the business. He has been working for Nationwide & Allied Insurance since 2005. Doug is currently the Loss Control Manager for Allied/Nationwide Insurance in their Northwestern States Regional Office based in Harrisonburg, PA. He is a graduate of Indiana University of Pennsylvania with a degree in Safety Science. He has also earned the Certified Safety Professional designation.
Closing Presentation: KCP&L
Electrical Safety Demonstration

Presenters: Glen Maughmer - KCP&L
Shawn Spiwak - KCP&L

After being in an electrical accident in 2008, Mr. Spiwak has dedicated his time and energy towards teaching others the hazards of electricity and the steps to take to make it safer. With 7 years of experience as a Journeyman Lineman, he came in contact with a 7,200 volt line. Now he wants to ensure that no one else goes through the same experience.

Using a flatbed trailer with poles, transformers and conductors attached, KCP&L will demonstrate the dangers and safety precautions of being around energized lines. The lines will be energized at 7,200 volts, and you will get to see what a primary arc looks like and a blown fuse sounds like.

Conference Location and Directions

**Date:** Friday, April 1, 2011  
**Time:** 8:00 a.m. – 4:30 p.m.  
**Location:** MCC Business & Technology College  
1775 Universal Avenue  
Kansas City, MO  64120

**From I-435:** Take exit #57 to Front Street. Head west to Universal Avenue and turn right at the stoplight. Follow Universal Avenue north and turn right just before the large MCC sign. There is ample parking in the large lot that sits on the south side of the BTC Exhibit Hall. Enter through the doors under the large canopy.

**From I-35:** Take exit #48 to Front Street. Head east about 5 miles to Universal Avenue and turn left at the stoplight. Follow Universal Avenue north and turn right just before the large MCC sign. There is ample parking in the large lot that sits on the south side of the BTC Exhibit Hall. Enter through the doors under the large canopy.

For those traveling from outside the Kansas City area, a special room rate of $89.00 has been negotiated with the Hampton Inn.

**Lodging:**  
4233 North Corrington Avenue  
Kansas City, MO  64177  
(816) 452-1010

Contact the property directly and ask for the ASSE/AIHA rate. The property manager is Ms. Sheila Outley.
Registration Form
2011 ASSE / AIHA Professional Development Conference (PDC)
The 3rd Annual PDC is Sponsored By:
Heart of America Chapter of ASSE, Mid-America Section of AIHS, University of Central Missouri and the Metropolitan Community College - Business & Technology

| Name: __________________________________________ (please print) |
| Company: _________________________________________ Title: __________________________ |
| Address: _________________________________________ |
| City: __________________ State: _________ Zip: __________ |
| Phone: __________________ Email: __________________ |

Registration Fees

- **Members (ASSE or AIHA)**
  - $100
  - ASSE member # for CEU's: __________________
  - AIHA member # for CM points: ________________

- **Non-Members**
  - $120

- **Groups** with 5 or more Attendees from the same organization
  - $80 Members
  - $100 Non-Members

- **Student or Faculty**
  - $20
  - College /University: ________________________
  - Program/Major: ____________________________
  - Student ID: ______________________________

* If registering 5 or more attendees from the same organization, send all registration forms together.

Payment Options

1.) Pay electronically via PayPal: http://kc.asse.org/ then,
    - Email completed registration form(s) to howes@burnmccd.com
    OR
    - Fax completed registration form(s) to (816) 822-3474 ATTN: Holly Shores

2.) Mail a check (payable to ASSE Heart of America) along with a completed registration form(s) Heart of America Chapter, American Society of Safety Engineers, P.O. Box 30099 Kansas City, MO 64112 ATTN: Treasurer
December 2, 2010

Keith E. Rosenblum
Heart of America Chapter - ASSE
Lockton Companies, LLC
651 West 70th Street
Kansas City, MO 64113

Dear Mr. Rosenblum:

Your request for CEUs has been approved and I am pleased to award you .5 CEUs for each attendee of the ASSE Heart of America Chapter’s Professional Development Conference on Friday, April 1, 2011, contingent upon receipt of the $100 fee.

After the event, please forward a summary report listing the date of the event, title of the event, and name of your organization. In addition, please provide the following information for each attendee on the attached sign-in sheet, which may be duplicated.

- Name
- Address
- Telephone and Fax Numbers
- 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) 689-2929. Attendees may also request a transcript in writing to ASSE Customer Service, 1800 E. Oakton Street, Des Plaines, IL 60018. If you have any questions, please call me at (847) 768-3405.

Good luck with your conference.

Yours truly,

Trudy Goldman, ARM
Manager, Education and Program Development

Enclosure
APPENDIX H

Examples of Public Relations Activities

Reflections on ASSE’s Centennial

An Open Letter from the Chapter President

It’s a great honor to serve as your Chapter President this year for a number of reasons. For someone who majored in history, however, it’s a very special privilege to be Chapter President during the year we celebrate ASSE’s Centennial. The century mark provides a well-recognized frame of reference for us to look back and reflect on where we’ve been as an organization and as a profession. As we prepare to move forward, into what will surely be another fast-paced year, I ask that you join me in setting aside some time for personal reflection on how best to honor the safety profession’s past and be of service to it moving forward.

Our Safety 2011 Conference in Chicago will provide an opportunity to walk through a number of displays which highlight, decade by decade, the progress of the movement toward safer workplaces. As we pause to look at these displays we might, at first, be struck by how dated many of the black and white images seem. While these images may seem far removed from our daily reality, we should pause and take a moment to think about our parents, grandparents and great grandparents. We can almost see them in the photos – hard at work on the farms, in the factories, on the roads and railroads, and in the warehouses, stores and offices of the day.

When I look at the people in those old photos I wonder at how they were able to work under such harsh conditions and without the benefit of the many of the protections we have today. I marvel at the past century’s rocket of technological progress which has taken us from horse drawn carts on dirt roads to a global economy and a world of instant communication. I also marvel at the strengths and frailties of the human body and spirit. An incredible amount of technological change has happened in the work place in a relatively short period of time. While the human body and spirit remain largely unchanged in a century’s time, the technological revolution has created, and
will continue to create, new hazards and new challenges for safety professionals to tackle. The pace of those changes in technology, and the new challenges it creates, promises to continue its sharp upward curve.

As we pause to reflect on the accomplishments of the century past, I ask you to join me in paying tribute to those who paved the way for us - the educators, the mentors, and the early safety professionals who worked to treat people with dignity, to provide them with work that can be done without harm, and who set the standards for a new profession. As we honor their work and contributions I think it is appropriate also to think ahead to where we will take the profession in the century ahead.

I ask you to join me in reflection - Where am I heading in the world of safety and health? How can I continue to learn and grow? How can I show value to my customers and my employer? Where can I help bring innovation to solve problems? How can I serve the profession with honor? What can I pay forward to the next generation of safety professionals?

In closing, I'd like to express some thanks. Thank you for being a part of a profession that works to save lives and preserve health. Thank you for being one of those who goes the extra mile to serve others. I appreciate being a part of this profession with you every day. Thank you for the opportunity to be a member of your Chapter's leadership team as we celebrate the 100 year anniversary of ASSE.

Sincerely,
Eric W. Hallerud, M.S.
President, ASSE Heart of America Chapter, 2010-2011
December 21, 2011
Recognition of Chapter Anniversary

Happy Birthday Heart of America Chapter

On Thursday, March 24th, 2011, on the eve of the anniversary of the Triangle Shirtwaist Factory Fire, ASSE’s Heart of America Chapter turned 72 years old. The Heart of America and the Gulf Coast chapters in Texas were both chartered on that date in 1939. Those additions brought the Society its 10th and 11th chapters. Heart of America’s founding members, under Chapter President Colonel W.W. Williams, can certainly be numbered among the pioneers of the safety movement in the mid-west and in the country. In the two decades following our founding 53 other chapters were chartered. As we prepare to celebrate the Society’s centennial I think it is appropriate to reflect back on our own chapter history with pride at all of the hard work and accomplishments of the people who have preceded us in our professional organization.

The first 11 Chapters Include:
1. Greater Boston 1924
2. New York City 1925
3. New Jersey 1928
4. W. Pennsylvania 1931
5. Philadelphia 1935
6. San Francisco 1935
7. Niagara Frontier 1936
8. Southwest Texas 1937
9. Alabama 1938
10. Heart of America 1939
11. Gulf Coast (TX) 1939