July 9, 2010

MINUTES FROM THE AMERICAN SOCIETY OF SAFETY ENGINEERS
COUNCIL ON PRACTICES AND STANDARDS (CoPS) MEETING

Date: June 13, 2010
CoPS Meeting: Baltimore, MD
Prepared: July 9, 2010

Attendees:
George Pearson – Vice President of CoPS
Hamid Fonooni – Academics
Neil Webster – Construction
Bob Coffey – Consultants
Jeff Robinson – Engineering
Judy Freeman – Environmental
Frank Baker – Fire Protection
Mark Shirley – Healthcare
Eric Stager – IH
Jack Fearing – International
Chris Gates – Management
David Coble – Manufacturing
Steve Boydston – Mining
Steve Dimond – Public Sector
Leslie Batterson – RM/I
Mike Farris – Oil & Gas
Nancy Bendickson – Transportation
Gary Lopez – SDC
Introduction and Election of Vice-Chair

George Pearson called the meeting to order at 8:00 and each attendee introduced himself/herself.

The minutes of the March, 2010 were circulated for approval. A motion was made, seconded, and unanimously approved that the 3/2010 March Meeting Minutes are approved.

George Pearson reported on the ASSE Board of Directors meeting. He noted that the meeting included a strategic planning session. The funding for the BoK was approved and the CoPS requests to change the SOGs had been approved. He also announced that he was appointing Kelly Bernish to be the first CIG representative on the Council.

A motion was made, duly seconded, and unanimously approved:

Motion: David Bascom is the vice-chair of the Council on Practices and Standards.

PDC 2010

Rennie Heath discussed the following items pertinent for CoPS at Safety 2010 in Baltimore, MD. She noted that she had sent the times and days of the practice specialty, branch and common interest group advisory committee meetings for this year with only one change. Room numbers had already been forwarded to the administrators and chairs.

PDC 2011

All CoPS practice specialties, branches, and common interest groups can have a booth or kiosk at the 2011 PDC in Chicago if they would like to do so. The caveat is that the requestors would be responsible to provide the staffing and the materials. Interest seemed to fairly minimal since there is already a CoPS booth in the ASSE Service Center. The application forms were distributed to the Council.

Tim Fisher noted that for the first time, the Safety 2011 application for speakers and presenters includes a space for the applicant to assign a particular practice specialty, branch and/or CIG for his or her proposal. Presentation proposals are due on July 16, 2010.

Staff brought up the idea of a combined awards luncheon for the 2011 PDC. There is a proposal to have a large scale all-member awards luncheon/presentation on Monday of the conference. This means the Chapter and Regional awards will be moved to Wednesday. But, the suggestion was made that this might be an opportunity to experiment and have one luncheon on Tuesday. The Council is not necessarily opposed to it since it is for 2011 only at this point. Their concern is that the CoPS recipients would need to be treated with the same level of recognition and respect given to chapters and regions. Due to the number of chapter and regional awards the concern is that the CoPS recipients would not get the recognition they deserve.
Newsletters and Publications
There was a general discussion about newsletters. Some practice specialties are not meeting their deadline, which means staff has put together newsletters with almost no input from these practice specialties. The question was raised as to whether we should cut back to only two newsletters and the consensus was to stay at three newsletters since ASSE has taken a fee for membership. There was a recent misconception that not all of the practice specialty publications were available during the PDC because our production department was not able to complete them by the conference. Unfortunately the reality is that this issue/concern was a result of our own making. During the last publishing year the Society went over a month without any publications being turned in by the due date from the practice specialties. At the end of the publishing year, thirteen practice specialty publications were submitted to our production staff in approximately ten days. The work then had to be outsourced in order complete the publications at considerable cost. The production issue was caused by CoPS staff and volunteers. It is important to note that during this upcoming production year it is critical that practice specialties turn in their required materials by the due date. The suggestion has also been made that each administrator should push to have each of his/her advisory committee submit at least one 750 word article per year.

Following a request, it was decided to publish the newsletter schedule on the CoPS website. The question arose again as to whether administrators or newsletter editors could see the newsletters before they are published. The answer was that it would take too much time out of an already tight schedule. The issue of the use of jargon, which can cause misunderstandings, might be solved by the use of bold for jargon language.

BOK Status and Update
BOK committee chair Jeff Camplin reported on the progress of this project. Jeff reported that he needs the practice specialties’ expertise now to help start building the data. With the funding now approved, the BOK can be built and vetted. BOK chairs are needed for each practice specialty, branch and CIG.

Motion for the Ergonomics Branch to Form a Legal Services Branch
Under the leadership of Jeremy Chingo-Harris, the Branch has a history of strong leadership with co-chairs in several key positions. In just three years since its inception the branch has developed a relationship with the Board of Certified Professional Ergonomists, annually sponsored at least six concurrent sessions at the PDC, and publishes their newsletter with technical content. The Branch advisory committee will review draft Practice Specialty governance document as a final step in preparation.

The Branch currently has 343 members, which is short of the 500 required to become a Practice Specialty. Provisions exist in the SOG, however, for a waiver from CoPS of the membership requirements “based on the universe of potential members and the value a small Practice Specialty brings to the Society.” Although the Ergonomics Branch may be considered small at this time, the potential relationship between ASSE and the Board of Certified Professional Ergonomists would be a great value to the Society and best served at a Practice Specialty level.
A motion was then made, seconded, and approved:

**Motion:** The Council on Practices and Standards moves that the ASSE Board of Directors approve the creation of an Ergonomics Branch.

The actual approval was thirteen “yes” and three “abstentions”.

**Social Networking**
George Pearson noted he is aware that several of the practice specialties had a “beef” with the way the social networking was originally rolled out. But, the reality is that several of the sites are enjoying great popularity and are growing. Several of the other sites are languishing. One of the reasons the Society pushed for social networking is that we started to get numerous member complaints about spamming via electronic mail. The goal is to use the LinkedIn sites for communications. As an example, the direction has been for things such as “call for papers” or “call for comments” the administrator is encouraged to use the LinkedIn site. We are aware that not everybody is on the site, but the ones who are active on LinkedIn are also the ones most likely to volunteer and participate. George cordially and respectfully requested that practice specialty administrators either participate with their LinkedIn sites or consider appointing somebody to serve as the key contact.

**Awards and Honors**
Chris Gates reported that the amended Matrix and the revised CoPS Awards & Honors Procedure had been sent to all Practice Specialty administrators on June 1st and that no negative comments had been received. Chris moved that the Council approve the amended Matrix and revised Procedure and instruct the staff to place these documents on the password protected CoPS website. The motion was seconded and approved by the Council.

**Next Meeting**
Several CoPS Members suggested meeting in November in conjunction with the Symposium. It was noted that this date would not work since it conflicted with the ANSI/ASSE Z359 meetings. The decision was to have a conference call on 8/3/2010 and a decision would be made during the meeting addressing the next face-to-face meeting of the Council.

Respectfully submitted,

(Electronic Distribution)

Timothy R. Fisher, CSP, CHMM, CPEA, ARM
Director, Practices and Standards