Chapter of the Year Petition, Small Chapter
2010/2011 Chapter Year
ASSE Kitty Hawk Chapter

“Small, But Mighty”

Prepared by:

Connie L. Muncy, CIH, REM, MS EHS Mgmt.
Chapter President
2010/2011
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>2</td>
</tr>
<tr>
<td>Executive Summary</td>
<td>44</td>
</tr>
<tr>
<td>Point Total</td>
<td>55</td>
</tr>
<tr>
<td><strong>Administration Matters</strong></td>
<td>55</td>
</tr>
<tr>
<td>Annual Performance Reports</td>
<td>55</td>
</tr>
<tr>
<td>Chapter Officer and Delegate Report</td>
<td>55</td>
</tr>
<tr>
<td>Chapter Annual Financial Report</td>
<td>55</td>
</tr>
<tr>
<td>Maintenance of Chapter Bylaws</td>
<td>55</td>
</tr>
<tr>
<td>Maintenance of Chapter Incorporation and Affiliate Agreement</td>
<td>65</td>
</tr>
<tr>
<td>Operations and Strategic Plan</td>
<td>65</td>
</tr>
<tr>
<td><strong>Leadership Matters</strong></td>
<td>66</td>
</tr>
<tr>
<td>House of Delegates Representation</td>
<td>66</td>
</tr>
<tr>
<td>Assistance for Society, Region and/or Area Activities</td>
<td>66</td>
</tr>
<tr>
<td>Submitted Required Regional/Area Operating Committee Reports</td>
<td>1040</td>
</tr>
<tr>
<td>Attendance to Regional Operating Committee Meetings</td>
<td>1040</td>
</tr>
<tr>
<td>Leadership Training</td>
<td>1144</td>
</tr>
<tr>
<td>Additional Representatives Sent to Society Leadership Conference</td>
<td>1144</td>
</tr>
<tr>
<td>Planning Meeting</td>
<td>1144</td>
</tr>
<tr>
<td>Officer Succession and Training Plan</td>
<td>1144</td>
</tr>
<tr>
<td>Officer Transition</td>
<td>1242</td>
</tr>
<tr>
<td><strong>Member Services</strong></td>
<td>1242</td>
</tr>
<tr>
<td>Meetings</td>
<td>1242</td>
</tr>
<tr>
<td>Technical Meetings</td>
<td>1242</td>
</tr>
<tr>
<td>Meeting Notices</td>
<td>1344</td>
</tr>
<tr>
<td>Section Meetings</td>
<td>1444</td>
</tr>
<tr>
<td><strong>Member Recognition</strong></td>
<td>1545</td>
</tr>
<tr>
<td>Recognition of Service</td>
<td>1545</td>
</tr>
<tr>
<td>Chapter Safety Professional of the Year</td>
<td>1646</td>
</tr>
<tr>
<td>Regional Safety Professional of the Year Nominee</td>
<td>1646</td>
</tr>
<tr>
<td>Public Recognition of Members through Chapter Media</td>
<td>1646</td>
</tr>
<tr>
<td>Public Recognition of Members through Public/Society Media</td>
<td>1848</td>
</tr>
<tr>
<td><strong>Chapter Newsletters</strong></td>
<td>2044</td>
</tr>
<tr>
<td>Published Newsletters</td>
<td>2044</td>
</tr>
<tr>
<td>Newsletter Graphics and Photographs</td>
<td>2044</td>
</tr>
<tr>
<td>Newsletter Focus on Members</td>
<td>2144</td>
</tr>
<tr>
<td><strong>Other Chapter Activities</strong></td>
<td>2144</td>
</tr>
<tr>
<td>Employment Information</td>
<td>2144</td>
</tr>
</tbody>
</table>
Executive Summary

Chapter Motto: “Small, But Mighty!”

The ASSE Kitty Hawn Chapter is worthy of the designation “Best Chapter of the Year 2010-2011”. A small chapter, numbering around 120 members in the economically-challenged Dayton, Ohio area, Kitty Hawk overcame all obstacles, continuing to excel and represent ASSE well as it celebrated the Chapter’s 25th Anniversary, WSU Student Section’s 1st Anniversary, and ASSE 100th Anniversary. Our most notable accomplishments:

- Achievement of Chapter STAR status for the fourth straight year.
- Presentation of a colorful, interesting, eye-catching Kiosk at 2011 PDC
- Support of 100 Year Anniversary with Blood Drive, Flagger Class, OSHA 10 hour, Student Section participation in the 100 year video contest, and 100 Year celebratory meeting which included the honoring of Past Chapter Presidents.
- Selection of Chapter President as WISE 100 Women in Safety Engineering Making a Difference Honoree.
- Presentations by six chapter members at the Safety 2011 PDC.
- One member was named a Society Fellow, another Council on Practice and Standard Safety Professional of the Year.
- A very active new Student Section was chartered and applied for Student Chapter of the Year.
- Chapter volunteered for and engaged in intensive pre-planning to host a very successful and memorable ASSE 100th Anniversary-themed Region VII Fall 2011. Chapter provided early pre-planning details to participants at the Spring ROC, through emails, and by posting a special “Fall ROC 2011” tab on the Kitty Hawk ASSE website months in advance of the event to help optimize attendance
- Chapter sponsored a successful joint meeting for Ohio ASSE Chapters at the Ohio Safety Congress March, 2011.
- Five members attended Leadership Conference 2010.
- Chapter robustly recognized the Chapter Executive Committee, Student Section Officers, and those that hosted meetings and helped with Tech Fest, and Chapter Members who did something special both internally and externally.
- Chapter has re-instituted the annual selection of a Chapter Safety Professional of the Year.
• Chapter held a survey of members and acted on those results with favorable outcome.

• Chapter hosted a list of employment websites and widely advertised countless job opportunities through a variety of methods to assist members.

• The chapter began contributing to a chapter scholarship with the ASSE Foundation.

• The chapter held a resume review session and mock interview session with the Student Section

• The Chapter Student Section was very active in terms of technical meetings, service to members, and volunteer activities, submitting a robust application for Student Section of the Year.

• Meetings and activities included members of the new Student Section.

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 3,200. The Chapter has achieved all chapter charter maintenance core competency items for a total of 4,245 points and submits this petition for consideration as Chapter of the Year, Small Chapter. A summary of the points earned is located in the appendices.

Administration Matters

Annual Performance Reports
Kitty Hawk completed and submitted copies of the Annual Performance Report to Society and Region VII Vice President Stephanie Helgerman before the August 15th deadline.

Chapter Officer and Delegate Report
This report was submitted to Society and to Stephanie Helgerman, Region VII VP, by May 31, 2010

Chapter Annual Financial Report
This report was submitted to Society and to Stephanie Helgerman, Region VII VP, by May 31, 2010

Maintenance of Chapter Bylaws
Chapter By-Laws were submitted to Society and to Stephanie Helgerman, Region VII VP, by May 31, 2010 and may be viewed at http://kittyhawk.asse.org/docs/13111bylaws.pdf
Maintenance of Chapter Incorporation and Affiliate Agreement
A copy of the Chapter Incorporation and Affiliate Agreement is maintained by the Chapter President and is posted to the chapter website.

Operations and Strategic Plan
The operations and strategic plan was completed and submitted before the deadline to Region VII Vice President Stephanie Helgerman.

Leadership Matters

House of Delegates Representation
(100 points)
The Chapter’s delegate, Past President James Lopez, was present to represent the Chapter at the Annual House of Delegates meeting held on June 12, 2011 in Chicago, Illinois.

Assistance for Society, Region and/or Area Activities
(25 points)
Kitty Hawk Chapter supported Society and Region activities as follows:

SOCIETY:
- Kitty Hawk provided an artistic, multi-media, colorful, interesting, attention-getting kiosk celebrating promoting ASSE and ASSE 100th Anniversary at the 2011 PDC.
- Kitty Hawk supported the Society WISE Special Interest Group with donations from the Chapter and two Chapter WISE members
- Kitty Hawk supported and promoted the Society ASSE 100th Anniversary celebration with a variety of activities, including holding a “100 pints for 100 years” blood drive, an ASSE 100th Anniversary/Kitty Hawk 25th Anniversary/WSU Student Section 1st Anniversary celebration meeting in January, 2011, an OSHA 10 hour class and ATSSA Flagger Certification Class in honor of the 100th anniversary, providing a PDC 2011 chapter kiosk, and providing a contribution to the PDC 2011 silent auction (through Region VII).
- Several Kitty Hawk members gave talks at the PDC including Connie Muncy, Tom Kramer, Warren Brown, Mike Hayslip, Kevin Wilcox, and Michael Wright.
• Kitty Hawk attended the 100th Anniversary Gala in support of the 100th Anniversary
• Member Tom Kramer was chair of the 2011 PDC Committee
• Member Stan Wilson served on the Government Affairs Committee
• Member Mike Hayslip served his fourth year as administrator for the Construction Practice Specialty.
• Warren Brown served as By-Laws Committee Chair and served on the President’s Committee
• Member Tom Kramer represents ASSE Society in his endeavors as the Chair of the ANSI Z359.1 Fall Protection Standard committee.
• Member Warren Brown had a global reach bringing ASSE to China in giving a talk there on the importance of safety certification.
• Student Section President Carrie Thomas applied for Student Section of the Year and submitted a video in the ASSE 100th Anniversary Video contest.
• Chapter President Connie Muncy provided a letter in support of a successful petition for Chapter Member Warren Brown as ASSE Society Fellow.
• Chapter actively engaged in efforts and seeking new venues to reach out to other area societies as good representatives of ASSE to network with them and get out our message. Examples include exchanging meeting notices with the Human Factors Engineers Society (HFES) and attending one of their meetings with their members attending one of our meetings, Kitty Hawk Chapter attending an American Society of Civil Engineers (ASCE) meeting and sending invitations to ASCE liaison Terry Dalrymple, P.E., and the participation of member Warren Brown on the local Affiliates Society Council
• Chapter member Warren Brown sits on the local Affiliates Society Council, an organization of local societies that band together for the common good of all, and was honored by that Society this year with the Outstanding Engineer/Scientist in Technical Leadership Award.

REGION:
• Chapter volunteered for and engaged in intensive pre-planning to host a very successful and memorable ASSE 100th Anniversary-themed Region VII Fall 2011 on August 26, 2011. Chapter provided early pre-planning details to participants at the Spring ROC, through emails, and by posting a special “Fall ROC 2011” tab on the Kitty Hawk ASSE website months in advance of the event to help optimize attendance
• Kitty Hawk President Connie Muncy served as assistant RVP, taking and promptly issuing complete and accurate minutes of the Fall, 2011 ROC in Cleveland, OH and Spring 2011 ROC in Chattanooga, TN, and assisted with gathering the Chapter reports at those meetings
• Five members of Kitty Hawk showed their support to the Region in driving from Dayton to Chattanooga, TN to attend the Fall ROC, including 2 members from the new Student Section.
• The Kitty Hawk President and Vice President both attended the Spring, 2010 ROC in person
• Kitty Hawk sponsored an All-Ohio ASSE Meeting at the Ohio Safety Congress in March, 2011 which was well-attended and a resounding success; plans are drawn to make this an annual event jointly supported by Kitty Hawk Chapter and Region VII.
Kitty Hawk Chapter

Please come help us celebrate!
ASSE 100th Anniversary/Kitty Hawk 25th Anniversary/Past Presidents Meeting
Tues., 1/11/11, 11:30 am – 1:00 pm

BW3's Town & Country Dickie's Room
302 Moore, Kitty Hawk, NC 27949

We sent out Post Presidents at Kitty Hawk Chapter.
$5.00 fee for members to enjoy the festivities.
Questions? Contact Kitty Hawk Chapter's email address.

Come enjoy a wonderful meal in a relaxed atmosphere and enjoy the stories, tall tales, and advice from several Kitty Hawk Chapter Post Presidents. Warren Brown will also provide us with a brief timeline/history of our chapter. Help us celebrate all the wonderful things that our Past Presidents have done to make, and keep, Kitty Hawk Chapter a success!

Please RSVP by 1/4/11 to mncnjp@nc.rr.com

Blood Drive
Friday, April 1, 2011
10:00 am – 4:00 pm

Location: Montgomery County Visitor Services, 3885 Dillard Road
Kitty Hawk, NC 27949

The gift of life:
A commonly used phrase.

Instructions: Visit: www.donatedlife.net and enter sponsor code 14324 to make an appointment or call CBC at 1-800-350-6433 OR call or contactation@montgomerync.org to make an appointment. Schedule a time to assist at the drive, or volunteer to provide cookies and/or juice.

Community Blood Center - Visit us in the web at www.bloodcenter.org.
Follow instructions on website. REQUIRED TO
DONATE: A blood donation, photo ID, and don’t eat/fill before.

Donor Information: Will provide Ltd 20.16 year old and have an M.D. with a normal BMI. Height at least 150 lbs. and is generally good health.

8
Roc 2011
Region VII Fall Roc Information (pdf)

The ROC starts at 8:00 am.

Directions to Madison Lakes:
http://www.mchoio.org/montgomery/madison_lakes/madison Lakes/location.htm

Dayton Marriot directions/map/etc. http://www.marriott.com/hotels/travel/dayoh-
dayton-marriot/

TRAVEL AND LODGING ARRANGEMENTS

Charter van service is available from the Dayton Airport, through www.chartervans.com

Round trip shuttle service from the Dayton Marriott on 1414 S. Patterson Blvd. to the
Madison Lakes meeting location will be provided by the Kitty Hawk Courtesy Caravan.
Caravan leaves the Dayton Marriott at 8:00 am Friday, 8/26 for Madison Lakes, and leaves
Madison Lakes at 3:45 pm for the Dayton Marriott/Patterson Blvd. Please reserve your
seat by contacting muncy@mchoio.org with the number in your party.

The following are pictures of the Madison Lakes Learning Center on 581 Olive Road,
Dayton, Ohio and the Dayton Marriott, 1414 South Patterson Road, Dayton, Ohio.

The Kitty Hawk Chapter has an agreement with the Dayton Marriott,
www.marriott.com/DAYOH, 1-800-228-9296, for rooms for ROC attendees at a rate of
$100. When making a reservation, inform the person of the American Society of Safety
Engineers rooms for Thursday, August 25, 2011. Reservations must be received by 5:00
pm on August 11, 2011.
Submitted Required Regional/Area Operating Committee Reports
(50 points for one, 150 points for 2 or more)

The Chapter submitted Regional Operating Committee reports as required. The Region held two meetings during the chapter year, and reports were submitted for both of them.

Attendance to Regional Operating Committee Meetings
(100 for one, 300 points for 2 or more)
The Chapter President in person attended both Region VII Regional Operating Committee Meetings. The first meeting was held on August 20, 2010 in Cleveland, Ohio. The second meeting was held on April 8, 2011 in Chattanooga, TN.

**Leadership Training**

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

The Chapter conducted annual officer training on 8/29/11 with the following officers in attendance: Chris Woods, VP, Todd Meyer, Treasurer, Angela Vance, Secretary, James Lopez, National Delegate, Warren Brown and William Search and Stan Wilson – Exec Committee Members at Large / Past Presidents. Many ideas from the conference proved helpful to the Chapter over the next year, including the brainstorming session for how to help celebrate ASSE’s 100th Anniversary which strongly fueled our efforts and reengergized the Chapter. The following materials were used by the Chapter to conduct the officer training: ASSE Kitty Hawk Chapter Officer Orientation, Planning and Handover Checklist; ASSE officer checklist provided at a prior leadership conference; and a meeting agenda.

**Additional Representatives Sent to Society Leadership Conference**

(50 points for each representative sent in addition to the one reported above for a maximum 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 Connie Muncy, and these additional four chapter representatives were sent: James Lopez, National Delegate Warren Brown, Exec Committee Member at Large/Past President Todd Meyer, Treasurer Stan Wilson, Government Affairs Liaison/Exec Committee Member at Large/Past President

**Planning Meeting**

(50 points)
The Chapter’s Executive Committee conducted a planning meeting prior to the Chapter’s first general member meeting of the year (held August 27, 2010). The agenda for that planning meeting is contained in the appendices. The primary focus of the meeting was planning for the upcoming year (technical meetings, fundraisers, etc.), development of the Chapter’s Operations & Strategic Plan using STARS report blank as a guideline, assignment of roles and responsibilities, officer orientation, officer succession planning, budget review, and scholarship discussion.

**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 includes: Officer Recruitment: “commercial” given before every technical meeting, in several emails throughout the year, in newsletters, and informally in person to identified potentially interested members. Executive Committee meetings include discussions about any prospects. Succession planning is discussed at each executive committee meeting as we are constantly scanning membership for ways to include more members in the Executive Committee to groom them. Succession planning has been made easier by going to a 2-year term for officers. The training plan includes Chapter Officer Orientation during the summer pre-planning meeting, requirement that all officers complete officer training at Officer Central, and request that all officers each year attend the Leadership Conference if at all possible.

**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 the Chapter’s modification of an Officer Central list and was customized by the Chapter. The checklist is located in the appendices.

**Member Services**

**Meetings**

**Technical Meetings**
(100 points for the first 4 meetings, and 25 points for each additional technical meeting for a maximum 300 points)
The Chapter conducted 12 technical meetings during the course of the year. Those meetings were:

<table>
<thead>
<tr>
<th>Month</th>
<th>Meeting Held</th>
<th>Topic</th>
<th>Speaker(s)</th>
<th>Number of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>Aerial Lift Fall Protection</td>
<td>Webinar (LJB Engineers; Tom Kramer)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Hobart Brothers Plant Tour</td>
<td>Kris Buck</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>Supervisor Safety</td>
<td>Stan Wilson</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Workers’ Rights in the OSHAct</td>
<td>James Lopez</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>Montgomery County Animal Resource Center/Animal Handling Safety</td>
<td>Mick Sagester</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Month</td>
<td>Event</td>
<td>Organizer(s)</td>
<td>Points</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>ASSE 100th Anniversary/Kitty Hawk 25th Anniversary /Past Presidents Meeting</td>
<td>Warren Brown</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>VSU Student Section Meet &amp; Greet Plus a brief history and update of the degree program</td>
<td>Joe Whitlock, Carrie Thomas</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>All-Ohio ASSE Meeting at the Ohio Safety Congress</td>
<td>Stephanie Helgerman, David Coble</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>OSHA update on walking and working surfaces</td>
<td>James Lopez</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>Plant Tour: Lewisburg Container</td>
<td>Marc Anderson</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>OSHA Annual Update and Awards and Recognition Ceremony</td>
<td>Gaye Johnson, Connie Muncy</td>
<td>13</td>
<td></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: meeting posters emailed and handed out at prior meetings; usually posters for next 4 months at each meeting; draft schedule posted on website first meeting and updated with any changes that may transpire; constant emails re: save the date, rsvp, etc.; announcement in newsletters.
Section Meetings
(25 points)

The Chapter’s sections include: WSU Student Section conducted six meetings during the course of the year (but also jointly attended Kitty Hawk Chapter meetings as well):

Months Meeting Held:

November 10, 2010
Public Health Service
Joe Maloney

February 16, 2011
Meet and Greet Luncheon-Status of Wright State Degree program and discussion of Triangle Shirtwaist fire
Joseph Whitlock
David Schmidt

February 28, 2011
Certification Workshop
Warren Brown

March 9, 2011
Tour of Proctor and Gamble
Todd Meyer

March 11, 2011
Career Guidance Workshop
Warren Brown, Joseph Whitlock, Connie Muncy, James Lopez, Todd Meyer
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:

- End of year recognition ceremony at the June meeting (annual event) recognizing all Executive Committee members and all Student Section Officers, as well as chapter members hosting meetings throughout the year (Marc Anderson, Lewisburg Container; James Lopez, OSHA Cincinnati). Framed certificates and gifts are issued.

- Past Presidents recognition annually at the February Meeting (attended annually by numerous past presidents) recognizing them for all their contributions-meal provided for free.

- Student Section Founders honored at the February Meeting.
Chapter Safety Professional of the Year
(25 points)
The Chapter recognized Connie Muncy as its Safety Professional of the Year. Connie was selected based on her dedication to the profession as evidenced by her history of outreach efforts and activities as recognized by her selection as a WISE 100 Women in Safety Engineering Honoree, professional competency as evidenced by awards and achievements related to the workplace, and excellent leadership skills as evidenced by advancement of the chapter in several ways (see SPY application) and Chapter achieving STAR status 2 years running under her leadership. The recognition was conducted in an email member recognition newsletter sent out right after the 2011 PDC in June, and will also be conducted in person at the August meeting (joint ROC meeting) since the chapter will break in July and reconvene in August. This selection was also posted on the website as seen below.

Regional Safety Professional of the Year Nominee
(25 points)
The Chapter nominated no one for recognition as the Region’s Safety Professional of the Year for 2010-2011; but a 2010-2011 Chapter SPY was selected, and this and each subsequent year’s Chapter SPY will be submitted for Regional SPY.

Public Recognition of Members through Chapter Media
(25 points)
The Chapter provides recognition to its members throughout the year. The recognition takes many forms.

- Recognition of persons honored at the PDC was effected through the chapter e-newsletter (see prior listing in this application)
- Recognition of other persons throughout the year through the newsletters, website postings, mention at technical meetings, a small sampling of these includes e-newsletters including Joe Whitlock’s award as WSU Student Advisor of the Year; Carrie Lasley Thomas’s multiple awards received; Stan Wilson’s recognition of 25 years of membership in the 9/10 newsletter; recognition of new members in same; e-newsletter recognition of VPPPA honoree from Miller-Valentine, and member Peggy Berry accepted for PhD program at UC, and Todd Meyer on his promotion with Proctor and Gamble, etc. 9/10 newsletter also recognized member longevity:

For 5 & 10 years of service:
08/24/2005 5 Chad-Edward N Leach, CSP
01/23/2006 4 Connie L Muncy, CIH
03/23/2006 4 Joseph C Whitlock CHMM
02/16/2006 4 Jack B Lake III, CSP
05/01/2001 9 Cheryl Batten
04/01/2001 9 Eric Harper
03/01/2001 9 Richard Powers
09/01/2000 10 Kevin Sedensky
08/01/2000 10 Robert E Bruce Shearer
Chapter newsletters recognized Kitty Hawk members that were honored at the 2011 PDC including:

- ASSE Fellow (past president) Warren Brown
- Council on Practices and Standards (CoPS) Safety Professional of the Year Mike Hayslip
- Chapter STAR award accepted by Chapter President Connie Muncy
- Chapter President Connie Muncy announced as a WISE 100 Women in Safety Engineering honoree at the WISE Meeting at PDC 2011

Public Recognition of Members through Public/Society Media
(25 points)

In addition to the use of Chapter media to recognize members, the Chapter also uses public and Society media to publicize the recognition of its members’ contributions and accomplishments. This recognition was effected by furnishing of Society press releases to local media concerning Warren Brown’s selection as ASSE Fellow. Also Warren Brown received the distinction of Affiliates Society Council’s Outstanding Engineer/Scientist in Technical Leadership Award which was publicized in literature distributed by the Council and in the newspapers.
Local man named Society Member by American Society of Safety Engineers

CHICAGO, Ill. — In recognition of his outstanding service and dedication to the safety profession, the American Society of Safety Engineers (ASSE) recently named member and society past-president (2008-2009) Warren R. Brown, CSP, ARM, CSHM, of Fairborn, a Society Fellow.

Brown received the award during ASSE’s annual Professional Development Conference (PDC) and Exposition – Safety 2011, in Chicago, as part of ASSE’s 100th anniversary celebration.

The Society Fellow is the highest honor granted by ASSE, recognizing professional members who have displayed life-long excellence in safety and service.

Nominated by their peers, region or chapter, candidates for the Society Fellow honor are selected based upon their work, involvement in ASSE and long-term contributions in advancing the safety profession.

Brown has been an ASSE member for more than 30 years, exemplifying the mission of ASSE through his dedication to protecting people, property and the environment.

Brown has been active in ASSE at the Chapter, Society and international levels, working to raise awareness about the importance of occupational safety and health, and help the Society grow globally.

Brown is a co-founder of the Kity Hawk Chapter and served as president, vice president, secretary/treasurer, assembly delegate and long-range planner at the chapter level. He also served as Region VII vice president for four, two-year terms, as the Society Vice President of Professional Development for two, two-year terms and Society President from 2008-2009.

Brown was named Region VII Safety Professional of the Year in 1989 and also received the Society Colhounson Award in 2006. He is an avid supporter of North American Occupational Safety and Health (NAOSH) Week activities.

In addition to his many accomplishments with ASSE, Brown has excelled in the professional sector. With more than 30 years of experience as an occupational safety and health professional, Brown has impacted the lives of many through his work.

He has worked as a plant layout engineer, Occupational Safety and Health Administration (OSHA) Coordinator, a supervisor of safety and an associate administrator of safety for General Motors and Delphi, and has worked as a safety supervisor for DMAX limited in Moraine, OH.

While working with General Motors/Delphi, Brown worked with unions to implement innovative safety solutions, resulting in a reduction in injury and illnesses and saved lives. He has supported students by teaching safety at Sinclair Community College for 15 years and employed safety student interns at GM and Delphi.

He continues to be involved in the safety profession serving as chair of the ASSE Bylaws Committee and vice chair of the board at the Institute for Safety and Health Management (ISHM) that administers the accredited Certified Safety and Health Manager (CSHM). He is a board member of the Veterans of Safety and lectures on their annual cruise for safety.

He continues to support the Kityhawk Chapter, is a board member of the Dayton/Miami Valley Safety Council and was recently named an outstanding Engineer/Scientist in Technical Leadership by the Affiliates Society Council of the Dayton area. He is scheduled to present at the Middle East Chapter PDC in Doha, Qatar in October 2011.

To become a fellow, a nominee must be uniquely qualified, nominated by a petition coordinator and have at least six sponsors who will contribute to the petition.

A nominee must be a Professional or Emeritus Professional Member of ASSE in good standing, have made significant contributions to ASSE over a minimum period of twenty years, have dedicated 100 percent of the last 20 years in a variety of safety positions, 50 percent being in management, and have been or still be employed in the safety profession.

For more information about the ASSE Fellow award and the nomination process, please visit http://www.asse.org/professional-affairs_new/awards/fellow/index.php.

Chapter Newsletters

Published Newsletters
(15 points for each publication up to a maximum 180 points)
The Chapter and student section published 7 formal newsletters for a total of 105 points. Those newsletters were distributed to members as follows: posted to the chapter website; distributed by e-mail; extra copies distributed at meetings; most recent copy sent to new members on new member orientation. In addition, the emailed “Kitty Hawk News” supplemented the formal newsletters; dozens of these newsletters were sent to members to keep them posted on a weekly to biweekly basis.

Newsletter Graphics and Photographs
(25 points)
The Chapter and the Student Section both 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. Examples are located in the appendices, and throughout this application.

Kitty Hawk Newsletters
- March 2011 (pdf)
- February 2011 (pdf)
- September 2010 (pdf)

Student Section Newsletters
- March 2011
- February 2011
- January 2011
Newsletter Focus on Members

(25 points)
The Chapter focused its newsletter on its members through the use of member profiles. A few notable examples include:

9/10 Kitty Hawk Chapter – Kris Buck
12/10 WSU Student Section – Carrie Lasley-Thomas, Kelsey Danner, Elizabeth Stokely,
1/11 WSU Student Section – Christine Roy, Cody Farley, Marjorie Markopoulos
2/11 WSU Student Section – Thomas Lowe, Jason Smith, Christopher Cushman,
Nicholas Lutrell
3/11 WSU Student Section – Joe Whitlock

In addition, the Chapter Secretary, Angie Vance, used Survey Monkey to conduct a survey, and our newsletter was used to publicize the results of member surveys. The purpose of the member survey conducted this year was to identify how we can better serve our members and get more ideas for meeting venues, tours, etc. One important finding was that our members at the Northern reaches of the Chapter were very interested in having more meetings up North. As a result, two additional meetings were held up North and two of our North Chapter Members got more involved by volunteering to host the meetings and tours (Kris Buck, Hobart School of Welding; Marc Anderson, Lewisburg Container).

Other Chapter Activities

Employment Information

(25 points)
Providing employment information to our members is one of our key member services that we take very seriously. The Chapter provided employee opportunity information to its members by constantly sending email newsletters, posting on website, and including in Chapter and Student Section newsletters. Examples included in this application. Also the following handy website reference guide to job web sites is included on the Intranet:

<table>
<thead>
<tr>
<th>Websites of interest</th>
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<tbody>
<tr>
<td>EHS CAREERS.COM</td>
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<tr>
<td>MONSTER.COM</td>
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<tr>
<td>AFTER COLLEGE.COM</td>
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<td>FLEXJOBS.COM</td>
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<td>AHACAREER CENTER.ORG</td>
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<td>H-CAREERS.COM</td>
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<td>SIMPLY HIRED.COM</td>
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<td>ALL HEALTHCARE JOBS.COM</td>
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<td>SNAP A JOB.COM</td>
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Certification Preparation Assistance

(50 points)
n/a
Career Day
(25 points)
The Chapter helped to promote our profession by supporting Career Day at Sinclair Community College - 2/18/11 “TECH FEST”. The following members participated in the Career Day: Warren Brown, Carrie Lasley, Christine Roy, Thomas, Phillipe Seib, Elizabeth Stokley, and more. The group manned a booth, helped answer questions, and coordinated three local vendors who provided hands-on demonstrations including PPE, safety equipment, and computerized fire extinguisher training/fire suppression equipment (very popular!).

Also the Student Section held on 3/11/11 a Career Fair attended by Todd Meyer, Connie Muncy, Joe Whitlock Warren Brown, James Lopez, and several students.
Chapter Scholarship
(25 points)
Member Warren Brown maintains his established scholarship for Murray State Students.

In addition, the Chapter supports the growth of our profession through the Kitty Hawk scholarship program. The Chapter’s scholarship fund is currently in its growth stage. Monies set aside each year are being forwarded to a scholarship fund being held onto by ASSE Foundation until we reach the critical figure of $6,000 at which time disbursements to local area students can begin. We felt this was the best way to maximize the benefit to the recipients. We currently have a couple of thousand dollars in the account as we work hard in a tough Dayton economy to move closer to our goal.

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 giving monies from the chapter and some chapter members in support.

Professional Development Conferences

Seminars, Conferences, Workshops, Symposia
(50 points for each ½ day segment up to a maximum 300 points)
Kitty Hawk Chapter offered an OSHA 10 Hour General Industry Course as well as a 1.2 Day Flagger Certification Course. Both events were well-attended and were a great success. Furthermore, numerous chapter members (as usual) supported the Annual Dayton Miami Valley Safety Council Safety Symposium. ASSE Kitty Hawk members served on the planning committee for the event, served as Safety Council Board Chair, served as speakers, room monitors, The Chapter also annually holds a pre-conference
Chapter Technical Breakfast Meeting to coincide with the event to help draw even more folks into the event.

Kittyhawk Chapter
American Traffic Safety Services Association
Flagger Certification Course
Tuesday, April 5, 2011 8:30 am to 3:30 pm
Montgomery County Water Services
1850 Spaulding Road
Kettering, OH 45432
Cost: $175 - includes all materials, class certificate and wallet card, continental breakfast and lunch

The ATSSA Flagger Certification Course is based on the MUTCD (Manual of Uniform Traffic Control Devices), the national standard created by the Highway Safety Kit. The ATSSA Flagger Certification Program is recognized across the nation. At the end of the course, participants should be able to:

- Describe why proper flagging is important;
- List the qualifications of a good flagger;
- List the MUTCD and other standard flagging references;
- Complete the course certificate with the basic principles of the MUTCD;
- Complete the course certificate with the principles of the MUTCD;
- Complete the course certificate with the proper flagging equipment and technique;
- Select the proper flagging locations and procedures;
- Handle (stop, warn, release, direct) traffic using a privacy flag;
- Recognize different types of drivers and how to deal with them;
- Complete the course certificate with the proper flagging equipment and technique;
- Complete the course certificate with the proper flagging equipment and technique;
- Identify and handle conflicts on a two-way road;
- Complete the course certificate with the proper flagging equipment and technique;
- Communicate effectively with the public, supervisors, and coworkers.

Successful participants will receive a flagger card good for 4 years stating they have met the certification requirements, and be eligible to be placed in ATSSA's National Flagger Database at no additional cost.

Name__________________________Company__________________________
Address__________________________
City__________________________State__________________________Zip__________________________
Phone__________________________Fax__________________________E-mail__________________________

Sitting on first-come, first-serve basis. Class size is limited; reserve your seat now by sending the registration form together with your check for $175 to:

Connie Muncy, Montgomery County Water Services, 1850 Spaulding Road, Kettering, OH 45432
Phone: 937-771-2663 Fax: 937-771-3677 muncy@cohio.org
Sponsored by the Kittyhawk Chapter of the American Society of Safety Engineers
# Kitty Hawk Chapter of the American Society of Safety Engineers, Dayton, OH
## Course Itinerary

<table>
<thead>
<tr>
<th>Lead Instructor</th>
<th>Seminar Title: 10-H - OSHA General Industry Training Program</th>
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<td>Number of Sessions: 10</td>
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### DAY 1 11/16/10

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- **1**: Intro to OSHA, OSHA MVC 10/09, Inc., OSHA 30/05, Inc., OSHA/NIOSH, Whistleblower Rights, Whistleblower Rights, OSHA 10/10
- **2**: Intro to OSHA, OSHA MVC 10/09, Inc., OSHA 30/05, Inc., OSHA/NIOSH, Whistleblower Rights, Whistleblower Rights, OSHA 10/10
- **3**: Subpart J - Electrical & Safety Related Work Practices, Greg Fullenkamp
- **4**: Lunch
- **5**: Subpart E & L - Exit Routes, Personal Protective Equipment, Shawn Short
- **6**: Subpart Z - Hazard Communication, Steve Heeks
- **7**: Subpart Z - Intro to Industrial Hygiene, Steve Heeks
- **8**: Safety and Health Programs, Bob Heeter
- **9**: Subpart P - Personal Protective Equipment, Shawn Short
- **10**: Subpart O - Machine Guarding, Shawn Short

### DAY 2 11/17/10

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- **9**: Subpart P - Personal Protective Equipment, Shawn Short
- **10**: Subpart O - Machine Guarding, Shawn Short
Please Join Us for October Breakfast Meeting 10/26/10 7-7:50 am

Supervisor Safety
Stan Wilson, Safety Coordinator
Greene County Office of Risk Management

Stars Restaurant,
Crowne Plaza Rooftop
33 E. Fifth Street, Dayton

Breakfast meeting begins promptly at 7:00 am. Dine in luxury as you enjoy a panoramic view of the Dayton skyline and a delicious buffet-style breakfast. We will conclude our meeting at 7:50 am providing ample time to register for the Dayton Miam Valley Safety Council’s “Safety Day in the Region” for those interested (walk right out Crowne Plaza exit, through skyway, right into Convention Center). Parking available in the Convention Center Lot (parking validation available for Safety Council symposium participants at the symposium). A $10 co-pay requested from participants to defray meeting costs.

NOTE: For this event YOU MUST RSVP by 10/19/2010 with your name and the name of your organization to muncyc@mcohio.org
**Promotion of the Society**

**Public Relations Committee**  
(25 points)
Due to our small size, the Chapter President oversees and handles Public Relations (with the support of the Executive Committee as needed). Public relations activities this year included the use of the free ad in Professional Safety to advertise the OSHA 10 hour chapter fundraiser, submission of press releases to the Dayton Daily News Business Section and the Kettering-Oakwood Times for the two fundraisers (OSHA 10 hour and Flagger Certification), and to several local newspapers for member recognition (Warren Brown's election as an ASSE Fellow and his election as the recipient of the Affiliates Society Council Technical Leadership Award), and attendance by Kitty Hawk Members at various local meetings of potentially interested professionals (American Society of Civil Engineers, Greene County/Clark County/and Dayton Miami Valley Safety Council, Affiliates Council Society, Human Factors Engineers Society, Montgomery Greene County Local Emergency Response Commission, etc.) to try to advertise the chapter by word of mouth and identify potential new members or meeting venues. The Chapter President engaged in mass distribution of information on the fundraisers to all of the local Chambers of Commerce, Water Utilities, Municipalities, Trade Organizations, and other potentially interested parties.

**Submissions to Local Media Outlets**  
(25 points)
The Chapter distributed press releases concerning Warren Brown's election as an ASSE Fellow and as the recipient of the Affiliates Society Council Technical Leadership Award. Releases are sent to local papers such as Dayton Daily News, Fairborn News, Kettering-Oakwood Times, etc. Copies of a couple of these news articles are attached later in this application. The Chapter worked with the Society’s Public Relations Department to obtain a press release concerning Warren Brown’s election as an ASSE Society Fellow.

**Member Recruitment and Retention**

**Member Recruitment and Retention Plan**  
(50 points)
Using helpful information developed by ASSE, the Chapter developed a plan for the recruitment and retention of members. That plan included advertising “Member-get-a-Member” campaign and benefits thereof through e-newsletters and in person at technical meetings and providing hard copy literature and application materials at meetings while explaining the benefits of membership. The secretary also contacted folks with recently expired memberships with a retention e-mail reminder. Members also redoubled their efforts to locate new members through personal contacts and this did net some new members. We also decided to hold more meetings at the northernmost area of our Chapter territory to try harder to capture and better serve our members up there. We nurtured our student section and this netted a number of new members as well.
Increased Membership
(5 points per one percent increase up to 50 points)
The Chapter started the year with 94 members (counting all classes of membership: student, emeritus, associate, member and professional member), and ended the year with 120 members. This change equates to 28% percentage of increase in chapter membership.

New Member Orientation
(25 points)
The Chapter provides New Member Orientation to its members. The orientation is conducted through an email welcome letter and contains our history, member contact info, list of upcoming events, and more. Then at the first meeting attended by that new member, we have them introduce themselves and give a brief background, and try to introduce them to members with common interests.
Member Expectations

(25 points)

To determine the members’ expectations of the Chapter, the Chapter Secretary conducted a formal Survey Monkey Survey. The information gathered was shared with the members by newsletter. Most notably, the Chapter responded to these findings by working harder to hold meetings in our northern membership areas and indeed did follow
up to do so. Other items polled including meal costs, content of meetings, do you feel welcomed, etc. revealed mostly member satisfaction.

**Chapter Welcoming Team**

**(25 points)**
The Chapter assigned ALL OFFICERS to act as the Chapter’s Hospitality team. These officers wore ASSE green and white plastic officer name badges and personally met with and welcomed attendees to chapter functions and assisted them in networking with members they had not previously met. The Chapter President did not leave any meeting without stopping to take the time to chat with a new member(s) and thank them for their membership.

**Member Retention Plan**

**(25 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 having the Secretary frequently scan Officer Central for members past due or now due for renewal and sending them an email of friendly encouragement to re-up.

**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 by web chair James Lopez. The Chapter’s website may be viewed at [http://kittyhawk.asse.org/](http://kittyhawk.asse.org/)
The Chapter’s website includes the Chapter’s current newsletters and archives of prior chapter newsletters. Many (not all—we’re working on that) of the newsletters may be viewed at http://kittyhawk.asse.org/index.php and also http://kittyhawk.asse.org/wright-state-asse.php

Additional, multitudinous e-newsletters are archived on the President’s computer but the content of those emails is typically then parroted on the website, hard-copy newsletters, etc.
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 (see list provided in webpage snapshot below):
Kitty Hawk Chapter

Protecting people, property and the environment since 1921

Next Events: August 26, 2011

Links & Resources
- "How to Get the Safety Conversation Started" Webinar from 6/8/10 Meeting
- Safety Professionals and the Latino Workforce Common Interest Group

ASSE Links
- American Society of Safety Engineers
- ASSE Members Only
- ASSE Region VII Website
- Nextsteps: The Next Phase in Your Safety & Health Career
- Women in Safety Engineering Common Interest Group

Region VII Chapters
- Anthony Wayne Chapter (Fort Wayne, IN)
- Audubon Chapter (Evansville, IN)
- Central Indiana Chapter (Indianapolis, IN)
- Central Ohio Chapter (Columbus, OH)
- Chattanooga Area Chapter (Chattanooga, TN)
- East Tennessee Chapter (Knoxville, TN)
- Golden Circle Chapter (Jackson, TN)
- Greater Columbus Chapter (Cary, IN)
- Greater Detroit Chapter (Detroit, MI)
- Lansing Chapter (Lansing, MI)
- Louisville Chapter (Louisville, KY)
- Maumee Valley Chapter (Toledo, OH)
Sections and Special Interest Groups

(25 points)
The Chapter’s website includes information on the Chapter’s WSU student section (they have their own tab as shown below), as well as special interest and common interest groups, such as WISE and Safety Professionals in the Latino Workforce (see section on Links above).

Student Sections

(25 points)
The Chapter’s website found at http://kittyhawk.asse.org/wright-state-asse.php includes Student Section information, such as meetings, minutes, activities, job information, new
members, member recognition, newsletters, mentor program information, contact information, the charter, volunteer activities, and much more.

S&H Internship at Battelle
Summer 2011, now posted on Battelle.org

The connecting location will be at Battelle, but it would be posted 3 days in advance to the position.

Notes from Carrie L. Thomas

- WSU ASSE welcomes our new member-Ben
- Battelle, Eric Berger, Allison Haskin within Siemens
- A hearty thank you to everyone who attended the Feb 28th meeting! The student section is really enjoying the support.
- On 2/28, Dr. Bruce Browne gave a wonderful presentation on certification. Thank you, Mr. Browne.
- The student section has been very dedicated to volunteering. In the last month alone we have donated to Wright State’s food pantry, assisted at TechFest on Sinclair’s campus, sponsored a class in the plant conservatory, volunteered with an elementary class teaching them about the use of microscopes, and hosted a talk concerning safety and different professions.

Upcoming Events

- 3/9 Professors & Guests Tour-hosted by Mr. Todd Meyer
- 3/11 Career Guidance Workshop

Spotlight on Graduates

Christina Kelly is a recent graduate of Wright State University with a B.S. in Environmental Science. As a graduation requirement, students must choose courses in biology, chemistry, physics, math, environmental science, and complete a 400-hour internship.

While attending college, Christina was particularly motivated by her boss microbiology course with Professor James Amin. According to Christina, “The food microbiology class was so interesting and valuable for working in the Environmental Health field. I learned a lot and the professor made the class enjoyable.” After being selected for the Public Health Service & Montgomery County (PHS/PC) Internship, Christina took her conclusion theories to the workplace. Her most interesting work was inspecting VOC (sulfur dioxide) emission systems in a Superfund site. After the system was evaluated, she documented the data and organized the data into an easy-to-read format. According to Christina, it is really fascinating to see how pollutants are removed from the soil and water at these Superfund sites.

In addition to remediation systems, Christina conducted inspections of restaurants, hotels, and swimming pools. According to Christina, “To talk about the science and regulatory requirements in the class room is one thing but to see it in action is another.” It is easy to see Christina has the skills to understand remediation technologies, such as anaerobic, aerobic, and other scientific data. Christina currently coordinates events for the American Society of Safety Engineers, WSU Student Section, and is looking for positions locally in Environmental Health. Christina can be reached at 513-941:3928.

Wright State Student Chapter Chartered November 12, 2010
Student Section Officers
- President - Cameron Thomas camtoshi1990@gmail.com
- Vice President - Elizabeth Baker
- Treasurer - Jason Zahrer
- Faculty Advisor - Joe Williams joseph.williams@wright.edu
- Event Coordinator - Christine Gaynor christine.gaynor@wright.edu

ASEE Kitty Hawk Chapter Mentor Program
ASEE Kitty Hawk chapter has launched a mentorship program as a service to its members and prospective members. This allows current members a way to give back to the safety community and share their experiences with up-and-coming professionals. Additionally, it allows those looking to network and advance their careers to learn from experienced professionals and achieve their goals.

The mentor program aims to help any member who would like to talk to a seasoned professional about career safety, leadership, and management roles, or career development advice in general. The mentor program is designed to provide newer or transitioning members of the Kitty Hawk Chapter with opportunities to benefit from the insights and wisdom gained from more experienced safety professionals.

The ASEE Kitty Hawk Chapter mentoring program strives to be a mutually beneficial interactive relationship between two people in which one person (the mentor) provides perspective, coaching, and support related to the personal and professional development of another (the candidate). The program is open to all active and student members of ASEE Kitty Hawk Chapter who want to improve their network, gain and share industry knowledge, and develop new skills.

Mentor Volunteer Application:
Before applying to be a mentor, please contact Connie Huncy at 252-711-2356 or mhuncy@nsa.com

Objectives of the Mentoring Program:
- To allow participating mentor the ability to share ideas, experiences, and information about technical and administrative aspects of the safety profession.
- To create resources that can help to be a positive influence as a safety professional gained through professional and personal contact with mentors.
- To allow veteran safety professionals an opportunity to share their experiences and influence future leaders of Kitty Hawk Chapter.
- To assist those candidates who are looking to learn and gain from those who have experience, knowledge, and insights.

A list of interested mentors will be solicited annually from the membership of ASEE Kitty Hawk Chapter. The list will be organized by the Membership Chair, and mentors and candidates will be assigned based on a review of the Membership Chair, Treasurer, and Vice President of the Mentoring Program Committee.

The Mentoring Program Committee will periodically solicit feedback from mentors and candidates to ensure the program is operating as intended and to evaluate the need for changes when necessary. The feedback will be used to shape the program with input from candidates and suggestions for improvements to the program.

Each mentor can choose to work with one or more candidates simultaneously, according to their own availability.
The Mentoring Program Committee will selectively solicit feedback from mentors and candidates to assure the program is operating as intended and to evaluate the need for changes when necessary. This will allow participants to share their views on the overall experience and suggestions for improvements to the program.

Each mentor can choose to work with one or more candidates simultaneously, according to their availability.

Candidates to be mentors will be able to apply for the program at any time by submitting an application via the website. A mentor will be assigned based on availability.

All information from the application process and individual comments will be kept in strict confidence.

It will be up to the mentor and candidate to set up regular times to meet according to their availability and schedules. It is suggested that the mentor call to set up the first meeting. Frequency and duration of meetings should be agreed upon by the mentor and candidate during the first meeting.

Meetings can be in person, on the phone, or via email. It is suggested that the first meeting and occasional subsequent meetings be held in person.

The duration of the mentor/candidate relationship is determined by the participants.

Mentors:

Warren Brown
1999 Campus Dr
Fairborn OH 45324
(937) 879-2335
warren10@x-net.com

Robert Heeter
Ohio Bureau of Workers’ Compensation,
Division Of Safety & Hygiene
5401 Pen Center Drive
Canton OH 44710
(330) 779-4024
bol.heeter@owc.state.oh.us

Schae Huels
KTM Parts Industries
PO Box 840
Sabine Falls OH 45770
(937) 869-8911 Ext 8320
schae.huels@kth.net

Joseph Whitley
Wright State University, Biological Sciences
129 Allen Hall Dayton OH 45439
(937) 775-2142
whitleygj3@wsu.edu

James Lopez, CSP
Cincinnati Area OSHA Office
(513) 541-2332
jlopez.csa@osha.gov

Notes from Carrie L. Thomas

Connie Muncy
Montgomery County Water Services
(937) 895-2203
muncy@mcwater.org
Appendices

Appendices

Pre-Planning Meeting Agenda ................................................................. 39
Officer Transition Checklist ...................................................................... 44
Use of Graphics or Photographs in Chapter Newsletters – Examples ............ 48
PDC Agenda/Schedule ............................................................................ 57
Examples of Public Relations Activities .................................................... 63
Chapter Annual Performance Report Point Totals ..................................... 71
1. Chris Woods advised us of a new member – Caesar Gonzalez who will be joining our Chapter and that he is a member of the Hispanic specialty group of ASSE. James agreed to put that hyperlink on our website near the WISE subgroup website link. Connie will send the new member orientation package as soon as the contact info appears on our list on Officer Central. Chris has invited him to the Sept. meeting.

2. Our next Exec Committee meeting needs to be held sometime in October (date tba) to discuss 100th anniversary activities and booth at PDC).

3. Warren’s Fellowship application is coming along well. Warren gave Connie some input for updates which she will make and return the form to Warren soonest.

4. Distribution of KittyHawk 2010-2011 calendar. Upcoming deadlines review and assignments.

5. Status secretary position-Angie remains for all intents and purposes off line at present. Connie getting a little overburdened; any and all assistance appreciated.

6. WE NEED NEWSLETTERS (!!!) Discussion. No one seems to have time at present. Revisit at next meeting.

7. New perk: Free Membership for Chapter President from Society fyi.

8. Help for out of work members belonging to ASSE for at least 5 years available. Connie asking James to post info on our website.

9. Friday, 8/20/10 Cleveland ROC – Discussion of minutes.
10. Status update from Todd at next meeting (not in attendance at today’s meeting) re: the Committee decided we will move our scholarship funds over to the Foundation (to gain more interest, keep the funds separate, etc.) We would need to build them up to $6,000 Warren believes before disbursing. Todd Meyer will be pursuing on our behalf with the Foundation. Future fundraisers can help us reach that $6,000 goal.


12. James - General Industry OSHA 10 hour Tues – Wed, 11/16-17 at Madison Lakes. James will start pre-planning and contact us when help is needed.

13. Next meeting discuss possible Red Cross fundraiser in January – Angie to take point.

14. Next meeting discuss possible NSC Defensive Driving Class in January or March (6 hours) – Stan.

15. Connie has secured (through Alice Reid) Madison Lakes as location for the Kitty Hawk sponsored ROC Fall 8/26/2010. Chris to look at possible Dayton Dragons game and Brixx Ice House meal; Warren to look at behind the scenes tour of Air Force Museum. More at October Exec Com mtg.

16. Leadership Conference 10/14-16. Update: Chris and Todd will carpool up; Warren likely will fly up; Connie and James will carpool up; Stan and Angie still to confirm about carpooling up with Connie and James and sharing hotel. Remember that we get 100 STARS points for first participant and 50 each add’l to a max of 350 points. Thanks folks!!!

17. Warren is in charge of reviewing of how best to prepare us to elect Chapter SPY and submit name for Regional SPY for 2011.

18. Review of officer checklists.

19. Warren is in charge of determining how to approach submitting KittyHawk for Chapter of the Year next year. Connie was told by Stephanie that
deadline is paperwork must be turned in WITH your STARS report so we cannot do so this year. Warren can spearhead effort for 2011.


21. Discuss at October meeting:
NAOSH Week 2011 9th Annual Poster Contest Reach out to the little ones around you and promote the ASSE “Safety-On-The-Job” poster contest for NAOSH Week 2011. Entries can be accepted beginning September 19, 2010 through February 14, 2011. Winners and entrants will be honored during NAOSH Week at the U.S. Capitol on May 2, 2011. For more information, please contact Diane Hurns, Manager of Public Relations at dhurns@asse.org.

>>> Angela Vance <1safetylady@gmail.com> 7/20/2010 2:00 PM >>>
I just got the Animal Resource Center secured for Dec 1 for a tour. I also got Madison Lakes confirmed for Nov 16-17 for the OSHA 10 hr, and got initial approval for go head to have the ROC there next spring as well as a CPR class in January. They will start scheduling those dates in September, so I made a note to get back with them then to confirm and schedule.

Working on the newsletter next few days so if there is something you would like to contribute please send to me ASAP. I believe I have enough to cover but if you have something specific I can be sure to add it in.

Angie

>>> Chris Woods <Chris.Woods@eurand.com> 7/20/2010 2:08 PM >>>
All,

Dane Marsee - Eurand EHS Associated Director has just confirmed he will present at our October meeting at the Crown Plaza.

Chris Woods l Environmental, Health & Safety Specialist
EURAND l office +01. 937.415.0387 l mobile +01.937.606.0658 l email chris.woods@eurand.com<mailto:firstname.lastname@eurand.com>
2010 Fall Region VII Operations Committee (ROC) Meeting

Cleveland, Ohio
Hosted by the Northern Ohio Chapter, ASSE

Friday, August 20, 2010

ROC Meeting @ the Hyatt Regency Cleveland at the Arcade

7:30 AM check-in and continental breakfast
Meeting begins at 8:00 AM
Cleveland-themed buffet lunch will be provided at ~11:30 AM—cost $25.00 per person
ROC Meeting will end at 2:30 PM

Optional Free Tour of NASA Glenn Research Center

Bus will pick up registrants at 2:30 PM and return at 5:00 PM
40 – Person maximum, first come, first serve
You must pre-register for this tour due to security protocol
Please send your full name as it appears on your driver’s license
You will need to bring your driver’s license and must be a US citizen
Tour will include two facilities, not currently running tests that day, such as the Zero Gravity Facility, Icing Research Tunnel, Supersonic Wind Tunnel, Aero-Acoustic Propulsion Laboratory or Space Simulation Chambers
Officer Transition Checklist
Basic Officer Duties

- **President**
  - Prepare and facilitate an annual Chapter Planning Meeting, prior to the 1st Chapter Board Meeting
  - Provide overall leadership for the Chapter
  - Develop strategic plan and goals
  - Appoint and manage committees
  - Communicate information
  - Conduct chapter meetings
  - Represent the Chapter as required
  - Complete and submit required reports
  - Train new officers
  - Ensure orderly transition

- **President-Elect or Vice President**
  - Usually Chair Program Chair
  - Assist President as required
  - Serve in absence of the President
  - Other duties as assigned by the President
  - Ensure orderly transition

- **Treasurer**
  - Manage Chapter financial resources
  - Prepare and manage Chapter budget
  - Maintain all Chapter financial records
  - Issue monthly Treasurer's Report
  - Submit necessary financial reports, including IRS reports
  - Prepare and submit a timely Annual Financial Report
  - Ensure orderly transition

- **Secretary**
  - Issue meeting minutes
  - Usually publish Chapter Newsletter
  - Record and distribute minutes at meetings
  - Maintain permanent Chapter files
  - May serve as Chapter Historian
  - Assist in preparation of required reports
  - Key person in Chapter communication
  - Retain custody of the Chapter Charter
  - Ensure orderly transition

- **Delegate**
  - Serves as a member of the Executive Committee
  - Represents Chapter by attending the Annual House of Delegates meeting
  - Act as and respond to all ballots and issues
  - Ensure orderly transition

- **Other**
  - Membership Chair
  - Governance Affairs Chair
  - Communications Chair
    - Webmaster
    - News Letter
  - Public Relations
  - Professional Development
  - Programs

2007 ASSE Leadership Conference
Successfully Running the Chapter – New Officer
CHAPTER OFFICER ORIENTATION CHECKLIST KITTY HAWK ASSE

NEW CHAPTER YEAR BEGINS JULY 1ST

President, Vice President, Treasurer

☐ Update names on the Kitty Hawk ASSE account at 5th 3rd Bank.

President

☐ Complete on-line Chapter President Training (necessary to receive STARS points even if you are a recycled officer please)
☐ Develop Chapter’s Operations and Strategic Plan (follow instructions on STARS report; usually due at Fall ROC)
☐ Maintain chapter incorporation and affiliate agreement (get from outgoing president)
☐ Hold Executive Committee meeting to hand-over duties to new officers, preplanning meeting for Chapter Year, use this officer duty checklist, officer orientation, succession plan development (ALL necessary to receive STARS points)
☐ Download STARS report spreadsheet for new chapter year (caution: may and usually does differ from that of previous year)
☐ Begin now to arrange your schedule to attend Leadership Conference in October
☐ Begin now to arrange your schedule to attend the Fall and Spring Regional Officers Conference (necessary to receive STARS points; may be able to attend remotely by phone if necessary)
☐ Put together draft schedule for entire chapter year now and post on-line asap (Note: historically, meetings are 3rd Wednesday of each month Sept. – June; September – opening meeting with plant tour; October – Stars Restaurant at Crowne Plaza Dayton for pre-DMVSC Symposium Breakfast meeting; January – Past Presidents Meeting; February – Wright State Meeting/Joint WSU Student Section Meeting; March – Sponsor All-Ohio Meeting at Ohio Safety Congress; June – Annual OSHA Update & Awards Ceremony at OSHA Cincinnati
☐ Meet with WSU Student Section President to insure they are on-track for the upcoming Chapter Year and identify any areas of concern
☐ Get an updated Chapter Roster from Officer Central
☐ Tentatively plan for fundraisers now – OSHA 10 hour General Industry in November; Flagger Course March or April to coincide with National Work Zone Awareness Week
☐ April/May - consider requesting proclamations for NAOSH week; distribute NAOSH posters received from Headquarters
☐ 1/14 Region VII Spy Petition Electronic Submittal Deadline
☐ 2/1 Review Chapter bylaws annually; may wish to assign to member-at-large; resubmit to RVP and chapterservices@asse.org every other year (will need to submit 2/1/2012)
☐ February: Tech Fest at Sinclair Community College/Dayton STEM (Science/ Technology/Engineering/Math) Program (needed for STARS points)
☐ 3/1 Chapter dues report form due to ASSE HQ only if you decide to change dues
☐ Get chapter charter and aff

Vice President
Complete on-line Chapter Vice President Training (necessary to receive STARS points even if you are a recycled officer please)
Begin now to arrange your schedule to attend Leadership Conference in October
Begin now to arrange your schedule to attend the Fall and Spring Regional Officers Conference (recommended that VP also attend for continuity, etc.)
Spearhead efforts to get new members, bring membership info to meetings, etc.
Maintain chapter website and include newsletters on website, update student section info on website
Welcome new members at meetings

**Treasurer**
- Complete on-line Chapter Treasurer Training (necessary to receive STARS points even if you are a recycled officer please)
- Begin now to arrange your schedule to attend Leadership Conference in October
- Deadline for Treasurer to file Form 990 EZ and 990 T with IRS with copy of tax return, proof of filing, or proof of extension to Society headquarters
- Meet with prior year’s Treasurer for handoff of information, etc.
- Remember, 2 signatures are required and form completed for every check written on Kitty Hawk Account
- 5/31 Submit Chapter Financial Report
- Send check for $________ to ASSE Foundation for Foundation (required for STARS)
- Send check for our Scholarship Fund to Foundation

**Secretary**
- Complete on-line Chapter Secretary Training (necessary to receive STARS points even if you are a recycled officer please)
- Begin now to arrange your schedule to attend Leadership Conference in October
- Conduct a member survey using Survey Monkey, email or other method (necessary to receive STARS points, please)
- Check roster monthly on Officer Central and send Orientation program email to new members (needed for STARS)
- Check roster monthly on Officer Central and send reminders to folks that are coming due/overdue for renewal (needed for STARS)
- Recognize chapter members in newsletter, website, meetings (required for STARS)
- Publish up to 12 newsletters INCLUDING graphics, pictures, membership profiles, membership surveys (required for STARS)
- Submit chapter events to local media (required for STARS)

**National Delegate (Immediate Past President)**
- Submit STARS report electronically and copy Region VII VP before 8/15/2011
- Submit Chapter of the Year report to Region VII VP before 8/15/2011
- Begin now to arrange your schedule to attend Leadership Conference in October
- Date of determination of Delegate counts for the upcoming House of Delegates (HoD)
- Begin now to arrange your schedule to attend PDC in June/House of Delegates
- Chair Election Committee
- Chair Chapter SPY Committee, select SPY and nominate for Regional SPY (required for STARS points)
- Submit Chapter Chair, Officer, Delegate Report by 5/31
Use of Graphics or Photographs in Chapter Newsletters – Examples
ASSE Kittyhawk Chapter Newsletter

Volume 2, Issue 1

September 2010

Upcoming 100 Year Celebration!

Inside this issue:

- Upcoming Meeting Information
- Member Recognition in News
- Other Happenings, Help Needed, NOSH Poster Contest

The American Society of Safety Engineers will celebrate its 100th Anniversary in 2011. Founded in 1911 as the United Association of Casualty Inspectors, the Society was formed in the wake of tragic events such as the March 1911, Triangle Shirtwaist Factory Fire in New York City where 146 young girls and women lost their lives in a workplace tragedy that drew the attention to the need for workplace safeguards and regulations. As its 100th anniversary nears the 30,000 plus members of ASSE, the world’s oldest and largest professional safety organization, look forward to commemorating 100 years of dedicated service to workplace safety and health.

To commemorate the 100 year anniversary of the Society, we look forward to:

- Celebrating the accomplishments and professionalism of its members
- Building on its leadership in protecting people property and the environment and
- Launching its vision for the future of the safety profession

The Society’s 100th year theme is:

Your Safety is our Business. Your Future is our Mission.

Visit the following webpage for lots of interesting facts on the history of Safety:

http://www.asse.org/newsroom/100/aodlist.asp

Share your own story at: http://www.asse.org/newsroom/100/tell-us-your-story.asp

Or send it to: American Society of Safety Engineers
Attn: 100th Year
1800 East Oakton Street
Des Plaines, IL 60018

Please see pg 4 of this newsletter for some ideas of stories ASSE would like you to share.

Newsletter Editor: Angela Vance Please submit any items for inclusion by 15th of every month to:
1safetylady@gmail.com
Upcoming Kittyhawk Chapter Meetings

2010-2011 Schedule will be posted on our website as soon as locations, dates, and times have been determined.

October 14-16, 2010, Leadership Conference will be held at the Hotel Intercontinental in Rosemont, IL (near Chicago O’Hare airport).

Registration opens August 2, please webpage to register

Tuesday, October 26, 2010, 7:00 am - 7:45 am, Breakfast Meeting

Cost: $10 per person, Bring a guest for FREE
Location: Crowne Plaza (precedes Dayton Miami Valley Safety Council symposium at Convention Center)

RSVP to muncyc@mcohio.org by 10/19/2010

November 16-17, 2010, Time: TBD, OSHA 10Hour
Location: Madison Lakes

November 16-17, 2010, 11:30 am - 12:30 pm, Lunch Meeting in Conjunction with 10 hr course

Topic: Workers’ Rights in the OSHA Act, Speaker James Lopez

Cost: $5 per person, if do not RSVP by 11/11/10 bring own lunch

December 1, 2010, 3-4 pm, Tour,

Location: Montgomery County Animal Resource Center
Followed by early dinner at 4:30 pm
Location: Olive Garden on Miller Lane
Cost: $10 per person. RSVP by 11/23/10 muncyc@mcohio.org

Reminder to those who may know someone who has gone back to school...
Student Memberships are available to those who qualify. Check out www.asse.org for more information. If you are unable to pay for our upcoming dues, please contact an officer and we can see about sponsoring you for the upcoming year with a grant or scholarship.
Member Recognition and Accomplishments

10/01/1985 ASSE has recognized Stephen (Stan) Wilson for 25 years of Service. Thank you Stan for all your outstanding years of service!

ASSE has also recognized these individuals for 5 & 10 years of service:

5 year - post card sent:
- 08/24/2005 5 Chad Edward N Leach, CSP
- 01/23/2006 4 Connie L Muncy, CIH
- 03/23/2006 4 Joseph C Whitlock CHMM
- 02/16/2006 4 Jack B Lake III, CSP

10 year - lapel pin/letter sent:
- 05/01/2001 9 Cheryl Batten
- 04/01/2001 9 Eric Harper
- 03/01/2001 9 Richard Powers
- 09/01/2000 10 Kevin Sedensky
- 08/01/2000 10 Robert E Bruce Shearer

Member Profile - Kris Buck

Kris graduated from Murray State University with a BS and later a MS in Occupational Safety and Health. He usually gets double takes from Ohio State fans when wearing Murray State gear due to Gold and Blue coloring.

Kris was hired as EHS Manager at Hobart Brothers Company in April 2006. The position is similar to a safety generalist (the normal Hazard Communication, Machine Guarding, Lockout, PPE, etc.), but also involves updating various Hazard Communication Standard materials (MSDS, Labels) for the products they manufacture and sell. Prior to Hobart Brothers Company, he worked in occupational safety with Visteon, General Motors, TRW and Kaiser Aluminum. Each of those experiences allowed him to learn about various manufacturing processes and associated safety requirements. He has found that while the requirements differ with the industry you work in, the safety portion is usually 90% the same. In a look back at his past, the best safety programs involve multiple levels of people, both management and the production/skilled workforce, and a robust auditing process to see if the company is doing what they say they do.

The most important thing Kris has learned over the years, “To remember that while you are a safety professional, you don’t know the production or maintenance employee’s job as well as they do. Safety involves a bit of convincing and selling, not just prescribing a solution.”

Welcome New Members
July - September 2010
- Carrie Thomas - Student Member
- Cesar Gonzalez - Miami Jacobs
Con’t from page 1

We are particularly interested in hearing stories that touch on:

- Best SHE practices you feel have impacted positively on the safety and health of employees or a community
- Your personal aspirations or reasons for being in the safety business
- How you feel the SHE profession impacts the public and businesses alike
- What role safety will play in the future workplace
- What milestone event from the past 100 years had a major affect on workplace safety, health and the environment (positive or negative)

Anyone interested in assisting with
11/17 OSHA 10 hour contact
James Lopez @ lopez.james@dol.gov


Anyone interested in assisting with the 2011 PDC Kitty Hawk ASSE Kiosk
contact James Lopez @ lopez.james@dol.gov

Updating Your Personal Information

To update your mailing address, phone, fax, or most importantly, your e-mail address, please click here or send an email to Angie Vance 1safetylady@gmail.com
We are getting more and more emails returned to us. Please allow 24-48 hours for the change to be reflected on the website.

Kittyhawk Chapter Executive Committee

President: Connie Munce muncce@mcobio.org
Vice President: Chris Woods cwoods@lincolnelectric.com
Treasurer: Todd Meyer meyer.tw.2@pg.com
Secretary: Angie Vance 1safetylady@gmail.com
Gov’t Affairs: Stan Wilson cwilson@co.greene.oh.us
Past President: James Lopez lopez.james@dol.gov

NAOSH Week 2011 5th Annual Poster Contest

Reach out to the little ones around you and promote the ASSE “Safety-On-The-Job” poster contest for NAOSH Week 2011. Entries can be accepted beginning September 19, 2010 through February 14, 2011. Winners and entrants will be honored during NAOSH Week at the U.S. Capitol on May 2, 2011. For more information, please contact Diane Hurns, Manager of Public Relations at dhurns@asse.org.
Congratulations!

Mr. Warren Brown, has been chosen to receive an Affiliate Societies Council Outstanding Engineers & Scientists Award in the category of Technical Leadership. Mr. Brown is one of 9 awardees for 2011, and he will be honored at our annual awards banquet on Thursday, April 28, 2011.

The awards banquet generally starts with a social hour at 5:30pm with appetizers and a cash bar. Dinner will be at 6:30pm, with the guest speaker and awards presentation to follow. You can RSVP for the banquet at any time, otherwise invitations will go out at the end of March.

Please contact Connie Muncy or Angela Vance if you are interested in attending.

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Message from Warren Brown:

My ASSE Fellow petition was accepted and approval recommended by the ASSE Professional Recognition Committee and the ASSE Board of Directors approved the recommendation. I will officially receive the honor of ASSE Fellow at the ASSE PDC in Chicago June 14, 2011. I want to thank you for your petition of support on this challenging but rewarding effort. There was 1 and 9/16 inch of paper printed on both sides in the final submission book!

Tanis Marquette, my petition coordinator, Stephanie Helgerman, Region VII Vice President, the Region VII ROC, Connie Muncy, President Kittyhawk Chapter, Kittyhawk Chapter and I thank you again for your help on this successful effort.
Upcoming Kittyhawk Chapter Meetings

March 30, 2011, Noon-1 pm, Lunch Meeting for All-Ohio ASSE
Topic: Meet, greet, eat, and socialize; with presentation by David F. Coble, MS, CSP
Cost: $10 per person RSVP by 3/24/11
Location: The Chestnut Room at the Red Roof Inn (across the street from the Convention Center) Luncheon will be provided ($10.00 charge) and will begin promptly at Noon. We will close the meeting in time for participants to attend afternoon sessions. Note that the Chestnut Room will be available for use by all ASSE members as a lounge, to meet, discuss, socialize, etc. from Noon through 4 pm.

April 1, 2011 (Fri) Time: 10 am-4 pm Instructions: Visit www.oddtime.com and enter sponsor code 11324 to make an appointment or call CBC at 1-800-388-GIVE; OR call or Conni Muncy at muncy@moohio.org to make an appointment, schedule a time to assist at the drive, or volunteer to provide cookies and/or juice.

April 5, 2011 (Tues) Time: 8:30 am-3:30 pm
ATSSA Flagger Certification Course
Sponsored by KittyHawk Chapter ASSE
Location: Montgomery County Water Services
Cost: $175 - includes all materials, class certificate and wallet card, continental breakfast and lunch
Successful participants will receive a flagger card good for 4 years stating they have met the certification requirements, and be eligible to be placed in ATSSA’s National Flagger Database at no additional cost.

April 27, 2011 Revising Subpart D, Walking/Working Surfaces Standard OSHA
Time: 11:30 am Luncheon, 12 Noon Presentation
Location: Montgomery County Water Services

May 18, 2011 Lewisburg Container Tour TBA
Location: Lewisburg Container Company

June 9, 2011 OSHA Update Gaye Johnson, CAS
Time: 11:30 am Luncheon, 12 Noon Presentation
Location: Cincinnati Area OSHA Office

Invitations from Southwest Ohio Chapter ASSE
3/8/11 Kellogg’s (Cincinnati/KY) Tour promptly from 11:00 am to 1 pm FREE
RSVP clwhitehead@psara.com by 3/4/11
See prior email for details or contact 1safetylady@gmail.com or muncy@moohio.org
TechFest 2011

Thank you all who helped with this event!
Thanks to all who attended our January Past President’s Meeting at BW3 Town & Country! Kitty-Hawk members were treated to the wisdom and humor of numerous past Kitty-Hawk Presidents. Thanks to Warren Brown for coordinating. Photographs from the event may be viewed at http://kittyhawk.asse.org/photos.php

**Safety 2011**

Professional Development Conference and Exposition takes place June 12-14, 2011 at McCormick Place West in Chicago, Illinois.

**SAFETY 2011 Registration is OPEN**

SAFETY 2011 will be our most dynamic conference ever! Be a part of the excitement. Learn from the successes of other professionals and organizations, take away the most successful best practices in the industry, network with your peers and earn CEUs. The interactions you have with experts and colleagues will arm you with tools to bring additional value to your organization.

Register Today

Anyone interested in carpooling to the PDC contact munyc@mcboio.org

Anyone interested in assisting with the 2011 PDC Kitty Hawk ASSE Kiosk contact James Lopez @ lopez.james@bdol.gov

**KittyHawk dues will be remaining same for 2011** (but Headquarters dues may increase).

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**Updating Your Personal Information**

To update your mailing address, phone, fax, or most importantly, your e-mail address, please click here or send an email to Angie Vance jsafeylands@email.com

We are getting more and more emails returned to us. Please allow 24-48 hours for the change to be reflected on the website.

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**Kittyhawk Chapter Executive Committee**

President: Connie Munyc munyc@mcboio.org
Vice President: Chris Woods cwoods@lincolnelectric.com
Treasurer: Todd Meyer meyer.tw.2@pg.com
Secretary: Angie Vance jsafeylands@email.com
Gov’t Affairs: Stan Wilson swilson@co.greene.oh.us

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The Society has revised SOG 6.35 – “Rules for Campaigning After Nomination for Society Office” dated February 19, 2011. The revised SOG is now in effect and can be found at http://www.asse.org/sog/6/sog6.php?35. This information will be published in Society Update, but we ask that you also please announce and future chapter meetings.

Thank you.
Geri Golonka
ASSE
947.768.3424
ggonka@asse.org
PDC Agenda/Schedule
FORM A
TRAINING PROVIDER’S CONTACT HOUR COURSE APPROVAL APPLICATION
State of Ohio Environmental Protection Agency
Division of Drinking and Ground Waters
Certification Unit
P.O. Box 1049
Columbus, Ohio 43216-1049
Phone (614) 464-2422 Fax (614) 464-2409

Required Standards - For approval, the following standards must be met for each Contact Hour Course.
1. Application shall be submitted prior to the date the training is to begin or within thirty (30) days of course completion.
2. Training must relate to the operation, maintenance or management of a drinking water and/or wastewater system.
3. A record of training activity including course name, training site location, course dates, participants’ names, operator ID or Social Security number, employer and verification of an individual’s successful completion shall be maintained.
4. Records must be maintained for a three (3) year period.

Failure to fill out all of the required fields or submit all required information shall result in rejection of this course approval application.

I. Applicant Information

1. Plant or Company Name
   Montgomery County Water Services on behalf of
   The King/Back Chapter of the American Society of Safety Engineers
2. Course Contact Person
   Committee, Safety Officer
3. Telephone Number
   937-751-2545

II. Course Information - Submit the following information on each course for which approval is sought.
Reference to attachments may be noted in the appropriate space.

1. Approval Requested
   - Drinking Water (only)
   - Wastewater (only)
   - Bulk

2. Course Title: OSHA 10 Hour Course - General Industry
   Attached are the log sheets and other training documents for the training cycle. The log sheets contain the dates, times, and activities conducted during the training.

3. Date(s)/Location(s) of Training: February 7th and 8th at Montgomery Council Madison & Lake Training Center, 3510 15th Road, Dayton, OH 45407

4. Minimum number of Contact Hours Required (excluding breaks, lunch, etc.): 10 hours actual training time is required by OSHA to participate.

5. Describe all the training outcomes that should be taught to comply with OSHA requirements.
   Complete the specific details about the course, such as the training location, the instructor, the duration of the course, and the course content.

6. Instructional Format (Check all that apply):
   - Classroom
   - Video (tape, Internet, etc.)
   - Lab (simulator, lab, etc.)
   - On-the-Job Training
   - Other (specify):

7. Method of attendance monitoring and verification (specify) - All attendees are required to sign an attendance form at the end of each day.
   - Written documentation of attendance will be provided to participants and OSHA, which will be maintained as part of the records of the training program. Each participant will sign an attendance form for each day of the course, and certificates of attendance will be issued on the spot for individuals completing contact hours.

DO NOT WRITE IN THIS BOX

Approved:  □ Yes □ No
Date:
Approval Number:
Contact Hours Assigned:
Approval expires 3 years after above date.
### III. Instructor Information

Course instructor’s name and qualifications: (attach a resume of relevant training and experience)

1. **Name:** Connie Nancy  
2. **Title:** Safety Officer  
3. **Occupation:** Safety Officer

4. **Professional Organization/Company/Agency Represented:** Montgomery County Water Services on behalf of the American Society of Safety Engineers, Pittsburgh Chapter

5. **Business Address:** 201 S. Main Street, Kettering, OH 45401-00  
   **Contact Phone:** 937-765-1234

7. **Educational and Experience Background as applicable to teaching this course:**
   
   I am certified OSHA General Industry Outreach Trainer. Have taught this course in my capacity as a Safety Manager many times over the course of 1 year.

8. **Standby or Co-instructor:** (attach a resume of relevant training and experience)
   
   **Name:** n/a  
   **Title:** n/a  
   **Occupation:** n/a

   **Professional Organization/Company/Agency Represented:**
   **Business Address:**

   **Contact Phone:**

   **Educational and Experience Background as applicable to teaching this course:**

   

Instructor(s) must meet one of the following criteria:

- At least one (1) year of experience as a full-time professional instructor in this or a closely related field; or,
- At least three (3) years of experience as a part-time professional instructor in this or a closely related field; or,
- At least three (3) years of experience in the water/wastewater/environmental field directly associated with utilities, regulations, supply, design, etc., at a level equal to or greater than the level the training is intended.

**Note:** The use of instructor(s) other than the person(s) pre-approved could result in revocation of course approval and loss of contact hour credits.

As the course Training Provider Contact Person, I confirm that all information provided with this application is accurate to the best of my knowledge.
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<th>DAY 1 11/16/10</th>
<th>DAY 2 11/17/10</th>
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<tbody>
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<td>8:00</td>
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<td>Subpart Z Hazard Communication Steve Hsieh</td>
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<tr>
<td>Break</td>
<td>Subpart Z Intro to Industrial Hygiene Steve Hsieh</td>
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<td>2</td>
<td>Subpart S - Electrical &amp; Safety - Related Work Practices Greg Fullenkamp</td>
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<td>Safety and Health Programs Bob Hester</td>
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<td>Subpart I - Personal Protective Equipment Shawn Short</td>
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<td>Greg Fullenkamp</td>
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<td>Subpart G - Machine Guarding</td>
<td>Subpart D - Walking and Working Surfaces</td>
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<td>Warren Brown</td>
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FORM A
TRAINING PROVIDER’S CONTACT HOUR COURSE APPROVAL APPLICATION
State of Ohio Environmental Protection Agency
Division of Drinking and Ground Waters
Certification Unit
P.O. Box 1049
Columbus, Ohio 43216-1049
Phone (614) 644-2752 Fax (614) 644-2909

DO NOT WRITE IN THIS BOX

Approved: ☐ Yes ☐ No
Date:
Approval Number:
Contact Hours Assigned:
Approval expires 3 years after above date.

Required Standards – For approval, the following standards must be met for each Contact Hour Course.
1.— Application shall be submitted prior to the date the training is to begin or within thirty (30) days of course completion.
2.— Training must relate to the operation, maintenance or management of a drinking water or wastewater system.
3.— A teaching outline or syllabus showing the duration of each course segment must be submitted.
4.— Instructors must be identified in advance or concurrently with this application.
5.— A record of training activity including, course name, training site location, course date(s), participants’ names, operator ID or Social Security number, employer and verification of an individual’s successful completion shall be maintained.
6.— Records must be maintained for a three (3) year period.
Failure to fill out all of the required fields or submit all required information shall result in rejection of this course approval application.

I. Applicant Information
1. Firm or Company Name
Montgomery County Sanitary Engineering
2. Course Contact Person
Connie Muncy, Safety Officer
3. Telephone Number
937-781-2565
4. Mailing Address
1850 Spanling Road, Kettering, OH 45432

II. Course Information – Submit the following information on each course for which approval is sought. Reference to attachments may be noted in the appropriate space.

1. Approval requested:
☐ Drinking Water (only)
☐ Wastewater (only)
☒ Both

2. Course Title: ATSSA (American Traffic Safety Services Association) Certified Traffic Control Technician (CTT) Course
Attach a timed agenda of sufficient detail for the Certification Unit to determine reference to drinking water and/or wastewater system operations. (Include description of any visual aids or handbook used in the course.)

3. Date(s)/Location(s) of Training: Montgomery County Sanitary Engineering, 1850 Spanling Road, Kettering, OH
4. Maximum number of Contact Hours requested (exclude breaks, etc.): 4.0 hours

5. Detail the information attendees should learn from the course. Course attendees successfully completing the 4-hour ATSSA Traffic Control Technician written test with a minimum score of 70% and pass all sections of the demonstration test on the first or second attempt will receive their ATSSA Traffic Control Technician certification card issued by ATSSA. This training is recommended to individuals that perform duties in or around temporary traffic control work zones. The TCC course provides an introduction to temporary traffic control in a work zone for those who are relatively inexperienced in this area. It teaches concepts, techniques and practices in the installation and maintenance of traffic control devices. On completion of the course, attendees are expected to: describe proper flagging; important list qualifications of a good flagger using the MUTCD and other standard references as they pertain to flagging; issue temporary traffic control zones in a work zone; set up and handle one-lane traffic on a two-way road; use alternative methods to communicate with other flaggers; set up and handle traffic on basic road operations; recognize unions or special flagging situations and what considerations are necessary; set up and handle temporary flagging operations; communicate effectively with public, supervisor, and co-workers.

6. Instructional Format (Check all that apply):
☐ Classroom
☐ In-House Training
☐ Correspondence Course

7. Method of attendance monitoring and verification (be specific): 1) All attendees are required to print their name and provide their signature on a sign-in sheet documenting their attendance and complete a quiz demonstrating knowledge attendance of the course as well as adequate learning of the subject matter being taught. 2) The calculation for the grade of the student is the instructor’s discretion. 3) In cases where student缺勤 does not receive credit for the class and must retake the course to receive credit. 4) Certificates of attendance will be issued on the spot only for individuals seeking contact hours credit.
Timed Agenda for Flagger Training:

7:30 AM Arrival and Sign-In

7:45-8:40 AM Course Objectives; National Flagger Database; Who/What Depends On You; Requirements of a Good Flagger, Flagging Equipment, Too Hot Too Cold.

8:40 AM – 8:45 AM Break

8:45 AM – 9:40 AM Factors That Affect Your Visibility; Factors That Affect Stopping Distance; Factors Affecting Driver’s Ability; Remember A, B, C’s; Procedures For Handling Emergency Vehicles; Methods of Dealing With Hostile Drivers.

9:40 AM – 9:45 AM Break

9:43 AM – 10:40 AM Nighttime Flagging; Communication; Flagging References in the MUTCD; State Requirements. Video: Flagging Operations; ATSSA, 20 minutes. Preparation for written and practical tests.

10:40 AM – 10:45 AM Break

10:45 AM – Noon: Completion of written and practical tests

Noon: Conclusion of class; completion of course review forms; scoring of tests
Examples of Public Relations Activities

See more examples newsletters embedded in body of application above.
Practice Specialties

Within ASSE there are several specialty groups. These groups provide another form of networking with members that have similar interests and backgrounds. At WSU we are represented in the following groups:

WISE
Women In Safety Engineering is a practice specialty that has been established to foster the advancement of women in the safety, health and environmental profession.

Women are still underrepresented in this profession.

BISE
Blacks in Safety Engineering is a practice specialty that focuses on the advancement of blacks in the safety health and environmental profession.

Young Professionals in SH&E
This group focuses of the needs and challenges of the young professional. Mentoring is an available option.

Meet the members

Ian Swanson is a Junior at Wright State University majoring in Earth and Environmental Sciences. He is from Fairborn. He is a member of the Society for creative Anachronisms which involves camping and sword fighting. After graduation he hopes to protect and restore the environment.

Allison Hrabak is a Junior at Wright State University majoring in Chemistry. She is from Columbus. She enjoys reading and yoga. She has two younger sisters. When she graduates she plans to pursue a masters program which aspirations of working on curing cancer.

Dan Marsh is a senior at Wright State University majoring in Earth and Environmental Sciences. He is from Troy. He enjoys sports, fishing, and playing the drums. He is a member of the WSU baseball team. After graduation he plans on pursuing a masters degree at either WSU or Miami University.

Matt Porter is a senior at Wright State University majoring in Earth and Environmental Sciences. He is from Dayton. He enjoys hiking, camping, rafting, scuba diving, softball, video games, reading, and beer brewing. After graduation he plans on finding a job.
Volunteering in the Dayton Public Schools

This month the boys’ class learned about hearing. The boys had a contest to see who could be the quietest. The students were shown the sound level impulse meter and were taught about sound levels, OSHA guidelines and hearing protection. They examined the physiology of the ear in relation to hearing and sound.

Procter and Gamble Tour

On March 10th we had the opportunity to tour the P&G Facility in Mason, Ohio. For those that braved the early hours of the rainy morning it was a real treat. This facility has many business and laboratory purposes. Those in attendance were able to get a taste of what it would be like to work for such a globally magnificent company.

City of Dayton Water Plant Tour

On March 16th, 2011 students toured the City of Dayton Water Plant. This tour was hosted by Mr. Philip Van Alta. At this plant, students viewed the process of treating drinking water as well as the lab processes that are performed to ensure the water is safe enough to distribute to customers.
Career Guidance Workshop

On March 11th members attended the Career Guidance Workshop. Here they were given feedback concerning their resumes and cover letters. This event brought students and professionals together to assist the students with gaining some insight into what employers are looking for when hiring. Having such candid feedback provided those in attendance with methods for improving their resumes and interviewing skills.

Dunbar High School

On March 24th members were invited to present to an Advanced Biology class at Dunbar High School. Students learned about different careers in Science and areas within the Environmental realm. They also experienced hands-on time with sound and air quality equipment.
Inside ASSE WSU

Junior Safety Engineers

On March 25th several members traveled to the Dayton Boys Preparatory school. This trip involved performing several chemistry experiments as well as discussing the importance of safety at home, school, and play. The class officially became the first Junior Safety Engineers. This program will be repeated and continued to encourage safety and an interest in science.

Ohio Safety Congress

March 29th through the 31st was the Ohio Safety congress in Columbus, Ohio. Several members attended and were able to experience sessions that focused on current safety topics. The Kittyhawk professional meeting was also held at this conference.
Inside ASSE WSU

Science Fair at Central State University

On March 19, 2011 Central State University hosted the West District Science Day and Miami Valley Science and Engineering Fair. The West District Science Day is for grades 5 – 12 and is the largest in Ohio affiliated with the Ohio Academy of Science and INTEL Science and Engineering Fair. Over 400 students participated this year from over 180 public and private schools. The students were evaluated by approximately 150 judges. I was fortunate enough to be one of those judges. My partner and I were responsible for judging eight projects in the area of Earth and Environmental Sciences. All of the exhibits we judged were quite impressive and cutting edge for students between seventh and tenth grades. If ever you have the opportunity be a judge in a science fair, it is quite a rewarding experience.

All about Our Advisor

Joe Whitlock is the Faculty Advisor for the Wright State University ASSE student section. Joe has over 20 years of experience in Environmental Health and Safety working for several fortune-50 corporations such as United Technologies, Chrysler, and General Motors at the plant, regional, and corporate level. He maintains certifications as a safety professional and hazardous material manager. A couple of interesting notes – he earned collegiate honors for the Indiana University Cycling Team as a 3-time National Champion on the velodrome and has hiked the 2,100 mile Appalachian Trail.
Communication Reminders

Please join the WSU ASSE page on Facebook and LinkedIn. Also please be sure to keep checking the calendar on orgsync and the professional website for new information. The group now has an email account on yahoo for outside contacts. This can be utilized when giving out a personal email may not be the best option. The table below has the links to each of these services.

<table>
<thead>
<tr>
<th>Important links</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar on OrgSync</td>
<td><a href="https://orgsync.com/calendar/my_calendartrue">https://orgsync.com/calendar/my_calendartrue</a></td>
</tr>
<tr>
<td>LinkedIn Group</td>
<td><a href="http://www.linkedin.com/groups/Wright-State-Student-Faction-American-3841506?trk=people-r4&amp;aid=3841506">http://www.linkedin.com/groups/Wright-State-Student-Faction-American-3841506?trk=people-r4&amp;aid=3841506</a></td>
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<tr>
<td>Yahoo Email Account</td>
<td><a href="mailto:Wright_state_ass@yahoo.com">Wright_state_ass@yahoo.com</a></td>
</tr>
</tbody>
</table>

Other Noteworthy Announcements

- We are officially a registered student organization with Wright State University.
- Please stay in contact with your mentor! If you would like one contact an officer for an application.
- RECRUIT RECRUIT RECRUIT!!! Know someone who would be interested-get them an application!
Sample of one of innumerable “e-newsletters” to continually keep members current

Welcome to the e-mail newsletter!

CESE CityHall Chapter:
N.E. Roso, Chair

WSU Student Section:
Susan E. Emond

Shane Thomas

There was a lot of excitement and enthusiasm among the attendees and members for our 4th Quarter Newsletter. The event was well attended and provided opportunities to network.

Please join us for our 5th Quarter Newsletter Meeting, 11:30 am to 1 pm at Montgomery County Water Services featuring Speaker, James Lees of Cincinnati Area COSHH on "OSH Updates on Walking and Working Surfaces." Details on attached postcard. We will be sure to invite you to the meeting with the name and date of your organization.

Mark your calendar now! Our May Luncheon meeting will be held on May 11, 1 & 1 pm at the Wooding Container, thanks to member Marc Anderegg for hosting this meeting. Details to follow shortly.

Invitation from our partner at the Human Factors Engineering Society:

Tri-State HFES Chapter Meeting Wednesday, April 13, 2011

Meeting Topic: Evaluating Risk: Taking in Adolescents and Children Using Brain Imaging Techniques

Speaker: Dr. Chung-Yan Peter Chiu, PhD, Associate Professor of Psychology and Communication Sciences and Disorders, University of Cincinnati

Description: Dr. Chiu will describe UC research involving behavioral decision making and risk-taking in adolescents and children using brain imaging techniques.

Meeting Location:
Ruby Tuesday of Tri-County
(3030-3110 Main Avenue)

6:00 PM – Socializing/Networking
6:30 PM – Dinner & Presentations

Attendance is open to the public.
Please RSVP to Steve Walker at 513-841-4320 or email suewalker@onco.org

Job Opportunity

Opportunity for a Biomechanical Engineer. The job sounds like it would be split between ergonomics study and ergonomic design team activities. The contact for this posting is:
http://www.bethesdahealth.org
Office: MS:446A/403

We are putting together an instructional manual for our Members and Members. Watch your email for further details.

Contact the Kitsie Hook AHSE Executive Committee: Contact any Officer or respond by return email.

Connie Nancy, CHF, HS, MS OSHM, RPT, Safety Officer
Montgomery County Environmental Services

1850 Spaulding Road
Kettering, OH 45422
Phone: 937-781-2655
Fax: 937-781-2573
munoce@gomesh.org

Content of this message may be confidential. Enter an examination in.

Message

From: Kitsie Hook AHSE April 2011
 имеют ms word...
Chapter Annual Performance Report Point Totals
### Kitty Hawk Chapter ASSE

**Annual Performance Report**

**Connie Muncy, President**

**July 5, 2010 through June 30, 2011**

<table>
<thead>
<tr>
<th>Goal</th>
<th>Strategy</th>
<th>Per-Activity Value</th>
<th>Per-Activity Points</th>
<th>Chapter Points</th>
<th>Total Points</th>
<th>Your Points</th>
<th>Your Points</th>
<th>Your Points</th>
<th>Chapter's Points</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Submitted Annual Performance Report by August 15.</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Submitted Annual Performance Report after the due date.</td>
<td>25</td>
<td>NA</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>Submitted Chapter Officer, Delegate and Committee Chair Report by May 31.</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Submitted the Chapter Officer, Delegate and Committee Chair Report after the due date.</td>
<td>25</td>
<td>NA</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>Submitted Chapter Financial Report by May 31.</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>4</td>
<td>Submitted the Chapter Financial Report after the due date.</td>
<td>25</td>
<td>NA</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>Submitted Chapter Bylaws annually, and restated biennially by February 1.</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>4</td>
<td>Submitted the Chapter Bylaws after the due date.</td>
<td>25</td>
<td>NA</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>Maintained Chapter Incorporation and Affiliation Agreement.</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Developed and submitted the Chapter’s Operations and Strategic Plan.</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Provided appropriate representation at the Annual House of Delegates meeting and Regional Caucus as well as other H0D business during the year.</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Provided assistance to Society, Regional or Area activities.</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Submitted required chapter report to RVP and AD for each AOC and/or ROC meeting.</td>
<td>50</td>
<td>2</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Chapter President or proxy attended AOC and/or ROC meetings.</td>
<td>100</td>
<td>2</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Served as at least one representative to the Society Leadership Conference, Regional leadership training, Area leadership training, or conducted Officer training at chapter level.</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Served as an additional chapter representatives to Society Leadership Conference and/or Chapter Officer completed online Officer training on Officer Central.</td>
<td>50</td>
<td>4</td>
<td>350</td>
<td>200</td>
<td>200</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Chapter Executive Committee conducted a pre-planning meeting before the first general member meeting of the Chapter Year.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Developed a succession plan for the training and development of officers.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Used a duty checklist for all incoming officers.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Held 4 or more meetings each year at least 4 times per year.</td>
<td>50</td>
<td>12</td>
<td>600</td>
<td>600</td>
<td>600</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Bylaws**

1. Elected the chapter met at least (4) times per year.
2. Tracked meeting attendance and provided data in this annual performance report.
3. Recognized volunteers for their service to the Chapter, Region, Area, or the Society.
4. Nominated a Chapter Safety Professional of the Year (CSPY).
5. Nominated a candidate for Region CSPY.
6. Recognized members in newsletter, web site and/or chapter functions.
7. Submitted member recognition information to the Society for publication in Society publications and/or local/regional media relations.
8. Published newsletters (maximum 12 issues).
9. Included graphics and pictures in newsletters.
10. Included membership profiles and membership surveys in newsletters.
11. Provided employment information at meetings, in Chapter newsletters and Chapter website.
12. Developed a review class or study group for certification preparation.
13. Participated in career day for local schools.
14. Developed or maintained a Scholarship program.
15. Supported the ASSE Foundation.
16. Provided seminars, conferences, or workshops (each 1/2 day = 1 activity, maximum 3 days = 6 activities).
17. Offered CEUs for each Chapter seminar, conference and workshop.
18. Included vendor displays/exhibits at Chapter FDC.
19. Established/maintained a Public Relations program.
20. Submitted Chapter events to local media.
21. 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.
22. Increased chapter membership by 25%.
23. Conducted a new member orientation session(s).
24. Assisted members in used some other means to determine membership expectations and shared the information.
25. Assigned officers to welcome members at all Chapter functions.
26. Instituted or maintained a program to contact former members whose membership has expired.
27. Maintained a Chapter website.
28. Published electronic versions of Chapter newsletters on Chapter website.
29. Published electronic versions of Chapter newsletters on Chapter website.
Chapter Performance

- Twinkling Star
- Rising Star
- Bright Star
- Shooting Star
- Chapter Star

Achievement Levels

- **Twinkling Star**: Meet all Chapter Charter Maintenance Items (1,200 points plus additional 900 points)
- **Rising Star**: Meet all Chapter Charter Maintenance Items (1,200 points) plus an additional 900 points
- **Bright Star**: Meet all Chapter Charter Maintenance Items (1,200 points) plus an additional 1,200 points
- **Shooting Star**: Meet all Chapter Charter Maintenance Items (1,200 points) plus additional 1,600 points
- **Chapter Star**: Meet all Chapter Charter Maintenance (1,200 points) and all core competencies Items (700 points) plus an additional 1,405 points

All Chapters must complete and submit an Annual Performance Report regardless of their level of achievement. Chapters must meet all chapter charter maintenance items to receive recognition for performance at any level.

*** end ***