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

Date: April 15, 2011
Location: Conference Call & Webinar

Attendees:

George Pearson – Vice President of CoPS
David Bascom – Vice Chair of CoPS
Chris Gates – Awards & Honors Chair, Membership Chair
Mike O’Toole – Academics
Mike Hayslip – Construction
Jonathan Klane – Consultants for Bob Coffey
Jeremy Harris – Ergonomics
Walt Beattie – Fire Protection
Joe Klancher & Tony Stewart – Healthcare
Pam Perrich – Industrial Hygiene
Jack Fearing – International
Chris Gates – Military Branch
David Bascom – Management
Michael Coleman & Vince Scott – Manufacturing
Chris Chaffin – Public Sector
Leslie Batterson – Risk Management/Insurance
Jonathan Klane – Training & Communications Branch
Stephen Brooks – Utilities Branch
Gary Lopez – Standards Development Committee (SDC)
Kelly Bernish – Women in Safety Engineering (WISE) & Common Interest Groups (CIGs)
Tim Fisher, Staff
Krista Sonneson, Staff
Jolinda Cappello, Staff
Guests:

Jeff Camplin
Jim Smith

Not in Attendance:

Engineering Practice Specialty
Environmental Practice Specialty
Mining Practice Specialty
Oil & Gas Practice Specialty
Transportation Practice Specialty
Agricultural Branch
Human Resources Branch
Legal Services Branch
Service Branch
Blacks in Safety Engineering (BISE)
Safety Professionals & the Latino Workforce (SPALW)
Young Professionals in SH&E (YP)

George Pearson called the meeting to order at 10:00 a.m.

The enhanced meetings and receptions idea was moved up in the agenda.

Kelly Bernish asked that the November 2010 meeting minutes be revised to show that she said if ASSE were to have a labor group, it would be appropriate as a CIG. The November 2010 meeting minutes were approved as corrected.

Strategic Planning & Board Reports
George Pearson discussed what the Board of Directors (BoD) is doing with the mission and vision statement and reviewed the Congress of Councils’ recommendations to the BoD. He also reviewed the new Society goals that have been developed in preparation for the House of Delegates meeting at Safety 2011.

George made two presentations to the BoD in February—one on CoPS and one on the Body of Knowledge (BoK). He suggested that the practice specialties pass these reports along to their advisory committees or local chapters to bring them up to speed.

Practice specialty membership is at 20,603. No losses in CIG membership have occurred since the new CIG fee structure was introduced in August. George cautioned that once branches become practice specialties, it could cannibalize practice specialty membership.

The SDC is finalizing approval of a prevention through design standard.

Body of Knowledge
Jeff Camplin provided an update on software development for the BoK. He hopes the BoK will create more specific slices of the practice specialty pie. He sees a need for more specific practice-driven information and wants to demonstrate the practice specialties’ knowledge to attract more members. Each practice specialty has a BoK chair. The practice specialties now need to list their areas of expertise and to inventory and categorize the knowledge they have. Administrators and chapters should be engaged in building the BoK. With more members involved, finding information for the BoK will not be burdensome. Practice specialties should identify their topic areas by the next CoPS meeting in Chicago in June.

**Business of Safety**
Materials continue to be added to the new Business of Safety Committee (BoSC) website. Tim Fisher suggested that the practice specialties look at the BoSC website for potential newsletter materials. BoSC is working on the Sustainability Institute. Although BoSC began under CoPS, it is now more closely connected with the Council on Professional Affairs.

**Funding for Enhanced Meetings & Receptions**
Jim Smith asked that since attendance at practice specialty, branch and CIG meetings have increased and since the meetings have now become more like networking sessions, should ASSE pay for larger rooms and additional audiovisual (A/V) equipment costs? A concept paper, which has been drafted on ASSE’s financial role in such meetings and receptions, will be reviewed and revised.

If a group raises its own money for a networking session, is ASSE responsible to pay for the room rental and A/V equipment? ASSE spends roughly $200,000 on A/V equipment for its annual Professional Development Conferences (PDCs).

Tim Fisher explained that room rental costs depend on the venue. CoPS budgets for room costs but not for A/V. CoPS pays for the room rental, snacks, whiteboard, flipchart, etc., but bigger meetings require more A/V. Food and alcohol may need to be a sponsorship cost. This issue would need to go through the Council for review. ASSE’s finance committee is willing to work with CoPS and to budget accordingly. However, no written policy exists on what it would take to fund these meetings and receptions.

David Bascom and Michael Coleman are in favor of ASSE contributing to the A/V equipment costs. The Council does not want funding for additional food and beverages.

Walt Beattie asked if these meetings could be part of the concurrent sessions where one could earn CEUs for attending. Evening activities are not eligible for CEUs, and advisory committee meetings are not training sessions. ASSE’s policy is not to hold business meetings during the day at PDC so as not to conflict with the concurrent sessions. Additional A/V equipment for roundtables comes under Professional Development’s purview.

The additional funding in question is for WISE’s reception at Safety 2011. They have asked for an additional $1,500 for A/V equipment.
Walt asked if this will set a precedent for the future where a group may have a ten-person advisory committee meeting and then ask for $1,500 for A/V equipment. He asked if some sort of activity or attendance requirement can be put in place for the future. Michael Coleman also wants a policy. Kelly Bernish explained that WISE requested the additional funding because the group and its event have grown. After events reach a certain size, additional A/V equipment becomes necessary.

Pam Perrich believed WISE’s funding request should be approved. A motion was made, duly seconded and approved to approve WISE’s funding request and to form a subcommittee that will develop a policy or procedure for future requests.

Kelly will send a written request to Tim.

Tim also noted the ASSE Sponsorship Program and referred the Council back to the letter sent by George during February. There are no questions or concerns at this time and George then resumed the agenda.

**Membership Committee**

Chris Gates said the Membership Committee met before Thanksgiving and in January 2011. They would like to see more recognition of sessions sponsored by practice specialties, branches or CIGs during the PDC. No decisions have been made regarding discounts for multiple practice specialty memberships, and they are trying to develop ideas that will grow the practice specialties and retain members. Administrators are participating with membership chairs. Krista Sonneson said retention has increased because of better efforts to obtain dropped members’ feedback. Tim Fisher said membership is on the upswing again with 200+ new members.

**Awards & Honors**

Chris Gates asked the Council for guidance on how to revise the awards and honors matrix. Pam Perrich believes the matrix should remain as is because it gives new practice specialty administrators a roadmap for success and something to strive for. Jeremy Harris found the matrix useful when the Ergonomics Branch was preparing to become a practice specialty. He sees no reason to change it because it can serve as a good gauge for branches. Michael Coleman agrees.

Walt Beattie says the matrix is a good process, but do the gold, silver and bronze statuses for practice specialties really hold meaning? Chris said originally each practice specialty’s status was to be included as a tag on its newsletter, but this never occurred for reasons unknown. At one point, gold-level practice specialties received gold-colored pins but not anymore. Chris would like to draft a proposal for what could be done to recognize practice specialties’ achievements.

Joe Klancher wanted to know why only half of the practice specialties use the matrix. He believes more practice specialties should use it and complete it to set goals for themselves. He asked if the Council should lower the matrix’s standards, revise it or further promote its use. Chris said this year, more practice specialties have submitted the matrix, but some practice specialties are in rebuilding mode and do not want to submit it. Joe said making it more visible might help. Walt said that the matrix should be looked at throughout the year instead of just in
March and April during crunch time. Michael said the matrix should be discussed during conference calls and at in-person meetings throughout the year.

Pam suggested that the practice specialties have Key Practice Specialty Dates. Chris will develop these key dates with David Bascom. Tim Fisher said the main issue at stake was rewarding practice specialties for things they are already required to do. The matrix is the bare minimum for what a practice specialty is required to do.

Joe thinks the matrix should be used as planning tool. Chris believes recognition should be for things above and beyond what is on the matrix. The Council voted not to change matrix. Chris will work with staff on a proposal to be presented at Safety 2011.

**Other Issues**

Walt Beattie mentioned Craig Schroll’s passing.

Joe Klancher said the Healthcare Practice Specialty is developing standard operating procedures for the proposed Health & Wellness Branch. Anyone interested in participating in this proposed new branch should contact Joe.

Kelly Bernish said that quarterly conference calls with the other CIG representatives have not been successful. They will try to meet via e-mail.

Tim Fisher said practice specialty membership is up, and newsletters have been on time. The newsletters have also received many positive comments. Krista reported that a conference call was held for newsletter coordinators with solid attendance. Krista Sonneson reminded the Council that copyright agreements are needed for all original articles. The Council will abandon the Key Issues document idea since no new key issues have been submitted.

George noted that the Council reached consensus that the printing schedule must be adhered to. Submissions have been submitted on time and the quality has been top-notch. George asked if anybody on the Council has concern/issue with the newsletter schedule. There were no concerns raised other than it may be necessary at times to call on staff to provide/supplement materials for publications.

Krista has confirmed advisory committee meeting times, dates and locations. Kiosk packets have been sent out. Tim said that practice specialties are responsible for their own kiosk materials and for management of their kiosks. Staff will handle the standards, BoK and CoPS kiosks.

The ribbon jam idea will be saved for Safety 2012. Krista said the ribbon jam would need to be planned before the advisory committee meetings to avoid any conflicts.

George Pearson asked that the practice specialties submit tasks that support each of the five objectives in the strategic plan.

Tim said the Council should meet the day before the symposium in Cambridge, MA later this year.
The meeting was adjourned.

Respectfully submitted,
(Electronic Distribution)
Tim Fisher
Director, Practices & Standards