Attendees:
Dave Smith  Paul Longville  Pam Walaski  Alycia Hall
Debby Shewitz  Linda Tapp  Cindy Straka

Pam Walaski opened the meeting confirming who was on the call (as noted above).

Minutes
No previous minutes were approved at this meeting. There were no minutes taken during the August or September calls and the October call was cancelled.

Call Schedule
The revised call schedule was reviewed and discussed. February 7th and May 7th will be the next two calls on a quarterly basis. Same time for both call 3:30-4:30 PM ET.

Advisory committee assignments – Program Year 2013-2014
Administrator: Pam Walaski  
Asst. Administrator: Brian Hitt  
Secretary: Paul Longville  (Carol Keyes)  
Nominations / Elections: Terry Grisim  
Membership: (Currently not filled) (Brian Hitt will fill in)  
Directory Task Force: Dave Smith, Carol Robinson, Debby Shewitz  
Publications: Scott Thomas, Tom Keelty, Pam Walaski  
Body of Knowledge: Greg Lauf  
Social Media / Website: Kelly Bernish  
Conferences / Seminars: Linda Tapp  
Awards / Honors: Brian Hitt, Debby Shewitz, Deb Roy, Rich Moscato

Membership Duties
Our Membership Chair has resigned due to conflicts in performing the tasks needed. Brian Hitt is covering for now, but we still welcome anyone who would like to be involved.  
There are two main duties – send out welcome letters to new CPS members and participate in the Monthly ASSE calls. Please let Pam Walaski know if you are interested in helping out with this position. Debby Shewitz has provided some information to Brian – some examples on letters.

Legal Services Branch/Committee
This entity has been disbanded due to lack of interest. If anyone is interested in revamping this group, please let Pam know. Some type of action items will need to be established prior to doing so.

CPS Roundtable
The roundtable topic has been submitted. Three people have volunteered to be the facilitator and recorder. Pam will submit two names.

PDC Proposals for 2014
Linda Tapp noted that 24 proposals were submitted from CPS. Still waiting to hear results as to who will receive approvals; this is expected sometime in December.
Newsletter
The next deadline for the CPS newsletter is November 25\textsuperscript{th}. Still trying to receive permission to reprint an article by Terry Mathis regarding the use of an article published in EHS Today discussing the roles a consultant fills for an organization and questioning whether or not this detracts or adds to the Safety culture of the organization. As always for future newsletters, the goal remains to receive articles about what we do as consultants – hopefully from us as consultants.

Consultants Guide Book
The first drafts for the first 9 chapters are in and the review process is in full swing. Second drafts are due from authors in mid-December. The goal is still to get the final draft to the TPAC Committee after the first of the year.

The last chapter of the book will be “How Do You Make It Work” and the authors will be asking consultants to submit personal essays on how they have succeeded in their consulting practice. An e-mail went out to all CPS members, but CPS Advisory Committee members are especially encouraged to submit. Essays should be in the 1,000-1,200 word range and are due by December 15\textsuperscript{th}. Send to Pam in Word format.

Directory
Krista Sonneson is no longer with ASSE and the CPS directory is no longer under CoPS. Kelly Fanella is now managing the project along with and Micah D’Orazio (Marketing) and Jim Ashley (Website). The previous external vendor was using WordPress to create the website and that has caused some difficulties in untangling some of the formatting. A previous ASSE staff member who is familiar with WordPress is being used on a consulting basis to assist Jim Ashley. Unfortunately the directory is not ready yet for additional reviews, but we hope to have something available soon. The ASSE website is being revamped and this directory will hopefully be a big part of this.

Awards and Honors
Debby Shewitz noted that an initial call was held. Discussed criteria for meeting the metrics of applicable awards. Looking for ideas and other folks who are consultants that should be recognized. Debby noted that the main criteria is for service to ASSE. Are there other people out there who provide service that we do not know about? Can we broaden the scope of who we consider for awards?

Updates from CoPS Meeting in Chicago in October
Sometime in 2014, CoPS will replace their newsletter with an online communication tool. It will be like a “live” newsletter. The MATRIX is in the process of being revived. A working group will start to take the feedback and hopefully be ready for the 2014 – 2015 year.

New Business
No new business.

Meeting was motioned for closing was made by Dave Smith and seconded by Debby Shewitz.

Next Conference Call: February 7\textsuperscript{th} 2014 at 3:30 EST