Consultants Practice Specialty Conference Call Minutes: October 5, 2012

Attendees: Pam Walaski, Brian Hitt, Chiteran Saran, Debby Shewitz, Neil Feldscher, Melanie Javens, Carol Keyes, Cindy Straka

Legal Service Branch (Neil)
- Discussed survey for Legal Services Branch members
- Survey to be completed in the next 6 to 8 months
- Membership is free to Consultants Practice Specialty (CPS) members
- Will hold a roundtable at Safety 2013 with other groups
- Terry Grisim is Branch vice chair
- Discussed Legally Speaking

The Advisor (Pam)
- Due date is November 14
- We are short about 3,000 to 4,000 words for the publication; the minimum is 10,000 words.
- Discussed doing a consultant profile. Pam will post on LinkedIn and is looking for a volunteer for the upcoming issue.

Website & Social Media (Carol)
- The update was cleaned up
- Directory was placed in a more prominent position
- Looking to increase traffic to the website
- Body of Knowledge (BOK) should flow back and forth from both websites
- Discussed LinkedIn
- Discussed guest blog on website

Directory (Pam)
- Functionality testing going on at this time
- Discussed connecting to main ASSE site and BOK
- Discussed searchability and the look and feel of the directory
- Jeff Camplin has set a deadline of October 31 for being ready to go
- Pam will coordinate a conference call with Tim (and possibly Krista) to get an update

Membership (Pam)
- Membership down from 1,536 in January 2012 to 1,475 at the end of September
- Discussed ways to increase membership
- Possibility of sending welcome letters to new members has been raised with Rich Moscato

Body of Knowledge (Pam)
- Jim Smith is BOK Chair for the Council on Practices and Standards (CoPS)
- Monthly theme; October is fire prevention month. Asking each practice specialty to upload at least one document on this topic.
- Also asking everyone to sign up and create an account
Consultants Guide (Carol)
- Discussed the guide’s concept
- Discussed publishing options; first choice is through ASSE
- Discussed interest in going forward; all on call liked the idea
- Pam, Carol and Brian will move ahead with the project. The first step is a concept review by ASSE’s Technical Publications Advisory Committee. It will probably take several months to prepare it for submittal.

Safety 2013 (Pam)
- We will hold a roundtable again this year. We will cover typical issues most consultants have in getting started and staying in business.
- We need a facilitator and a recorder. Each person receives a 50% discount on Safety 2013 registration. The deadline for submitting names is November 1. Anyone interested should e-mail Pam. If we receive more than two volunteers, we will draw names out of a hat. If you have submitted a proposal to present at the conference, you will not hear about your acceptance before November 1. Submit your name anyway, and we will sort it out later.

CoPS Matrix (Pam)
- Discussed the matrix. We will look at it each month on conference calls. At the moment, we have 25 points, with an expectation of reaching 45 by the end of the program year. This will leave us short of the lowest award category by a few points. Everyone is asked to look at the matrix and to let Pam know if they have any additions that will help raise the score.
- The matrix will be updated by CoPS in time for the next program year and will better reflect current CoPS goals as well as will provide opportunities for practice specialties to get credit for their unique benefits.

Nominations Committee
- Terry Grisim is the chair.
- Debby Shewitz will help. We need one more volunteer. The requirements are to assist in submitting the nominations to Krista by January for Administrator, Assistant Administrator and Secretary.

Minutes Approval
- Carol Keyes made the motion to approve and Debby seconded.
- Motion approved.

Next call will be November 2, 2012, 3:00-4:00 pm. Pam will not be able to make it.

Submitted by Brian Hitt