Chapter of the Year Petition
2011/2012 Chapter Year
From the
Orange County Chapter

Prepared by:

Georgette M. Quinn, Chapter President
2011/2012
# Table of Contents

**Table of Contents**

*Table of Contents* _______________________________________________________ 2

**Executive Summary** __________________________________________________ 4

**Georgette M. Quinn OHSTPoint Total** ______________________________________ 6

**Administration Matters** _______________________________________________ 7

- Annual Performance Report ________________________________________________ 7
- Chapter Officer and Delegate Report _________________________________________ 7
- Chapter Annual Financial Report ____________________________________________ 7
- Maintenance of Chapter Bylaws ______________________________________________ 7
- Maintenance of Chapter Incorporation and Affiliate Agreement ________________ 8
- Operations and Strategic Plan ______________________________________________ 8

**Leadership Matters** _________________________________________________ 8

- House of Delegates Representation __________________________________________ 8
- Assistance for Society and Regional Activities ________________________________ 8
- Submitted Required Regional Operating Committee Reports ______________________ 9
- Attendance to Regional Operating Committee Meetings _________________________ 9
- Additional Representatives Sent to Society Leadership Conference ______________ 9
- Planning Meeting ___________________________________________________________ 10
- Officer Succession and Training Plan _________________________________________ 10
- Officer Transition _________________________________________________________ 10

**Member Services** ____________________________________________________ 11

- Meetings _________________________________________________________________ 11
  - Technical Meetings ______________________________________________________ 11

**Cost Benefit Analysis/ROI for implementing Safety Recommendations Panel**

**Discussion** ___________________________________________________________ 11

- Meeting Notices __________________________________________________________ 12
- Section Meetings ___________________________________________________________ 12
- Meeting Attendance ________________________________________________________ 12
- Technical Tours ____________________________________________________________ 13

**Member Recognition** _________________________________________________ 13

- Recognition of Service _____________________________________________________ 13
- Chapter Safety Professional of the Year ________________________________________ 13

**Chapter Newsletters** ________________________________________________ 14

- Published Newsletters _____________________________________________________ 14
- Newsletter Graphics and Photographs _________________________________________ 14

**Other Chapter Activities** _____________________________________________ 14

- Employment Information ___________________________________________________ 14
- Certification Preparation Assistance _________________________________________ 15
- Career Day _______________________________________________________________ 15
Chapter Scholarship
 ASSE Foundation Support

**Professional Development Conferences**
  - Seminars, Conferences, Workshops, Symposia
  - CEU’s Offered
  - Vendor Exhibits

**Promotion of the Society**
  - Public Relations Committee
  - Submissions to Local Media Outlets

**Member Recruitment and Retention**
  - Member Recruitment and Retention Plan
  - All chapter functions are open to nonmembers who are offered the same registration or meeting rates. This gives potential new members an opportunity to learn about the chapter before joining ASSE.
  - Increased Membership
  - New Member Orientation
  - Member Expectations
  - Chapter Welcoming Team
  - Member Retention Plan
  - Maintain Chapter Website
  - Hyperlinked Resources

**Links & Resources**
  - ASSE Links
  - Other ASSE Region I Chapters
  - Other Safety Organizations
  - Government Websites

**Meeting Presentations**
  - Cal/OSHA Updates
  - Chapter Documents

**Board Meeting Minutes**
  - Sections and Special Interest Groups

**Appendices**
  - Annual Performance Report
  - Operations and Strategic Plan
  - Pre-Planning Meeting Agenda
  - Officer Transition
  - Annual Programs Agenda
  - PDC Agenda/Schedule –
  - Correspondence Confirming CEUs for PDCs
  - ASSE Foundation Support
  - Member Recognition-samples of letters, questions and pictures
  - Public Relations Activities
Executive Summary

“The true meaning of life is to plant trees, under whose shade you do not expect to sit.” -- Nelson Henderson

We open with this quote as it captures the essence of our chapter. The Orange County Chapter of the American Society of Safety Engineers (OCASSE) has had a long running heritage of success. The founding members – such regional icons as Fred Gillett and Natalie “Lee” Klein – set the stage for a chapter that would flourish, grow, and succeed in the coming decades. The staggering pool of talent within our boundaries has blessed our chapter with extremely smart, dedicated, servant leaders whose altruistic and professional dedication has resulted in a model chapter. Members of our chapter have been recognized as Regional Safety Professionals of the Year (SPY) and Practice Specialty SPYs. One of our most dedicated members, Terrie S. Norris, even went on to be the Region I Vice President and, of course, Society President. Those attending chapter events are drawn to the leadership like moths to a flame. Success attracts success. Success begets success. As outgoing chapter president, I am humbled by the dedication not only of our core leadership, but our entire membership.

OCASSE developed an Operations and Strategic Plan at the beginning of the operating year and used this to guide the chapter activities.

The chapter goals included providing quality educational opportunities for the members by conducting a one-day professional development conference (PDC), monthly technical meetings, study workshops in preparation for professional certification, generously supporting the ASSE foundation, developing a new student section, providing technical tours, participating in the annual Joint Technical Symposium with the Los Angeles and Long Beach Chapters of ASSE and the Southern California and Orange County Sections of the American Industrial Hygiene Association (AIHA), and holding annual joint meetings with the Orange County AIHA and the Orange County Chapter of the Risk and Insurance Management Society (RIMS).

Our annual March PDC was retooled to provide four separate workshops throughout the day. This was very well received by attendees as we had over 60 registrants and 5 exhibitors bursting the seams of the relatively small venue we had reserved. We plan to expand this theme for the next chapter year following the success of this year’s program.

Development of the OCASSE Student Section was our proudest moment this year. John Breskey PhD, faculty member of California State University Fullerton (CSUF) an ASSE transplant from the Chicago area, and Cari Elofson, EHS Manager at CSUF and OCASSE member, were the key players in recruiting
student members and filing the petition for the student section to become a legitimate entity. The students conducted eight formal meetings which included speakers from various businesses, and they attended four technical tours at local businesses. These new student leaders also collected canned food for our annual Holiday Fund Raiser and staffed a booth at two university expo event (known as “Discoverfest”) to promote the new Student Section. The chapter nurtured the leaders of the new section by awarding three scholarships to the leaders. Several student leaders went on to become interns at various local businesses. We are excited and hopeful about what these students will bring to the future of our local professional community.

Throughout the year, the Chapter provided technical presentations at the monthly meetings by hosting knowledgeable and inspiring speakers. Speakers and programs included Terrie S. Norris, past OCASSE member and chapter president, a regulatory update from a local California OSHA manager, and program director from California State University Dominican Hills (and local OSHA Training Institute), Back to School, EMR measurements, Risk Management, Ergonomics, and other relevant and topical issues. We finished our year with a fresh perspective and presentation from our student members.

One of the main goals of chapter leadership is to identify and build relationships with members for potential leadership positions. Developing and growing leaders is the key to succession planning. This year we were successful in sending two members to the leadership conference, awarding a professional certification scholarship to a deserving member seeking professional certification, and bringing in six new faces to the chapter executive committee. The time spent with these members was well spent as it will contribute to the growth of the chapter. We look forward to what these members will bring to the chapter and members.

We started professional certification classes and try to keep these classes sustainable. We continue to examine how we can provide this service.

The Chapter achieved Star level for the 2011/2012 Chapter year; we achieved 4142 points out a possible 4670. We had such a successful year because of the commitment, dedication, mentorship and relationship building skills that our members and leaders bring to the table. We raised the average meeting attendance to fifty-seven members and had an annual increase of our chapter membership by seven percent.

In order to meet the diverse needs of our chapter, we have developed a fledgling Construction Special Interest Group, holding six breakfast meetings a year with topics more directly related to our members in the construction industry.

It was my pleasure to serve the Orange County Chapter of the American Society of Safety Engineers as their President for the 2011-2012 year. I have been a member of ASSE since September of 1993 and joined because of the great people involved in our profession. I knew then as I know now that this would be a lifelong commitment and would be involved in whatever capacity I was able.
Networking is a professional word that according to Webster means: the exchange of information or services among individuals, groups, or institutions; but I like where it continues to say: specifically: the cultivation of productive relationships for employment or business. The word relationship I will use as I continue to be an active member of ASSE. I believe there is no greater professions than Environmental, Health and Safety protection, helping people make better choices to live a healthier and safer lifestyle whether at work or at home.

Achievements this year made by the Orange County Chapter did not happen by one person, I have been saying all year it takes a village, it takes knowing what member’s gifts are and cultivating those gifts, giving encouragement when someone is faltering, rewarding successes and acknowledging those individuals. I cannot thank the leaders of this chapter enough for their relationships, support, mentoring and leadership building gifts they brought to this chapter and to me. Thanks so much for believing in me.

Peace

Georgette M. Quinn OHST
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 4142 points and submits this petition for consideration as Chapter of the Year for its chapter size category. A summary of the points earned is located in the appendices.

Administration Matters

Annual Performance Report
(200 points)
The Chapter’s Annual Performance Report and this petition were submitted to the Regional Vice President, and Society headquarters by August 15, 2012.

Chapter Officer and Delegate Report
(200 points)
The Chapter elected its officer and delegates at our April 2012 meeting and submitted the results of the election to the Regional Vice President and Society Headquarters on April 12, 2012.

Andy Cuthbert and Bob Howarth 2011-2012 Delegates provided information to the executive board so a vote could be taken on:

- Code of Conduct Revisions
- Nominations & Elections Committee Standard Operating Guideline & Bylaw Revisions
- Real Estate Transaction Authorization

This vote was then given at the delegates meeting that were held at the 2012 PDC in Denver.

Chapter Annual Financial Report
(200 points)
The Chapter submitted its annual financial report to the Regional Vice President and Society Headquarters on May 28, 2012.

Maintenance of Chapter Bylaws
(200 points)
The bylaws were reviewed by the chapter during December 2011, and it was determined that no changes were needed. The bylaws will again be reviewed in 2013, and will be submitted to the RVP and Society at that time. The bylaws are located on the OCASSE website on the right hand column under Chapter Documents at the follow link:

http://orangecounty.asse.org/docs/OCASSE%20Bylaws%202011.pdf
**Maintenance of Chapter Incorporation and Affiliate Agreement**

(200 points)

The Chapter is incorporated in the state of Illinois and maintained its incorporation status throughout the chapter year. This is handled by headquarters and we are in compliance.

**Operations and Strategic Plan**

(100 points)

The Chapter submitted its Operations and Strategic Plan by July 31, 2011. See appendices.

**Leadership Matters**

**House of Delegates Representation**

(100 points)

The Chapter’s delegates (or pre-approved proxy) were present to represent the Chapter at the Annual House of Delegates meeting held on June 3, 2012 in Denver, Colorado. Andy Cuthbert and Vaughan Hargrave (pre-approved proxy) attended this meeting.

**Assistance for Society and Regional Activities**

(25 points)

The chapter contributed as it has in the past $500 to the Regional Operating Committee hospitality room that they host each year at Society’s annual Professional Development Conference, this year it was in Denver. We believe this event helps promote networking and relationship building with fellow environmental health and safety professionals.

The Chapter sent Georgette Quinn President to the Fall ROC meeting, and sent Georgette Quinn and Bill Jones to the Spring ROC meeting.

The Orange County Chapter will be hosting the spring 2013 ROC meeting in Orange County.

Two of our members Mark Elliott Director, Safety The Walt Disney Company Burbank, CA and Bill Turner, PE, CSP, ARM Senior Service Director Liberty Mutual Insurance Orange, CA presented at the 2012 Denver PDC titled Advanced Technology Connecting Corporate Risk Management with Field Safety Assessment.

Chapter member, Frank G. D’Orsi, is a long-time member of ASSE’s Editorial Review Board. His service led the group’s efforts to solicit high-quality manuscripts from various sources for publishing in *Professional Safety*.
Submitted Required Regional Operating Committee Reports
(50 points for one, 150 points for 2 or more)

The Chapter submitted Regional/Area Operating Committee reports as required. The Region held two meetings during the chapter year, and reports were submitted for both of them prior to the 1st day of the meetings.

Attendance to Regional Operating Committee Meetings
(100 for one, 300 points for 2 or more)

Georgette Quinn Chapter President attended the Fall Regional Operating Committee Meeting which was held on Kauai in Hawaii on October 13th and 14th 2011. Georgette Quinn President and Bill Jones Pres-Elect attended the spring meeting which was held in San Diego in California on March 15th and 16th 2012.

Leadership Training
(100 points)

The Chapter recognizes the importance of leadership training. The Chapter provided its officers with leadership training by sending Teddi Penewell, Secretary and Hank Pineda, Treasurer to the annual Society Leadership Conference in October held by Society.

The Chapter recognizes officer training is critical and on-line training and in-person training was conducted in June and July and during our annual planning meeting with the following officers in attendance:

- President, Georgette M. Quinn
- President-Elect, Bill Jones
- Secretary, Teddi Penewell
- Treasurer, Hank Pineda
- Delegates, Bob Howarth and Andy Cuthbert
- Member-at-large, Scott Myles
- Awards and Honors Chair, Phil Combest
- Programs and Speaker Support, Karl Lehman
- Membership, Jonathan Francisco
- Special Projects, Vaughan Hargrave

The following materials were used by the Chapter to conduct the officer training:

- Society Position Descriptions
- Society Officer On-line Training
- Society Operations and Strategic Planning Worksheet
- Chapter By-laws
- Chapter SOG’s

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 following chapter officers were sent to the Society Leadership Conference:

- Teddi Penewell, Secretary
- Hank Pineda, Treasurer

**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. The agenda for that planning meeting is contained in the appendices. The primary focus of the meeting was the development of the Chapter’s Operations & Strategic Plan, officer succession planning, budget review, set schedule for Chapter SOG’s review, plan to develop the Student Section, plan to develop the Construction Special Interest Group, make sure we recognized and honor all members, award all scholarships, develop a newsletter, connect with vendors for sponsorship, start professional development classes, meet and greet all members at meetings, and provide a professional development conference.

**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 one-on-one meetings between incoming and outgoing board representatives to orient the new leaders to chapter policies, programs, and operations. In addition to one-on-one meetings, each board position is invited to take advantage of Society resources available at Officer Central, as well as online webinars to prepare them for optimal leadership performance.

**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 ASSE Officer Central and the Chapter Standard Operation Guidelines (SOG’s) 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>Society Update/Past Presidents</td>
<td>Terrie Norris</td>
<td>47</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Cal-OSHA Update</td>
<td>Richard Fazlollahi</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Joint Technical Symposium w/LBASSE, LAASSE, SCAIHA, OCAIHA</td>
<td>Jason Vogel</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>“Back to School”</td>
<td>Jason Vogel</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>“EMR- Are They an Accurate Measurement?</td>
<td>Rick Church</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>Holiday Fund Raiser</td>
<td>Members</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>Risk Management</td>
<td>Bill Barbarow</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>Joint Breakfast w/AIHA-NIOSH</td>
<td>Bob Phalen</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>Chapter PDC</td>
<td>Members</td>
<td>53</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>Ergonomics</td>
<td>Joanette Lima</td>
<td>58</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>Joint Lunch w/OCRIMS</td>
<td>Panel Discussion</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Student Presentations</td>
<td>Student Executive Team</td>
<td>34</td>
<td></td>
</tr>
</tbody>
</table>

February Joint Breakfast Meeting with OCAIHA

OCASSE has had a long tradition (over ten years) hosting a joint meeting with the local AIHA section. We periodically renew a Memorandum of Understanding (MOU) with the current president and president elect of the section and chapter. This MOU pledges each organization to work cooperatively on mutual interest goals, such as technical education and membership services.

Bob Phalen (Robert Phalen, PhD, professor at CSU San Bernardino) was the speaker for the joint breakfast meeting. Bob Phalen presented the results of his NIOSH-funded research on the impacts of movement on whole glove integrity and chemical resistance.

May Joint Meeting with OCRIMS

Following a successful joint meeting in May 2012, OCASSE plans to make the May an annual cooperative meeting with the local Orange County RIMS chapter. The 2012 program, attended by over 100 local professionals, was a panel discussion outlined as follows:

Cost Benefit Analysis/ROI for implementing Safety Recommendations Panel Discussion
A Panel Discussion Lead by:
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: Constant Contact meeting info at a minimum twice before each meeting. Postings for the meetings are on the OCASSE website, newsletter info and a call to one of our members who does not have current technical media.

Section Meetings
(25 points)
The Chapter’s sections include: The Student Section conducted at least eight meetings during the course of the year. See Schedule in appendices.

Meeting Attendance
(50 points)
The Chapter tracked the attendance of its general member meetings. The attendance count of members and non-members at each general chapter meeting was:

<table>
<thead>
<tr>
<th>Month</th>
<th>Topic</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>Society Update</td>
<td>47</td>
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<tr>
<td>August</td>
<td>Cal-OSHA Update</td>
<td>75</td>
</tr>
<tr>
<td>September</td>
<td>Back to School</td>
<td>31</td>
</tr>
<tr>
<td>October</td>
<td>Joint Technical Symposium</td>
<td>183</td>
</tr>
<tr>
<td>November</td>
<td>EMR, are they an accurate measure of safety?</td>
<td>42</td>
</tr>
<tr>
<td>December</td>
<td>Holiday Fund Raiser</td>
<td>50</td>
</tr>
<tr>
<td>January</td>
<td>Risk Management</td>
<td>38</td>
</tr>
<tr>
<td>February</td>
<td>Joint Breakfast w/AIHA</td>
<td>45</td>
</tr>
<tr>
<td>March</td>
<td>Annual PDC-workshops</td>
<td>53</td>
</tr>
<tr>
<td>April</td>
<td>Ergonomics</td>
<td>58</td>
</tr>
<tr>
<td>May</td>
<td>Joint Lunch w/OCRIMS Panel Discussion</td>
<td>~100</td>
</tr>
<tr>
<td>June</td>
<td>Student Section Presentations</td>
<td>37</td>
</tr>
</tbody>
</table>
**Technical Tours**
The chapter conducted one technical tour this year. Southern California Edison hosted us at their SCE-Energy Education Center in Irwindale CA.

**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:

- Recognition of members of 25 years of service at our annual Holiday Fund Fundraiser, they were given a letter of appreciation (see sample in appendices)
  - James Vita
  - Cynthia Paulo
  - Harry Hendrick
  - Robert Howarth
  - David Hagan
- All the 2011-2012 Executive board members and Chair persons were recognized at the July 2012 meeting with a gift and letter (see sample in appendices)
- Asked Society to notify the president if there were members who reached long service milestones.
- Robert Howarth was recognized as the Chapter SPY at the July 2011 meeting. A presentation was made, and he was given an engraved plaque to memorialize the occasion.
- At the February 2012 meeting, deceased member, Charles Sandberg, was remembered for his service to both the OCASSE and the Orange County AIHA Section. Charles was instrumental in bringing these two organizations together, and he was a leader in both organizations.

**Chapter Safety Professional of the Year**
(25 points)
The Chapter recognized Cari Elofson as its Safety Professional of the Year. A presentation was made to an audience of over 100 local professionals at the joint meeting with Orange County RIMS at the May 2012 meeting. Ms. Elofson was instrumental in the development and fruition of OCASSE’s Student Section.

The choice this year was an easy one. Our recipient has been a longtime supporter of the chapter, over the years often providing a venue for important chapter meetings, workshops, and board meetings. She sponsored innumerable events with in-kind gifts, monetary donations, exhibiting at chapter trade shows, and consistently supporting the chapter through many, many administrations.

But most recently, just over the past 10 months, Cari with the assistance of the chapter and the support of CSUF and its faculty, has immobilized the troops, and thanks to Cari, we now have (as far as I know) the first student section in Southern California.

Cari’s ongoing efforts have made this truly a world class chapter. A copy of her petition is available for anyone interested in reviewing it.
Public Recognition of Members through Chapter Media (25 points),
Public and Social Media (25 points)

The Chapter provides recognition to its members throughout the year. The recognition takes the form of announcing at each meeting any achievements that we have been notified. We have each person attending a meeting introduce themselves and encourage them to speak about any job opportunities or other member announcements. These achievements are also mentioned in the constant contact newsletters. Also our awards and honors chair sends this info back to Society. See appendices for examples.

Press releases are written and distributed through Constant Contact as well as the Society Public Relations Office for each chapter milestone, such as naming our chapter SPY, awarding grants for professional certification, and awarding scholarships. See appendices for the press releases distributed by OCASSE.

Chapter Newsletters

Published Newsletters
(15 points for each publication up to a maximum 180 points)
The Chapter published a newsletter. Those newsletters were distributed to members via Constant Contact e-mail.

Newsletter Graphics and Photographs
(25 points)
We included in the newsletter the president’s monthly letter, educational opportunities, links to regulatory updates, notices about upcoming meetings, workshops and technical tours. The chapter displays its logo on all emails and newsletters. Photographs of chapter events are taken at meetings, etc., and used in newsletter emails and web pages. At any given time, there are photographs posted on the chapter website. This link will show examples of such pictures:

http://orangecounty.asse.org/photos.php

Other Chapter Activities

Employment Information
(25 points)
The Chapter provided employee opportunity information to its members by posting any and all job positions on our chapter website. Also during our monthly technical meetings we do a round about where every attendee states their name, company and if they have any job opportunities.
Certification Preparation Assistance
(50 points)
The Chapter provided a series of classes to assist its members in preparing for CSP, ASP and CHST certification examinations. These events have been organized by chapter member, James Gunderson.

Career Day
(25 points)
The Chapter helped to promote our profession by making presentations at Discoverfest at Cal-State Fullerton. The following members participated in the event by helping the students set up and answer questions:

- Cari Elofson
- John Breskey
- Phil Combest

The Student Section participated in four technical tours which had a career promoting element whereby the host explained their plant, locations, etc., in such a way as to elaborate on what it’s like to work at their specific location.

Chapter Scholarship
(25 points)
The Chapter supports the growth of our profession through its scholarship program. The Chapter’s scholarship was started in 2001 by then chapter president Terrie S. Norris. Since then, the chapter scholarship program has grown into partnership with the local university. We currently award scholarships to deserving students in the fall and spring. Our standing executive committee recently allocated over two thousand dollars for four scholarships in the upcoming year.

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 has established an endowed scholarship. See letter in Appendices.

Recognizing the importance of Society’s Foundation activities, the chapter has traditionally donated $1000 to the ASSEF. The standing committee recently raised this by 250 percent to $2,500 for the upcoming year. These monies are awarded to students all over the country and rarely make it back to Southern California, but the chapter understands that it is supporting the entire profession by supporting ASSEF.

Professional Development Conferences
Seminars, Conferences, Workshops, Symposia
(50 points for each ½ day segment up to a maximum 300 points)
The Chapter conducted our annual one day Professional Development Conference in March 2012. Following the member survey results, we held four workshops, two in the morning and two in the afternoon, the day included a Keynote Speaker for the lunch hour. The agenda for this event is located in the appendices.
CEU’s Offered  
(25 Points)  
The Chapter applied for and received authorization for .6 CEUs for its Annual March PDC (workshops) the letter of authorization is included in the appendices.

Vendor Exhibits  
(25 points)  
The Chapter included vendor exhibits at its annual March 2012 PDC (workshops) to help keep its members informed of the products and services available for the protection of people, property, and the environment. We also provide availability to our vendors to promote their products at our monthly technical meetings. They are given a table to display, time to speak to the members during the meetings and open time before and after the meetings to network with the members.

Promotion of the Society

Public Relations Committee  
(25 points)  
The Chapter has formed a Public Relations Committee to promote the Chapter and the Society. The Committee currently is chaired by new leadership member Dolores Salman. The Committee’s activities include promoting chapter events and chapter member news. This is a newly resurrected committee position as public relations duties were previously distributed among the other chapter leadership positions, from president to communications chair. Each chapter officers works with the chapter communications chair to promote the chapter and its members through both existing chapter channels of communication and the Society Public Relations Office. Examples of press releases are found in the appendices.

Submissions to Local Media Outlets  
(25 points)  
The Chapter worked with the Society’s Public Relations Department to make contact with the local media outlets, for all press releases. Press releases were completed when the chapter SPY was awarded, and when each chapter scholarship was awarded. See appendices for examples of chapter press releases.

Member Recruitment and Retention

Member Recruitment and Retention Plan  
(50 points)  
The Chapter developed a plan for the recruitment and retention of members. That plan included holding a membership contest. A $100 gift card was given to the member who recruited the most members during a 6 month period. One of our chapter members was recognized at a chapter meeting and received the $100 for recruiting 11 members during this six month period.

All chapter functions are open to nonmembers who are offered the same registration or meeting rates. This gives potential new members an opportunity to learn about the chapter before joining ASSE. Membership application forms are available at each workshop, special functions and general membership meetings.
The Chapter conducted New Member Orientation for its members. Membership Chair, Jonathon Francisco, contacted each new member with a welcome letter and a phone call. He then personally invited them to upcoming Chapter events. The welcome letter invites new members to a complimentary lunch at their first general membership meeting. Upon arrival, new members were greeted by board members in attendance. The Orange County Chapter prides itself on making all guests feel like family.

The Chapter assigned all executive committee members in attendance at chapter functions to act as the Chapter’s Hospitality team. As President this year Georgette Quinn made a point of meeting each person in attendance and welcoming them to the meeting. The Membership Chair and Treasurer welcome members and guests at the sign-in table, while all other available Executive Committee members move about the room during the networking period to welcome members and guests. In addition, Executive Committee members sit at different tables during the lunch/presentation to introduce members to each other.

**Member Retention**
In October 2011, a five question membership survey was conducted via Constant Contact. The survey sought to identify preferred meeting topics, if they were interested in professional certification classes, and what type, and what subjects would they be interested in for a Professional Development Conference and what events they plan to attend. This information was evaluated by the executive committee to better serve our members and develop our programming for our technical meetings and our annual March PDC (workshops).

We all constantly searched for members who exhibited an interest in becoming more involved with the chapter or members who regularly attend chapter functions, but have not made an attempt to get more involved. We talk to them about being involved with the chapter and where their interests lie.

**Increased Membership**
(5 points per one percent increase up to 50 points)
The Chapter started the year with 431 members (counting all classes of membership: student, emeritus, associate, member and professional member), and ended the year with 471 members. This change equates to 9% percentage of increase in chapter membership, which is remarkable compared to the Society averages.

**New Member Orientation**
(25 points)
The Chapter provides New Member Orientation to its members. The orientation was conducted by our membership chair Jonathon Francisco by contacting them by letter and telephone inviting them to a meeting. Jonathon also was on hand at the registration table to welcome and introduce these new members to others.

**Member Expectations**
(25 points)
To determine the members’ expectations of the Chapter, the Chapter sends out to all members an annual survey by Constant Contact. The information gathered was shared with the members during monthly meetings, e-mail and posting on chapter website. The Chapter responded to these findings with the program development of our annual Professional Development Conference and our monthly technical meetings.
Chapter Welcoming Team
(25 points)
The Chapter President has asked all board meetings who are available at the meetings to act as the Chapter’s Hospitality team. These officers welcomed attendees to chapter functions and assisted them in networking with members they had not previously met.

Member Retention Plan
(25 points)
The Orange County Chapter has had a long standing philosophy that excellence will lead to retention. When chapter members are well served, the remaining members continue to contribute. We constantly check in with our members to make sure their needs are being met. As long as we continue to meet those needs, we expect to retain our members. OCASSE has a very high member retention rate.

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 sending them a letter or calling them discussing the benefits of ASSE and what we can do to help them use these resources.

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. The Chapter’s website may be viewed at http://orangecounty.asse.org

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:

Links & Resources

ASSE Links

- American Society of Safety Engineers (ASSE)
- ASSE Members Only
- ASSE Region I Website
- Nexsteps Career Center
Other ASSE Region I Chapters

- Alaska Chapter (Anchorage, AK)
- Bakersfield Chapter (Bakersfield, CA)
- Cascade Chapter (Eugene, OR)
- Central Valley Chapter (Fresno, CA)
- Columbia-Willamette Chapter (Portland, OR)
- Greater San Jose Chapter (San Jose, CA)
- Hawaii Chapter (Honolulu, HI)
- Inland Northwest Chapter (Spokane, WA)
- Long Beach Chapter (Long Beach, CA)
- Los Angeles Chapter (Los Angeles, CA)
- Lower Columbia Basin Chapter (Richland, WA)
- Midnight Sun Chapter (Fairbanks, AK)
- Puget Sound Chapter (Seattle, WA)
- Sacramento Chapter (Sacramento, CA)
- San Diego Chapter (San Diego, CA)
- San Francisco Chapter (San Francisco, CA)
- Southern Oregon Chapter (Medford, CA)
- Valley Coastal Chapter (San Fernando Valley, CA)

Other Safety Organizations

- American Conference of Governmental Industrial Hygienists
- American Industrial Hygiene Association
- AIHA Orange County Section
- AIHA Southern California Section
- American National Standards Institute
- Board of Certified Safety Professionals
- Council on Certification of Health, Environmental and Safety Technologists
- Institute of Hazardous Materials Management
- National Fire Protection Association
- National Safety Council
- Risk and Insurance Management Society
- RIMS Los Angeles Chapter
- RIMS Orange County Chapter
- Southern California Industrial Safety Society

Government Websites

- California Dept. of Industrial Relations - Code of Regulations, Title 8
- Environmental Protection Agency
- Mine Safety and Health Administration
- National Institute for Occupational Safety and Health
- Occupational Safety & Health Administration
- Orange County, California
- South Coast Air Quality Management District
- State of California
Meeting Presentations

- ASSE - AB 2774 - 03-14-2011 (pdf)
- AB 2774 Form-1BY (pdf)
- AB 2774 (pdf)
- EHS Audit Techniques: A Case Study from Allergan - August 2010 (pdf)
- ANSI Fall Protection Update - March 2010 (ppt)
- ASSE New Member Orientation (ppt)
- Back Safety: How to Prevent a Lifetime of Back Problems (ppt)
- Bloodbourne Pathogen Training (ppt)
- Compressed Gas Cylinder Safety (ppt)
- Fire Extinguisher Training (ppt)
- Fire Safety Tips for Your Facility (ppt)
- Hazard Communications: Your "Right to Know" (ppt)
- Mercury Spill Clean-Up Procedures (ppt)
- Mower Safety (ppt)
- Office Ergonomics: Adjusting Your Workstation to Fit Your Body (ppt)
- Sun Safety: Protecting Yourself from UV Radiation (ppt)

Cal/OSHA Updates

- March 2009 Advisory Committee Report (pdf)
- March 2009 Advisory Committee Meeting Litigation Report (pdf)
- March 2009 Advisory Committee Meeting Agenda (pdf)
- Title 8, Section 3395: Heat-Illness Prevention in Outdoor Places of Employment (pdf)
- Hexavalent Chromium Inspection Guidelines (pdf)

Chapter Documents

- Chapter Bylaws (pdf)
- Standard Operating Guidelines (pdf)

Board Meeting Minutes

2012 Minutes
2011 Minutes
2010 Minutes
2009 Minutes
2008 Minutes

Society’s Press Releases


Classes

http://orangecounty.asse.org/docs/OSHA-classes.pdf

https://www-conf.slac.stanford.edu/lsow/program-agenda.asp

ASSE Membership

http://www.asse.org/membership/becomeamember.php

Chapter Survey
http://survey.constantcontact.com/survey/a07e5ury5u5h1f0v6fu/a019lh54azyft/greeting

Sections and Special Interest Groups
(25 points)
The Chapter’s website has a button for the Chapters Construction Special Interest Group. This tab on the website includes the name of the Chair Person with contact info, the meeting location with directions to google maps, the schedule of meetings, interested topic areas, and past presentations of the speakers.

http://orangecounty.asse.org/construction-special.php

Student Section
(25 points)
The Chapter’s website includes a Student Section tab that includes information, such as their mission statement, goals, background of ASSE, flyer for information about joining, student officer information, faculty adviser and liaison with contact info, and pictures of the sections members attending tours and receiving their scholarship checks!

http://orangecounty.asse.org/students.php

Student section meeting plan2011.pdf
Appendices

Annual Performance Report

OCASSE Chapter Star
sForm2011-2012v5D

Operations and Strategic Plan

OCASSE Chapter
SWOT Analysis 2011-

Pre-Planning Meeting Agenda

OCASSE Planning
Meeting Minutes Jul11

Officer Transition

OFFICER TURNOVER
CHECKLIST.docx

Annual Programs Agenda

2011-2012_Program_Speaker_Support.doc

PDC Agenda/Schedule –

Action List Mar PDC 12.xls
Correspondence Confirming CEUs for PDCs

Orange County - G Quinn 21712.doc  ASSE CEU Sign-In Sheet PDC.doc

ASSE Foundation Support

2012 ASSEF Donation.pdf

Member Recognition-samples of letters, questions and pictures

Bob H. Award recog letter.doc  OCASSE_25Yr_Recognition Howarth.doc  Pres thank you board Phil.doc

Public Relations Activities


PR for Gunderson Award.docx