

Meeting Minutes
CPS Conference Call
August 5, 2011
3 pm – 4 pm
Minutes Noted by: Dhruti Thaker

Pam initiated the call with welcome to all attendees and introduction. All participants provided brief introduction. Participants included:

- Pam Walaski
- Carol Robinson
- Ken Walker
- Mary Hollins
- Chris Janson
- Carol Keyes
- Dave Smith
- Dhruti Thaker
- Larry Holloway
- Terry Grisim
- Krista Sonneson

Meeting Minutes

Meeting minutes from the June meeting were approved.

Newsletter

Dhruti provided information on the upcoming news letter issue and solicited attendees input for articles. The next deadline for submission to Dhruti is November 15th. Carol R. provided the information from her company news letter for possible articles ideas. Pam asked all on the call to think about something they have written that could be easily refreshed, like a PDC Proceedings paper.

The next newsletter will begin to feature member accomplishments. Terry Grisim is receiving a Distinguished Service to Safety award from NSC and we also want to feature the names of CPS members who were named to the WISE 100 Women of Safety. Krista will provide the CPS roster and Dhruti will use it to crosswalk our member list. All on the call were encouraged to think about an accomplishment of their own or another member's that they would like to highlight.

Member Survey

Laura was not able to be on the call but she provided a summary of the comments she received on the member survey. Krista will take those comments and reformulate the survey for our members. She expected it to be out in a few weeks.

Consultants Directory

Carol Robinson provided update on the directory project based upon the research and information that she and Debby Shewitz have gathered. Current directory is maintained by external source and is currently not functional.

Recommendations from Carol and Debby include:

- The directory by Company rather than person, but will be searchable by both fields
- There will be drop downs available for key contact as well as service area.
- Listings will be limited to ASSE members.
- The key to populating the directory will be in getting the support and participation of a number of the larger consulting practices that are members of CPS. It is believed that others will follow if the directory is seen as being populated by key groups.
- The proposed pricing structure for the directory was discussed. There seems to be agreement that the discount for CPS members should be low enough to encourage non-CPS members to join in the list in the Directory. A number of items were suggested that would require additional costs beyond the main listing to generate more income. Krista will take the general ideas of the pricing structure in-house as she negotiates the contract. In the end the Directory needs to generate revenue if Society is going to support it, but she has had conversations with the current vendor about profit sharing and they are open to it.
- A few marketing options were briefly discussed but more in depth discussion was tabled for future calls. At this point Krista will take the category ideas and other information and begin to work with the vendor on getting a beta test site ready for review.

2012 PDC Sponsored Sessions

Krista noted that CPS has been listed as a sponsor on 24 speaker applications for the 2012 PDC. Pam informed attendees that if anyone has already submitted the speaker application, it is not late to ask for CPS sponsorship. (Although it is too late to submit a session proposal.)

Webinars

Ken has not been able to move forward on this project as of yet. Brief discussion on webinars and the rates associated with it was provided. Ken will send around a summary of his ideas to the group via email for input. All on the call were asked to send him their ideas for topics and speakers in the near future. Pam will post something on the LinkedIn Group as well.

Website

Carol K. invited ideas for the website and content information. Carol's suggested that we use the site to promote CPS members speaking engagements and webinars as well as accomplishments in addition to the typical content. The website would also be a place to post the virtual webinar we produce. Carol asked about what options we had for our site's reformatting and said she liked the site format used by Construction. Krista suggested we look at WISE as well. All on call were encouraged to visit those sites in the near term.

Krista informed the team that recently other practice specialties have worked on updating and consolidating their sites. She also will be updating the PS leadership in the next week or so. She cautioned the team that time sensitive information should not be placed as there will be lag in placement of the materials and made available.

Carol will send around a summary of her thoughts as well as the input from today's call for future discussion.

Mentoring

Pam noted that though in past team has been involved in matching mentors for new consultants; recently there is not much of activity in this area lately. Rich Moscato has focused primarily on doing presentation to local colleges and high schools and was not on the call. Pam asked that if anyone on the call was interested in spearheading the effort to let her know. She will also keep that in mind when she receives inquiries from others looking to get involved.

New Business

Since CPS members only have one opportunity to get together in a face to face manner, Pam suggested that we keep an eye out for other opportunities to at least have informal get together. She suggested using the various ASSE symposia and conference, like Seminarfest. IF any CPS member is planning to attend one of these events and would be willing to set up a chance to have a drink or get a meal, they could reach out to the members through the LinkedIn website as well as the monthly emails to all CPS members. Pam was hoping to do this at the November Safety Measurement Symposia in Boston where she will be attending.

Next Call

Next call will be on October 7, 2011, same time.