

Consultants Practice Specialty Conference Call Minutes

December 2, 2011

Attendees:

Laura Hughes	Brian Hitt
Larry Holloway	Kenneth Walker
Pam Walaski	Debby Shewitz
Dave Smith	EJ Peniwell
Dhruti Thaker	Carol Robinson
Rich Moscato	Wesley Witt
Chuck Pirie	Laura Alvarez-Hughes
Carol Keyes	David Cervantes
Chitaranjan Siran	

October minutes

Minutes from the last meeting were electronically distributed prior to the call. October minutes approved with no changes

Newsletter:

We met the deadline for the last issue with at least 10,000 words. Jesse Meldrum and Dhruti Thaker (Publications Coordinators) are working on next one. Everyone is welcome to submit articles. We need 5 or 6 articles per publication with preference for articles that focus on being a consultant rather than technical information. Deadline for the next Advisor will be April 10th (not February as was indicated on the call).

Articles should be around 2000-2500 words. We may be able to reprint articles if we get permission. If you submit an article for reprint we need to know where/when it was first published as well as have a link to the article or a copy of it. Articles can be submitted to Jesse, Dhruti or Pam. (pam@jcsafety.com – dthaker@activsi.com jesse_meldrum@hotmail.com)

Membership: Laura is still waiting to hear from everyone w to be calling on members without current emails. Those who were assigned names are asked to please call and get the information back to Laura by January 15. Pam said that when she made her calls it didn't take very long and if AC members can only get a few done, every little bit helps.

Consultants Directory:

There is a dying directory on the ASSE website. Carol Robinson has not received any updates on the status of the new directory. CPS forwarded information and a beta site is in the works. Getting the consultants directory live and viable is one of the CoPS goals as well as one of the best services we can add to bring value to our members. Additional assistance will be needed from CPS members once we move beyond beta site. Anyone wishing to be involved in the subgroup working on this should get in touch with Pam.

Webinar in October on Rate Setting:

Deb Roy said the webinar was well received, with great Q&A and discussion. Two more webinars are scheduled:

- March 7: Lori Williams from Business Simply Put - financial management for consultants.
- April 4: Mike Rega - client relationships (developing and maintaining).

Both webinars will be held at 11 am CST. CPS members get an additional discount for the webinars via a discount code emailed out by Krista Sonneson on staff at ASSE—ksonneson@asse.org There will be more information forthcoming on the monthly CPS emails or on the CPS LinkedIn site.

We have had some conversation about how CPS members can access the recorded webinars – they can contact customer service at customerservice@asse.org. Brian will follow up on attendance/evaluation.

After the two webinars already scheduled for the spring, CPS may do another webinar in summer after the PDC. We will be asking for topics/speakers at a later time.

Website:

Carol Keyes, Jesse and Brian need to work with Krista on website issues. The volunteer advisory committee needs to be updated and pictures will likely be added.

Hot topics on the right side of the page need updating (The podcast of the interview on “How to start safety consulting practice interview” is no longer active). All of the links need to be checked.

The website committee will make recommendations on how to tie our CPS website with our Body of Knowledge (BoK) page.

Now that Society has finished rolling out the BoK page, it is anticipated that more efforts will be put into updating the rest of the site. It is also likely that Website Coordinators for the Advisory Committees will have some ability to do the updates on their own.

PDC: Denver 2012.

CPS has the most sponsored sessions of any practice specialty. Kathy Hart coordinated the submissions. We have an opportunity at the beginning of each session to give a pitch for the CPS so we will be looking for moderators from our group to do that.

The CPS Advisory Committee will meet Monday, June 4 at 6 pm at the conference hotel. There will be a business meeting and networking. Typically afterwards many of the group gather for dinner. More information will be forthcoming.

CPS sponsored roundtable will be on *Success in Consulting: 4 Critical Business Aspects You Must Address In Your Transition From Technical Expert to Consulting*

Business Owner. It will be moderated by Chris Janson; the recorder is Carol Keyes. The date is Tuesday June 5th, 10:30-11:45 AM.

Brian indicated that the surveys from our last Roundtable were not very positive, although no one from CPS has seen them. (Brian is aware of the results because he is on the PDC Committee.) Brian, Chris or Carol will get copies of the evaluations prior to the next PDC and see what we can do to improve participants' expectations.

New business:

1. **Council of Practices and Standards** (CoPS) had their bi-annual meeting two weeks ago. Matrix and BoK were discussed, along with activities in each practice specialty. Next major meeting of CoPS will be at Denver PDC
2. **Matrix:** Each specialty must turn this in at the end of the year. In the past, PSs could receive an award affiliated with completion of the matrix. CPS did not submit one in the past two years. At the CoPS meeting revising the matrix was discussed and is expected to occur sometime this year. Regardless of any changes, the matrix provides CPS with an outline for goals and strategies. During the call we reviewed the current draft matrix. (NOTE: The matrix was revised after the call and is submitted along with these minutes.)
 - a. We need a strategic plan and operating procedures. Pam will take the lead on that.
 - b. Committees/Task force: While we have several committees, they need to be more functional, which will be helped by adding people to each Committee so that one person isn't responsible for all of the work. Assistance is needed with the following: Membership, Website, BoK, Newsletter, Awards and Honors. Mentoring program could be included on that and we will also add a liaison for our Legal Branch. (NOTE: During and shortly after the call several people agreed to participate in the various groups – Dave Smith will assist with Directory, David Cervantes will take on BoK, and if no one else volunteers Carol Robinson agreed to be Legal Branch Liaison.)
 - c. Leadership conference: Leadership Conference is held in Chicago usually in October. CPS needs to submit soon if we will request reimbursement for an Advisory Committee member to attend as the funds for CoPS members to attend are limited. Dave Cervantes' Region has a program where members can pledge part of the member dues to help support Leadership Conference attendance. He will forward to Pam information on how this works in case we are able to do something similar. Rich Moscato lives in Chicago and attends every year. He indicated he would be happy to represent CPS next year.
 - d. Membership: We are still slowly working our way through the lists of members whose emails are not current.
 - e. Awards and honors: The deadline for awards nominations is not until March 15, but there is a fair amount of work to get them ready. Anyone interested in helping (identify candidates and collate information), contact Dave Coble.
 - f. Publications: We had talked about the possibility of doing a Best Practices or Key Issues paper, but that is a lot of work. It may be something to look at more closely down the road.

- g. Matrix will be sent out prior to calls and score will be updated on an ongoing basis

3. Body of Knowledge

- a. This is a huge initiative on the part of Society to house information on virtually every topic. It has been in development for several years and was just launched at the Leadership Conference in October. If you haven't been to the page, visit and register and take a look around – www.safetybok.org.
- b. As a Practice Specialty we need to start populating our page. We will be working over the next few months to begin to do that and will need some help. (During the call David Cervantes agreed to help.)
4. CPS has a **Legal Branch**, which has its own Chair. CPS needs a liaison with the legal branch. To become a practice specialty, you start as a branch until you build up at least 500 members. Contact Pam if interested.
5. **Mentoring Program**: Rich has been working on a mentoring program for students. Rich is working on a program for consultants to speak at universities in areas where there are ASSE chapters. The first presentation was at U of IL at Chicago. Rich will prepare a status report before next CPS call.

Assistance is needed for the following:

- Awards and Honors
- Legal Branch liaison
- Body of Knowledge
- Membership
- Website
- Articles for The Advisor

Contact Pam if you are interested.

Next Call will be on February 3rd, 2012 @ 2 pm CST.