

October 7, 2011

Minutes from Consultants Practice Specialty Conference Call

Attendees:	Laura Hughes	Brian Hitt
	Jessie Meldrum	Kenneth Walker
	Pam Walaski	Krista Sonnenson
	Terry Grisim	Jonathan Klane
	Dhruti Thaker	

New Member

Jessie Meldrum has joined as a member of the Advisory Committee. He will assist Dhruti with the newsletter publication.

Jessie also volunteered to assist with the website.

Minutes

Minutes from the last meeting were electronically distributed prior to the call. A motion was made to approve the minutes, a second was made, and the minutes were approved without dissension.

SAFETY 2012

The Advisory Committee needs to notify Krista Sonnenson of our request on the following two items by October 28th:

- Topics/Ideas for the Roundtable at the PDC. Typically we have one general topic with a moderator. Last year it was on internet marketing.
- CPS Advisory Committee Meeting during the PDC. Having the meeting “on-site” was preferred by those on the call. Additionally, use of the conference hotel was the preferred on-site location as opposed to the convention center. If anyone reading the minutes has other thoughts or ideas for the meeting – please contact Pam Walaski.

Newsletter

The next issue of the newsletter is due for publication in 5 weeks (mid-November). We have 3 or 4 segments/articles ready to go. We are looking for several more articles/topics for publication. We can even use re-prints if we are able to secure permission from the author. Articles in the newsletter are typically around 2,500 words but we can take less or more.

Member Survey

Krista will send out the survey in 2 – 3 weeks.

Consultants Directory

Krista has been talking with the developer. She is hoping to integrate our information soon. We should be able to see the “beta” site prior to launch or publication of the directory.

Webinars

There are two webinars scheduled and we have some information on a possible third webinar. At this time, the schedule for webinars is:

- Wednesday November 2, 2011 – Deb Roy – “Getting Paid”
Currently 6 people are signed up – Krista expects more as we get closer to the date.
- Wednesday March 7, 2012 – Lori Williamson – “Financial Management”
Financial expertise for small business and consultants.

One additional possibility is with Mike Rega who would discuss the topic of client relationships/communications/negotiations. At this time we are waiting for Society staff to provide us with available dates.

We are looking for our next speaker/topic. It is most helpful if the suggestion of a topic comes along with a speaker name. If anyone has a preference for the next topic, they should be in touch with Ken Walker. The list of topics ideas that we generated a few months ago is being sent along with the meeting minutes.

Website

Carol Keyes continues to work on the website and (as mentioned) Jessie will assist.

Networking Meetings

Upcoming meetings where CPS members may have the potential to meet and exchange ideas/information include the Measuring Safety Symposium in Boston in November, SeminarFest and February in Vegas and at the National Safety Council annual meeting. If anyone is interested in organizing an informal meet-and-greet at any of these events, please let Pam know.

Membership

Laura Hughes participated in the regular monthly Conference Call of the members of the Memberships Committee of CoPS. Those participating in the call agreed that the individual Advisory Committees should begin to contact those members in the group who do not currently have an email on file with Society so that we can be in touch with them and send them various information related to their membership. Laura has received a list of 162 CPS members who have not listed an e-mail address. A long discussion ensued regarding how to reach these individuals. It was decided to parse the list into segments of 10 to 15 individuals. The segments will be distributed to committee members who will attempt to contact the individuals by phone in hopes of gaining their interest in CPS. Lists along with talking points will be distributed by Pam and/or Laura.

The general time frame for completing the calls is by the next CPS Conference Call in December. Anyone who does not wish to make any calls should let Pam or Laura know.

New Business

No new business items were mentioned at this time.

Additional Note

Pam Walaski will be at the COPs meeting in November. If anyone from CPS has issues or topics that should be brought up at this meeting please contact Pam.

Next Conference Call: Friday December 2, 2011.

Minutes submitted by Paul Longville