

## Fall Region II Operating Committee Meeting Minutes

9-18-2015 to 9-19-2015 Chico Hot Springs (Pray), Montana (Hosted by the Big Sky Chapter)

**0900** Call To Order By Acting RVP Dustin Richartz

**0905** A quorum was established with 10 chapters present and Group Introductions.. Mike Wacker welcomed all the attendees and the schedule of events. The Big Sky chapter also provided gifts to all attendees.

In attendance:

Dustin Richartz	Tim Page-Bottorff	Kellie Campbell	Susie Vader
Melissa Schmaltz	Marc Tomeoni	Kozzette Bennett	Mark Grushka
Mike Wacker	Byron Gilbert	Tom Schmidt	Chuck Atwood
Deb Crooks	Page Rost	Pat Hagge	John Crawmer
Jerry Salgado			

Chapters in Attendance:

Colorado	Rocky Mountain	So Arizona	Arizona
Big Sky	Snake River	New Mexico	Four Corners
Craters of the Moon	So Colorado		

**0920** The Consent Agenda Items were motioned by Kellie Campbell to be accepted. It was seconded by Jerry Salgado. Unanimous vote for yes motion carries.

**0925** The meeting minutes for the last ROC were motioned to be accepted as submitted by Susie Vader and Seconded by Pat Henke. The motion was voted unanimously and carries.

**0930** Acting RVP began a discussion on the ROC Procedures. The question in regards to what the ROC is was brought forward as a discussion point. The procedures were approved in September 2009 as provided to the attendees to review. Dustin also discussed the upcoming special election within the region.

Mark Grushka and Kellie Campbell discussed the nominations and elections process and Kellie shared a best practice for voting at the Four Corners Chapter. Mark identified the nominations and election committee member. Pat Henke, Melissa Schmaltz, Jeff Citrone, Ryan Briggs, and Kellie Campbell were the members on the committee.

**0945** Acting RVP had a discussion in regards to the Deputy RVP. A motion was made by Melissa Schmaltz to wait until the special election is done to vote for Deputy RVP. Susie Vader seconded the motion. Motion carries. Vote was unanimous.

Discussion began about candidates for the 2016 election. There were voiced concerns about how many elections are coming up and how that will be translated to the chapters. The major concern is the low voter turnout and this could provide voter fatigue.

**1015** Break

**1030** Acting RVP commended the ROC on their performance within the chapters and also to the region. He also encouraged them to step their game up even a little more.

As a region, we haven't submitted a strategic plan within the last 8 years. Some of the focus of this ROC will be to start creating one.

Dustin introduced a conversation about the COMT. He remarked that the chapters would have scored a D in submittal performance. There was only 2/3 of the chapters that submitted their report. Dustin suggested that he would be willing to send out a monthly reminder to help chapters and presidents to complete the report. It is easiest to complete each month ongoing as opposed to finishing last minute.

The chapters are here that submitted for COMT.

Kellie Campbell mentioned that she would benefit from knowing if the chapter leaders have attended their training online or at least watched their video. Dustin will follow up with society to make sure that there is verification of the officer training and if it has been completed.

Dustin made the announcement of the new ARVP Finance. Ryan Oughterson has accepted the position as appointed by Acting RVP. Instead of John Braun flying to the ROC, he flew to Phoenix to meet with Ryan to discuss the future finances of the region.

Looking forward in the region is an important goal, and part of that is forming a strategic planning committee. The goal is to create a plan and provide it to the ROC for approval at the Spring Meeting.

Dustin recognized all the Society award winners to highlight how incredible all the members are in Region II. Winners included, Fellow, Practice Specialty SPYs, BCSP Lifetime Achievement Award and Society SPY.

**1115** Acting RVP provided an update to Society and CORA. Some of the major changes include: Practice Specialty Portals, Free Ads in the Professional Safety Journal, Membership Discounts Future Safety Leaders Conference(FSLC) is on Nov 5-6 in Lombard, Illinois, ASSE Construction Safety Symposium November 12-13 in New Orleans, LA, Seminarfest in Vegas February 5-11, Safety 2016 in Atlanta June 26-29, 2016, Leadership Conference in Oak Brook, Ill October 8-10.

A discussion was spawned from the introduction of the FSLC about how to get a viable student section. Some of the difficulties shared were finding a strong faculty advisor who will help motivate the students to see the benefits of the membership of ASSE.

A more robust discussion occurred to flush out how interns and other routes of entry into the safety profession can be spotlighted. Dustin offered to give students within the region his contact info to help guide them if possible.

Dustin asked Tim to give an update on the Leadership Conference. Update given and discussion will continue after lunch in terms of having a regional night out at the leadership conference.

### **1210 Lunch**

**1310** Dustin discussed the remaining key dates. During the discussion the chapter dues changes is required by March 1, 2016. All Chapter dues were mentioned and the break down for the region is \$2.00 per member in the region. It has been since 2008 this assessment was performed to establish the \$2.00 per membership need.

**1400** A motion was made to transfer the line item budgeted for the Treasurer to attend the Fall ROC to the position of the Secretary by Kozzette Bennett and seconded by Mike Wacker. The discussion uncovered that there are several benefits of having the Treasurer and the Secretary both attend the ROC. Motion is amended to have a single line of \$900 for treasurer to attended the fall ROC and \$1,800 for the secretary to attend both ROC's Jerry Salgado Seconded the motion. Motion carries unanimously.

**1500** A motion was made to have a Regional \$3.00 per member increase by Melissa Schmaltz and seconded by Deb Crooks. Motion carries unanimously.

**1530** A Motion was made by Mike Wacker to accept the proposed ROC Budget for 2015-2016. The motion was seconded by Page Rost. Motion carries with 9 votes yes and 1 vote abstains.

• SPY Award	\$250
• Chapter Officer Assistance	\$500
• Dinner at Leadership Conf	\$750
• Transition MTG RVP AD-B	\$1,500
• Transition MTG AD-A	\$750
• RVP Discretion	\$790
• R II Scholarship	\$1,750
• Secretary to Attend both ROC's	\$1,800
• Student Leadership Conference	\$500
• Region II PDC	\$500
• PDC Networking Event	\$750
• Spring ROC	\$1,800
• Fall ROC	\$1,800
• <u>Treasurer Fall ROC Attend.</u>	<u>\$900</u>
• Grand Total	\$14,340

### **1600 Area A Director Report**

Mark mentioned that he has supported and spent some extended time at his home state in Arizona during his tenure as Area A director. He also mentioned that he wanted to focus energy in the Nevada chapters (Sierra Nevada and Southern Nevada). He reiterated the offer from ETC to provide training to students in Southern Arizona Chapter. He also reiterated the focus at the legislation for fall protection and texting while driving. He also mentioned that working with people within the region and area has been very pleasing and beneficial. He thanked several folks for their help.

### **1605 Area B Director Report**

Dustin recognized the two chapters in Arizona and Southern Arizona for their work on prevention and realizing that the real work is identifying why workers are still dying. Dustin also wanted to commend the Area B chapters. The smaller chapters are working harder than ever to work with less. The Rocky Mountain(RM) chapter has gained some traction with their new student section. He congratulated Kelly Bernish for her active work with WISE and integrating with the RM Chapter. He wanted to challenge all the chapter leaders to help lift the smaller chapters in greater need.

### **1625 ARVP Professional Development Report**

Tim discussed the Top Golf event at Safety 2015. It was very popular and enjoyable for all attendees. The Region II PDC will be in Arizona April 21, 2016

### **1630 Awards and Honors Chair Report**

The region SPY has been selected and will be submitted for the Society SPY.

Dustin recommended a logo change potential. Byron recommended that the students may be interested in performing this activity.

### **Day 1 Wrap Up**

New web hosting agreement. Dustin will follow up on auto pay setup.

## **0800 DAY 2** Meeting Called to order

Dustin welcomed everyone and discussed the SWOT analysis from the last ROC. He also mentioned that Tim will develop a separate page on the Regional website to share best practices. The procedure will be send info to Tim and he will post.

## **0920** Sharing Best Practices and Strategic Planning

There were three groups broken down to Dustin, Tim and Mark Grushka. The groups presented their breakout meeting results.

### Mark's Group (The Think Tank)

- 1) Invite Students to present their capstone projects to the chapter
- 2) Add Student Liaisons to leadership agenda and chapter meetings
- 3) Add students to strategic planning meeting each year
- 4) Increase membership through added sponsorship
- 5) Panel discussion (executives CSP Prep course)
- 6) Collaborate with Better Business Bureau, Small Business Association
- 7) Create a concise list of resources to implement with an elevator speech.
- 8) Outreach, Attend Meetings, More Technical Tours, Use Mail Chimp, Use Chapter Web Services

### Tim's Group (The Cool Group Safety Jedi's)

People -> Succession -> Strategic Planning ->Chapter Success (Theme)

- 1) Succession is different in every chapter and no uniformity throughout the region.
- 2) There were only a couple of chapters that have a strategic planning meeting yearly.
- 3) A recommendation was made that the Region have a quarterly webinar on chapter best practices.
- 4) Chapters should create a theme to always come back to if there was ever an issue or question about what decision to make.
- 5) Establish stronger partnerships with a local OTI
- 6) Strengthen Current College/University ties.
- 7) Raise or increase communication efforts to match New Mexico efforts

### Dustin's Group (The Pointer Group Sith Lords)

- 1) Better succession planning
- 2) Student outreach
- 3) Event communication
- 4) Diversity
- 5) Getting People to be involved.

To wrap up the conversation about the presentation from each group. Dustin asked to highlight three from all of the info presented.

- 1) Getting involvement from membership.
- 2) Strengthening community ties.
- 3) Mentoring future professionals.

To carry through the strategy behind the potential plan, a committee will be created henceforth called The Strategic Planning Committee who includes:

- 1) Dustin Richartz
- 2) Mark Grushka
- 3) Tim Page-Bottorff
- 4) Marc Tomeoni
- 5) Kellie Campbell
- 6) Susie Vader

The Leadership team will schedule a new quarterly conference call/webinar. The first one will be schedule the first week in November and the first or second week of February. Dustin will send out exact dates and times for those meetings.

Susie Vader has volunteered to be webmaster and Kellie has also volunteered to help back up Susie.

**1030** A motion was made by Mike Wacker to eliminate the position of the Chief Delegate/Historian. The motion was seconded by Melissa Schmaltz. 8 Yes 2 Abstain motion carries.

All other positions are static and remain unchanged.

There will be a discussion on motions brought forward at the Spring ROC's from this point forward.

**1050** New Business:

Society Update with important regional dates; Kozzette volunteered to put together a spreadsheet to send out all the contact info of current ROC Members.

The Fall ROC will be held in Boise, Idaho September, 2016

1102 Motion to adjourn. Meeting is adjourned.

