



# Minutes

## ASSE Region II ROC

September 7-8, 2018  
Fort Collins, Colorado

### I. ROC Breakfast

### II. Welcome and Call to Order

- a. Tim Page-Bottorff, Region II Vice President, called the 2018 Fall ROC to order at 8:55 am.

### III. Introductions

- a. Host Chapter Welcome and Schedule of Events: Allison Fultineer, President of the Rocky Mountain Chapter, welcomed everyone and thanked the sponsors. She noted that Ft. Collins is known for Beer, Bands, and Bikes, and there are many great things to do downtown (which was the model for Disneyland's Main Street).
- b. Introduction of Region II ROC Members and Guests: Tim introduced:
  - Mark Grushka and Martin Jeppeson, COPA, Government Affairs
  - Ernie Harper, Fellow ASSP

Other attendees (and their chapters/position) included:

Allison Fultineer (Rocky Mountain)	Kellie Campbell (Four Corners)
Brian Pals (Colorado)	Kozzette Bennett (Snake River)
Carly Baez (Arizona)	Lea Duffin (RII Gov. Affairs, Snake River)
Chantel Hinson (Rocky Mountain)	Lori Frederic (RII Communications, CO)
Dan Fegel (Utah)	Mario Hildalgo (New Mexico)
Dave Jeary (Colorado)	Mark Gruska (S. Arizona)
David Hartman (Rocky Mountain)	Mark Towers (S. Nevada)
Gary Harrison (Craters of the Moon)	Melissa Schmaltz (RII Area A Dir., AZ)
Griffin Petri (Rocky Mountain)	Nate Spencer (RII Area B Dir., Utah)
Jeff Citrone (RII Professional Dev., CO)	Susie Vader (RII Secretary, Snake River)
Jeff Crews (Colorado Plateau)	Tammy Lynn (Big Sky)
John Crawmer (S. Colorado)	Tim Page-Bottorff (RII VP, AZ)

### IV. Consent Agenda Items (Tim Page-Bottorff – RVP)

- a. Icebreaker. Tim provided a handout and everyone had to guess the person for each trait.
- b. April 2018 Minutes: Mark Towers made a motion to accept the Spring 2018 minutes, Jeff Citrone seconded it, and it passed unanimously.
- c. September 2018 Fall ROC Agenda: Brian Pals made a motion to accept the Fall 2018 agenda, Carly Baez made a second, and it passed unanimously.
- d. Deputy RVP Election: An election for the deputy RVP was held between Melissa Schmaltz, CSP (Area A Director) and Nathan Spencer, CSP (Area B Director) by a show of hands. Melissa is the Deputy RVP.

- V. **ROC Purpose, Function, New ROC Theme:** Tim reviewed the purpose and function of the ROC. It consists of chapter presidents and area directors. Regions are chartered by the Board of Directors for the purpose of assisting the Society in administering its affairs, including guiding and mentoring Chapters, and conducting such activities as will further its objectives. Society is strategic, chapters are operational, and Tim is a gasket between.

**New ROC theme:** *Common ground cannot be found unless you look for it. Find common ground first; then move toward a solution for your challenges.*

**VI. Break****VII. CORA and Society Updates** (Tim-Page-Bottorff - RVP)

- a. CORA Update: Nine RVPs make up CORA. CORA produces all the ROC information. CORA also created a new Professional Engagement Taskforce.

CORA wants to have a Region Night Out at the PDC. Jeff Citrone has organized the “Bash in the Bayou” with a band, food, drinks, and a second line from convention center to the venue on Tuesday night, June 11. He is looking for a \$10,000 level sponsor.

The Leadership Conference is coordinated by a committee. Society now pays all area directors to go to Leadership Conference. Friday night at the Leadership Conference will be a Region II activity. Top Golf, bowling, Paint and Sip, and volunteering at a local nonprofit were all discussed as possible activities. Bowling was taken off the list.

Tim noted that six chapters in Region II achieved platinum and six achieved gold, making us third place in ASSP. It is the best our region has ever done.

Leader resources: You can find tools and tips in the Community Leader Resources section on the web. It is not easy to find, so set a bookmark to this link: <https://www.assp.org/community-leader-resources>

They are rolling out ASSP Online Community for collaboration and networking. Let Tim know if you would like to test the Beta version.

Society wants to hear your story. Let Society know what your chapter is doing and send it to [societyupdate@assp.org](mailto:societyupdate@assp.org). For more information, go to: <https://www.assp.org/news/society-update>

You can host an ASSP onsite training course and receive 10% of the revenue. Contact Elise Eckenroad if you want to host a certification class.

- b. Free Ad for Chapters in PSJ: Send your information in to PSJ three months ahead they'll publish it. You can also buy a discounted ad. Contact Tina Angley at [Communications@assp.org](mailto:Communications@assp.org) to learn more.
- c. Nominations and Elections are Open (Congrats to Melissa on her election)
- d. Society Events
- Safety 2019: June 9-12, 2019 (In New Orleans, LA)
  - SeminarFest: Jan 24-31, 2019 (In Las Vegas, Nevada). There is a chapter registration contest and you can get discounts.
  - Leadership Conference: October 4-6, 2018 (Chicago, Illinois). Kozzette Bennett reported that they are partnering with the Jesse Brown Medical Center and collecting items to build kits for homeless veterans. They need shelf-stable snacks and undergarments. You can donate items or cash. Tim passed around a hat to start the process.
  - Future Leaders Conference: November 7-8, 2017 (Lombard, IL). If you have students, registration and hotel is free so you only have to provide airfare. The keynote speaker will be Tim! Dustin Richartz is the chair of Future Leaders Conference.

e. Schedule and Deadlines

- Region II SPY nominations are due Sept. 15: Region II SPY was due August 15, but no one submitted. The new deadline is September 15. It is due to Society November 1. Also, we need someone to take over the Awards chair July 1.
- March 1: Dues change notifications are due to Society
- May 31: Previous year's annual financial reports are due. They should be submitted through the COMT.
- May 31: Annual chapter leadership form is due.
- June 30: COMT is due and the 2018-2019 volunteer terms end

**VIII. Guest Speaker (Ernie Harper, ASSP Fellow):**

- a. **Message from Ernie, an ASSP Fellow:** "A pathway to Fellow is an unending natural progression of diligent work, adding skills, knowledge, interactive methodologies with subject matter experts and colleagues throughout your career. The end result and accumulative contributions to our profession can be profound, ultimately to be recognized by our peers. The Honor of Fellow is never your goal, it just follows from the unselfish dedication to the welfare of all whom you've touched along the way. Keeping documentation or metrics of those contributions over time, is not bragging, it is part of the never-ending learning and teaching experience."
- b. Ernie reported that fifty years after our founding in 1911, the first recipients of the award began in 1961. Through PDC 2018, 126 members wore the medallion, and 51 survive as of PDC 2018. Region II has achieved much and can be proud of the eleven men and women who have been so recognized. In Region II the first fellow was William Allison in 1973. The region has true candidates among us. Our challenge is to bring these members forward for recognition, not only for one's self, but as a message to all members of what we/they can achieve.
- c. There was also a Past Presidents and Fellows Forum at the PDC. Ernie shared the medallion, the new lapel pins, and his original submission book as a general guide.

**IX. Guest Speakers (Mark Grushka & Martin Jeppeson, COPA Government Affairs):**

- a. Martin Jeppeson is on COPA Government Affairs (GA), the Education and Training Committee, and a trustee for ASSP Foundation. He noted that GA used to be in isolation. They would congregate in DC and target Congress. They decided it was time for change and wanted more open communications up and down the hill. There are ten people on the committee that will enhance credibility, support policy, and monitor legislation. The mission is to influence regulations in development, provide regulatory analysis and determine impact, advocate strategic ASSP positions, and support local initiative where appropriate.

Their short term goals are to put together a grass roots toolkit; provide a framework for communications; meet with ROCs; update the GA SOG; develop champions; survey members on what they want to see; and publish a GA monthly update.

The tool kit is on the website. They are clarifying the purpose of GA, describing the role communities are going to play and how to conduct GA work with the communities.

The process for issues is generally that someone notices an issue, which goes to chapter president, area director, or maybe to the RVP, then to communities, then to the GA manager and committee. If time is important, they will notify everyone at same time.

- b. Mark Grushka is on the COPA GA, and is a former Region II Area A Director. He noted the importance of finding common ground. He wants to make the website more user-friendly. They want to receive information early enough to work so they put it on the website.

He shared a case study wherein 2011 the Arizona legislature decided they would give flexibility to allow alternatives to conventional fall protection criteria. It took years to reset this law.

Mark emphasized the importance of good people. They need champions. Distracted driving is another issue. Arizona one of two states with no regulations on distracted driving. They worked with chapters to do educational campaigns, billboards, and formed a special section (TARPS) that reaches out to other entities. Legislatively, they are not where they want to be.

He noted, "We aren't getting home runs, but base hits."

Chapters are working together on common goals. In summary, building relationships with policy makers is key. Learning the legislative and administrative process is not that hard. ASSP members can provide real value to the policy process. Consider developing a GA strategic plan for this year. Invite the GA in. Keep in mind they are not lobbyists. Please see the attached handouts.

## X. Lunch

### XI. Developing Our Future Leaders (Tim Page-Bottorff – RVP)

We broke into groups for an activity from the Arielle and the Education and Training Committee. Each group had one person on the ASSP website and a scribe. We were instructed to list four items to find on the ASSP website and then to determine how long it took to find them.

Team 2a (notes indicate two Team 2s):

1. Where is the Body of Knowledge? NA
2. How do we find the chapter dues report?
3. Locate operating guidelines
4. Download your chapter roster

Challenges

1. It took many clicks/pages to find a resource.
2. Where is the BOK?
3. How do we find the chapter dues report?
4. Should be able to find things using a search box. Is there a way to find resources using Google?

Team 2b:

1. Where do I order booth materials? 1min 15seconds
2. Where can you find your training record? 40 seconds
3. Where can I find my financial reports? Not there.
4. How do I order new name badges? 10 seconds

Challenges

1. Terminology
2. Keyword search engine (blehgh!)
3. Leadership training
4. Mapping not available
5. Web training out of date – Vimeo
6. Finding old payments

## Team 3:

1. COMT - 1min 25seconds
2. Officer Central/Community Leader Resources - 39 seconds
3. WISE Page - 49 seconds
4. Accredited Academic Program - 55 seconds

## Challenges

1. Need of index on home page.
2. Old vocabulary to new vocabulary crossover.
3. Some links do have anything once clicked or don't load.
4. Need videos on how to find key items.
5. Who to reach out to with questions?
6. Inadequate search function of home page.
7. No search function upon log in.

**XII. Overcoming our Chapter Challenges**

*Due to the sensitive nature of some of the challenges, the names were omitted and the order mixed up.*

- a. When he came in as president he found the last president hadn't done anything. He started having board meetings around lunchtime and paid for lunch. People came!
- b. They have 700 members, but don't have the infrastructure to handle it. They are developing a committee to engage younger members and get them on the Executive Committee.
- c. They had challenges so they elected an incredible president.
- d. They don't have an avenue to engage out-of-state members.
- e. They can't reach many of their members and 30% live in another state. They have traveled to the state to have a booth to try to get a section established. They are planning Lunch 'n Learns.
- f. Their Executive Committee hasn't changed and they need new blood. They are trying to get new people involved but they are overwhelmed.
- g. The chapter needed new blood on the board and needed qualified candidates. They designed a detailed interview questionnaire with numeric rankings to ensure candidates met minimum requirements.
- h. Past members stayed on board and refused to move forward. He stressed that you cannot say, "This is how it has always been done." They are now getting new ideas. They are trying new venues and finding new ways to provide value.
- i. Several people on their board weren't performing so they produced very detailed job descriptions and gave each officer a binder delineating their responsibilities.
- j. The chapter is missing officers. He has a student section and is trying to get the students engaged even though they are in another city. They are not communicating with anyone and after the chapter quit buying dinners, they don't come to meetings anymore.
- k. Their challenge was getting people to participate. They only get about 10%. They may lose a lot of money from a golf tournament where they anticipated 100 players but only got 44.
- l. The chapter wanted to increase membership and wanted someone fresh. Membership chair wouldn't budge. They assigned two chairs and one took on a new role. Try to find common ground.
- m. The challenge was ethics. When he was on the board of Society one board member filled out expense reports that were not in compliance with the guidelines for a year even though he was warned. He was asked to pay back the questionable expenses with no other disciplinary action. The board member wrote a letter to Society board telling them what they should have done.

- n. The challenge is committee participation and trying to figure out what to do if folks don't fulfill their roles. He is starting new committees.
- o. The area is losing population and the chapter lost 40% of their members and has a massive turnover. They make \$16,000 to \$35,000 dollars every two years with a PDC. They are starting a new certification campaign and hoping to help people get jobs. They are pushing education and pushing students.
- p. Real Magnet (now called Magnet Mail), the Society email program, does not work (she seemed to have agreement from all of the ROC). She has to send things to Mark Huelskamp for him to send out. You can't edit and you can't use it when you travel. She is thinking about switching to Mail Chimp where you get 2000 addresses for free.
- q. Obstacle was how to engage folks so they had a face-to-face meeting with the board and brainstormed. They found new places to visit for technical sessions/tours. Breweries and distilleries are popular. They also increased participation with a survey by offering a drawing for participants.
- r. His challenge was humility. As an area director he had a chapter that wasn't doing well. He visited and worked with them and now they are doing great!
- s. He is learning the ropes and trying to set up stuff. They are submitting their second SPY recipient.
- t. He had a challenge with Society. He wanted to offer a 2-day PDC and wanted to do it pre- or post-SeminarFest. Society said they were not interested. There is no way to submit applications on the website so he sent an email and contacted SeminarFest leaders with no luck. Others have had the same problem.
- u. Challenges are membership and motivation. Members in different areas can't come to Phoenix. They will use Facebook Live to reach out.
- v. An Area Director tried to help a chapter regarding a president who wasn't working out. They sat everyone down at a lunch in a common place and they worked it out.

**XIII. Break**

**XIV. Unfortunate Discussion**

Sierra Nevada has not been to five ROCs and they are on a remedial plan. They have not submitted any of their paperwork. Their treasury has been removed. Stephanie Woolf is the current president and believes she has some volunteers to run the chapter. There are four options:

1. Let them survive.
2. Sunset the chapter.
3. Let them continue with lots of oversight.
4. Maintain it as a Section under the Southern Nevada Chapter.

Jeff pointed out that Sierra Nevada has had problems for many years. John Braun always reported that no one ever came to meetings. Carly asked if they even have the interest to continue. The chapter may have 73 members. Nate pointed out that it is a lot harder to build up something after it is gone. Allison suggested that we need instructions on how to be a chapter. Susie pointed out that an area director wanted to sunset Craters of the Moon because they had missed two ROCs, but they were given another chance and did fantastic! It was noted that Southern Nevada had issues and is now thriving as well.

Dan Fegel made a motion to keep Sierra Nevada Chapter with oversight from the ROC and an advisory committee. Kozzette seconded it, and it carried. Tammy suggested that the advisory committee set milestones and Mark asked for time limits as well. The advisory committee will help them maintain their charter until June. If they miss a milestone, or a deadline, they are done. The committee members are Melissa, Kellie, Kozzette, Mark, and Tim.

**XV. Financial Update**

Tim reported that Region II is solvent. He noted that the region went over budget at the PDC night out. In addition, we may have to increase money provided to chapters for hosting a ROC. Tim noted that sponsorships and scholarships are in good shape. Region II renamed its scholarship to the Willie Piispanen Scholarship.

**XVI. Government Affairs Update (Lea Duffin)**

Lea presented a summary of activities since last spring (attached). Jeff added that EPA's Risk Management Plan rule is now in effect again after an appeals court tossed out a rule delaying the safety standard.

**XVII. Evening Event Schedule (Allison Fultineer)**

Allison shared activities for the evening. Dinner (6:00) in the Rio Agave Room on Mountain will feature a fajita buffet. We'll leave at 8:00 to walk to the evening entertainment at Pinball Jones Arcade.

**XVIII. Day 2 –ROC Breakfast**

**XIX. Reconvene.** Tim called the meeting to order at 8:08.

**XX. Lessons Learned from Day 1**

- a. Common ground cannot be found unless you look for it. Find common ground first; then move toward a solution for your challenges.
- b. Allison and Rachel rock! Thank you Rocky Mountain Chapter!
- c. Government Affairs are very important. Society will communicate better.
- d. Use the free ad you get with Professional Safety (send in 3 months in advance)
- e. Sierra Nevada will survive with guidance and oversight. We will focus on struggling chapters.
- f. ASSP website needs some love and mapping and search capabilities and . . . and . . .
- g. Magnet Mail sucks.
- h. Elise Eckenrode will help you bring professional development (CSP and ASP) to your site. For SPAN, contact Dan Snyder.
- i. Regional SPY is due Sept 15.

**XXI. Area Operating Committee Meetings (AOC): Melissa and Nathan**

- a. Define the Meaning of Member Engagement
  - Volunteering at every level of Society (chapter/region/society/communities)
  - Input/questions to chapter
  - Participating in community events
  - Attendance at PDCs
  - Speaking at ASSP events
  - Bringing sponsors
  - Mentoring
  - Providing speakers
  - Buying ASSP merchandise
- b. AREA Best Practices Discussion (See Co-Close discussion below with combined answers to eliminate many duplications. Please note that many of these are member engagement as well)

**XXII. Co-Close Discussion - Melissa and Nathan**

- a. Encourage members to bring in their colleagues.
- b. Invite people that are not members. Half of Nevada's membership is now engaging face to face each year as a result of community specific meetings (construction, IH, entertainment, etc.).

- c. Snake River invites nonmembers to everything, and it helps them gain members. Their STS Prep Course brought in three or four new members.
- d. Colorado broadcasts meetings on Facebook Live so remote users can attend meetings. They like it better than GoToMeeting.
- e. We need a one sheet “how to” guideline how to use Facebook Live and GoToMeeting. Someone volunteered Lori to write these!
- f. We need a webinar on Facebook/Facebook Live
- g. Colorado Plateau prepared for Safety 2018 with a conference call and packet.
- h. Craters of the Moon is working with Pocatello Safety Fest; Snake River is working with Boise Safety Fest. These provide valuable training and CEUs/certifications for members plus great exposure.
- i. NAOSH Week. Hold poster contests with schools even though the rules have changed—you can still do your own thing. In the past, Snake River used their winning posters for a calendar. Nevada secured a Governor’s Proclamation for NAOSH Week!
- j. Provide ASSP stickers for members who come to your booth at conferences. Put them on the person’s badge for the conference and create a community at that conference of ASSP members. This also works as an icebreaker for networking.
- k. Participate in career days/career fairs. You can’t offer them a job, but you can provide the means for them to find one.
- l. Participate in science fairs. Act as the judge, perform safety inspections, or present a Safety Award.
- m. Hold a Paint ‘n Sip for a meeting.
- n. Invite a well-known speaker who may be in town for another purpose. Four Corners brought in Carl Potter as a speaker.
- o. Southern Arizona hosts the Student Section Capstone Research Projects. It engages the students and you learn new things!
- p. Montana holds a white elephant gift exchange in December.
- q. Rocky Mountain held a Haunted Walk.
- r. Holding an Escape Room is another possibility.
- s. Technical tours are very popular.
- t. Colorado held a Trivia Night and involved others using TurningPoint (interactive polling). Others use Kahoot or Poll Everywhere. Discussed holding a joint chapter trivia night.
- u. Cook-offs. We discussed having a pie cook-off challenge or chili or canning challenge.
- v. Hold wine/beer tastings
- w. When attendance lags, change venues or your schedule or both. If the food is awful, no one will come, if it is too far, no one will come.
- x. New Mexico changed to breakfast meetings at a new venue, La Peep, and people came. They have tried Skype for streaming and are looking at Facebook Live in the future.
- y. Nevada also changed to breakfast meetings at Omelet House. They hold the EC meetings at different places each time. People register using Event Espresso.
- z. Nevada has 10 regular meetings/year plus several interest groups (IH, Construction, Air Force) that meet on their own.
- aa. Colorado holds joint meetings once a year individually with RIMS, OSHA, and AIHA.
- bb. Four Corners catered to member needs. Many are losing jobs, so they are bringing in possible job opportunities

### **XXIII. New Business**

- a. Future ROCs and Events
  - 1) Spring ROC: April 12-13, 2019 – Las Vegas, NV
    - Mark already prepared a flyer! Susie will send it out to everyone. Here is the updated URL for registration: <https://region2.assp.org/events/2019-spring-roc/>

- The Spring ROC is usually two half days (Friday noon to Saturday noon). Tim asked that we meet all day Friday during this spring ROC to allow time to interact with students. Kellie made a motion to hold the Spring 2019 ROC for 1.5 days, Mark seconded it, and the motion carried.
  - Tim stressed that chapters need to be able to discuss chapter health. Tammy will lead a committee to discuss. Nate, Brian, and Lea are on the committee.
  - Allison noted that was difficult to plan the ROC (especially food) when some folks never registered and some registered at the last minute. It was decided that future registrations will be on the Region II website and all correspondence will come from one person. An advisory committee was formed to provide guidance on how to host a ROC. Members are Allison, Tammy, John, Mark, and Kozzette.
- 2) Student Leadership Scholarship Approval – Nathan Spencer
- Kellie Campbell asked if our Student Leadership Conference duplicates Society’s Future Leader Conference and why we don’t just provide money for them to go to Future Leaders. Tim explained that we like having them in Region II so they can see what is happening on a local level. Society talks about leadership and holds workshops on resumes and interviews. We are a bit different and show what it is like to be in our industries. Region 3 also holds a student conference.
  - Mark asked about opening it up to other regions. Tim said that the committee should decide, but we cannot pay room or food. We are capping it at 80 right now.
  - Nate is looking for sponsors to help pay for student lodging. He is anticipating 80 students (40 rooms) for 1 to 2 nights. Society gives Region II \$2000 and Region II donates \$2000 as well. The rooms are around \$150 (with taxes, etc.) so we will need sponsors. Send these to Nate.
  - Kozzette noted that Snake River is planning to drive a van down. Gary noted that Craters of the Moon will also have students and so will Utah Chapter. The possibility of hiring a charter bus to take everyone was discussed. Road trip!!! Parking will need to be arranged with Mark.
- 3) Fall ROC: September 6-7, 2019. Brian Pals (Colorado) offered to host it at the Gaylord and Tammy Lynn (Big Sky) offered to host it in Montana, but since we have had so many in Colorado, it was decided to let Big Sky host it. Craters of the Moon offered to help.
- 4) Naming the Region II Foundation Scholarship: Tim noted that after we renamed the Region II scholarship after Willie Piispanen, he received gratitude from Brad Giles and others. The recipient came to the PDC and was very grateful.
- b. Any Other Announcements?
- 1) Carly noted that the incredible support and interactions during the ROC really helps her to see that she is on the right path.
  - 2) Allison asked what we should do with old reports such as financial records. Tim suggested keeping 2-3 years or paper copies and keeping the rest digital.
  - 3) Everyone thanked the Rocky Mountain Chapter and Allison for a terrific ROC.

**XXIV. Adjourn.** Brian made a motion to adjourn; a second was made by Mark, the motion carried and the meeting adjourned at 10:57 am.