



Board Meeting Minutes

ASSE - Wisconsin Chapter

DATE	LOCATION
June 22, 2015	Broadlands Golf Club 18 August Way North Prairie, WI 53153

ATTENDANCE
Present: Jared Owen, Todd Loushine, Brian Oberle, Rebecca Severson, Bruce Morton, Ryan Ogrizovich, Russ Fote, Jack Hurley, Ken Kempke, Dave Leix and Corey Vickers.

MEETING CALLED TO ORDER
Meeting was called to order at 8:30 AM by Brian Oberle.

REPORTS	
Past Minutes <i>Board members</i>	The May 2015 board meeting minutes were unanimously accepted. Motion to accept minutes by Brian Oberle, seconded by Ryan Ogrizovich.
Treasurer's Report <i>Todd Loushine</i>	<u>M&I Account Balances:</u> End of the month balance was \$9,855.78 . Motion to accept financial reports by Ken Kempke and seconded by Brian Oberle. (Attachment #1).

OLD BUSINESS	
Leadership Conference <i>N/A</i>	To be held in October 2015. Ryan Ogrizovich and Corey Vickers should plan to attend.
Fall ROC Review <i>N/A.</i>	Waiting to hear further information regarding meeting details.
Chapter Mentorship Proposal <i>Todd Loushine</i>	Nothing new to report at this time.
Social Media <i>Jared Owen</i>	Looking for a volunteer to take this new chair position within the board. Nothing to report at this time.
Dues Increases/Financial Planning <i>Todd Loushine</i>	Will not be raising dues at this time. Todd ran historical analysis and we are back to 2012 balances which is about \$1,000 less than at the present. Todd will continue to review and find where our biggest expenses are and we can respond from there. Look to build a "Pro Shop" for members to purchase shirts. Also, have "value ads" so members know what they can get out of ASSE.
Spring ROC Planning, April 16-17, 2015 in Milwaukee <i>Becky Severson</i>	ROC was reimbursed by National, didn't cost us a dime!



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ASSE - Wisconsin Chapter

COMMITTEE REPORTS	
Communications: Newsletter <i>Brian Oberle</i>	Newsletter was distributed by Brian Oberle. Brian will be attempting to have the newsletter sent out by the 1 st of the month, each month.
Website <i>Becky Severson</i>	Website is up to date.
Community Affairs/WAFS <i>Jared Owen</i>	Burn camp is now run by Professional Fire Fighters of Wisconsin Charitable Foundation, Inc. We will continue this charity for the 2015-2016 calendar year.
Professional Development/CSP <i>Tony Prospero</i>	Nothing to report at this time.
Job Line <i>David Culp</i>	Nothing to report at this time.
Government Affairs <i>Ken Kempke</i>	Nothing to report at this time.
Bylaws <i>Jared Owen</i>	Bylaws have been reviewed. The changes will be voted on in the summer. Diana wants us to keep aware of national changes to prevent future work to bylaws.
Membership <i>Russ Fote</i>	305 members as of June 21, 2015 . Russ will send out new member letters via email.
Student Section/Scholarship <i>Peter Mark/Todd Loushine</i>	Scholarship has been sent to student body by Todd. The winner of the 2015 scholarship was Marie Fischer. She was awarded \$1,000.
House of Delegates <i>Jared Owen</i>	Brian Oberle attended the HOD meeting at the 2015 PDC in Dallas, TX (June 7 th).
Foundation Activities <i>James Jones/Todd Loushine</i>	Jared Owen motioned to remove this line item and chair position. Motion to accept by Brian Oberle and seconded by Rebecca Severson.
STARS/COMT/Long Range Planning <i>Brian Oberle and Jared Owen</i>	COMT is due by August 15, 2015. Will be reviewed during our transition meeting.
Recreation/Social Event Planning (Winter) – Admirals Game <i>Bruce Morton</i>	It was decided by the board to not hold a summer recreational event due to low attendance and low interest from membership. Will discuss the 2016 winter social at the planning meeting.
Chapter WISE <i>Becky Severson</i>	Discussed ideas on how to gather the group for a meeting.
CHAPTER MEETINGS & PROGRAMS	
Technical Meeting Schedule <i>Board & Guests</i>	New technical planner was discussed and meeting champions assigned to each meeting. <i>(See attachment #2).</i>
2015 OSHA Seminar <i>Bruce Morton</i>	Will be held on Tuesday, August 4 th , 2015. Ryan will be emailing vendors an invite to sponsor/attend the day. He will send email by end of this week.
2016 Racine Safety Day <i>Bruce Morton</i>	Waiting to set a date for the 2016 meeting.



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ASSE - Wisconsin Chapter

NEW BUSINESS	
Golf Outing <i>Bruce Morton</i>	Currently have 49 golfers and 14 hole sponsors.
Member Survey <i>Todd Loushine</i>	Was sent to membership and Todd gave full report to the meeting members. <i>(See attachment #3).</i>
Board Positions <i>Jared Owen</i>	Brian Oberle announced new Secretary Corey Vickers. He won a vote from membership. The final tally was as follows: Corey had 45 votes to Robert's 30.
2015 – 2016 Technical Meeting Planner <i>Brian Oberle</i>	Planning meeting will be held following this board meeting.
Native American Risk Management (NARM) Conference <i>Jared Owen</i>	Brian will be following up to gather further information.
NEXT BOARD MEETING	
Next board meeting is scheduled for July 20 th at 11 AM. This will be the Officer Transition meeting.	
MEETING ADJOURNED	
Motion to adjourn was made by Todd Loushine, seconded by Rebecca Severson at 9:30 AM.	

2014-2015 ASSE of Wisconsin Technical Meeting Planner

Month	Date	Topic	Speaker	Meeting Coordinator	Location	Attendance
Jul-15	7/20/2015	Board Meeting - Officer Transition	N/A	Brian Oberle	Grunau HQ - Oak Creek, WI	N/A
Sep-15	9/16/2015	UW-W Roundtable/PDC in AM	Various/TBD	Todd Loushine	UWW, Whitewater, WI	-
Oct-15	10/15/2015	Changes in Confined Space Regulations - Construction & General Industry	TBD	Jared Owen	TBD	-
Nov-15	11/12/2015	DOT/Fleet Safety	TBD	Ryan Ogrizovich	TBD	-
Dec-05	OPEN	OPEN	OPEN	OPEN	OPEN	-
Jan-16	TBD	Fall Protection Compliance	Lighthouse Safety	Corey Vickers	Lighthouse Safety HQ	-
Feb-16	TBD	Industrial Hygiene Update	Brian Harms	Todd Loushine	TBD	-
Mar-16	3/24/2016	OSHA Compliance Seminar	Various/TBD	Russ Fote/Ryan Ogrizovich	Alverno College	-
Apr-16	4/21/2016	NML Site Tour	TBD	Rebecca Severson	NML Construction Site	-
May-16	TBD	Food Safety	TBD	Brian Oberle	TBD	-
Jun-16	TBD	Planning Meeting and Golf Outing	N/A	Bruce Morton/Julie O'Connor	TBD	-
Misc Notes: 1. 2015 Fall ROC 2. 2015 Leadership Conference - Lombard, IL 3. 2015 Spring ROC 4. 2016 Racine Safety Day? 5. 2016 HOD 6. 2016 OSHA Safety Day - WCTC - Pewaukee 7. 2016 WSC Safety Council - May 2016						

Looking to hold meetings on Wednesdays or Thursdays. Thursdays are preferred. Should plan to hold meeting from 1 to 3 p.m. on those days. As preferred by membership.

June 2015 Wisconsin Chapter (ASSE) Planning Meeting for the 2015-2016 year.

In 2013, Society conducted a member survey to gauge member participation, satisfaction, and needs. Based on this report, 56 respondents self-reported as members of the Wisconsin chapter. These 56 participants only completed the first five questions, and then participant responses dropped to 28. At the time of the 2013 society survey, the WI chapter had approximately 275 members. This yields an overall response rate of 20.4%, and an actual response rate of 10.2%.

In June, 2015, the Wisconsin chapter board conducted its own survey of members for reports of participation, ideas for future meetings, and desire to participate. Overall, 52 respondents participated in this survey, yielding an actual response rate of 17.3%. Data collection was open for 14 days, and the online survey software is called Qualtrics (housed under the dept of math at the University of Wisconsin-Whitewater).

Table 1. Comparison of demographic data between the two surveys

Ranges	Worked in EHS	Member of ASSE	Ranges	Worked in EHS	Member of ASSE
< 1 year	2%	5%	< 1 year	7.8%	13.5%
1-3 years	0%	13%	2-5 years	13.7%	15.4%
4-10 years	25%	27%	5-10 years	17.6%	19.2%
11-17 years	18%	29%	10-20 years	19.6%	21.2%
18-24 years	18%	16%	>20 years	41.2%	30.8%
>25 years	38%	11%			

The society survey had greater participate by more experienced members, whereas the chapter survey received almost 1/5-1/4 of its respondents from members with less than 5 years experience.

Table 2. Comparison of self-reported attendance in previous year's chapter meetings

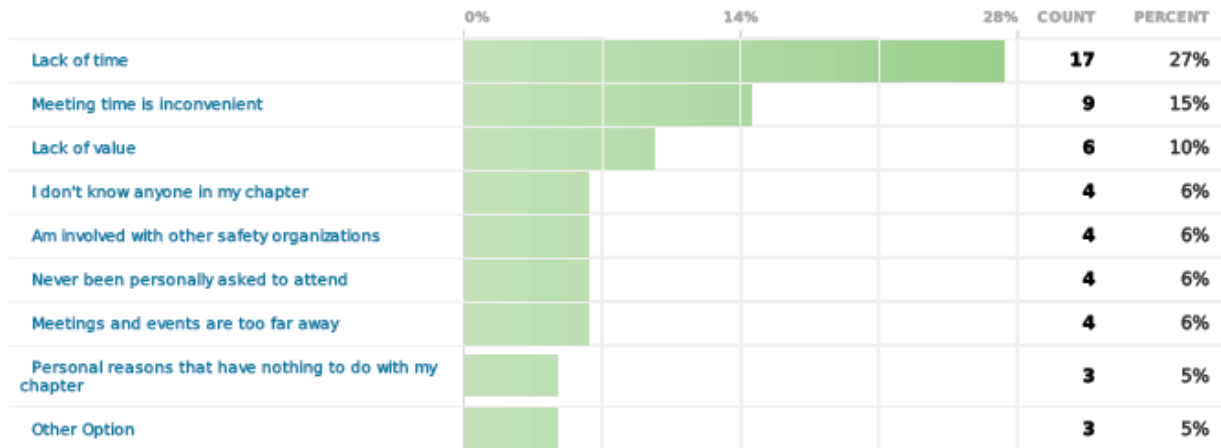
Ranges	Response	Ranges	Response
0 mtgs	50%	None	25.5%
1 mtg	39%	1-2 mtgs	31.4%
2 mtg	11%	3-5 mtgs	29.4%
3+ mtgs	0%	Most mtgs	11.8%
		All mtgs	2.0%

Almost 90% of the society survey respondents either attended a single meeting in the previous year, or none at all. Comparatively, almost 75% of the respondents of the chapter survey indicated they attended one or more meetings in the previous year; in fact 50% of respondents attended 3 or more meetings.

Based on these self-reported items, the society survey respondents tended to be more experienced, yet had not participated very much in the previous year; whereas the chapter survey respondents had decent representation from newer and younger members, who participate in more chapter meetings. The chapter survey also boasted a higher actual

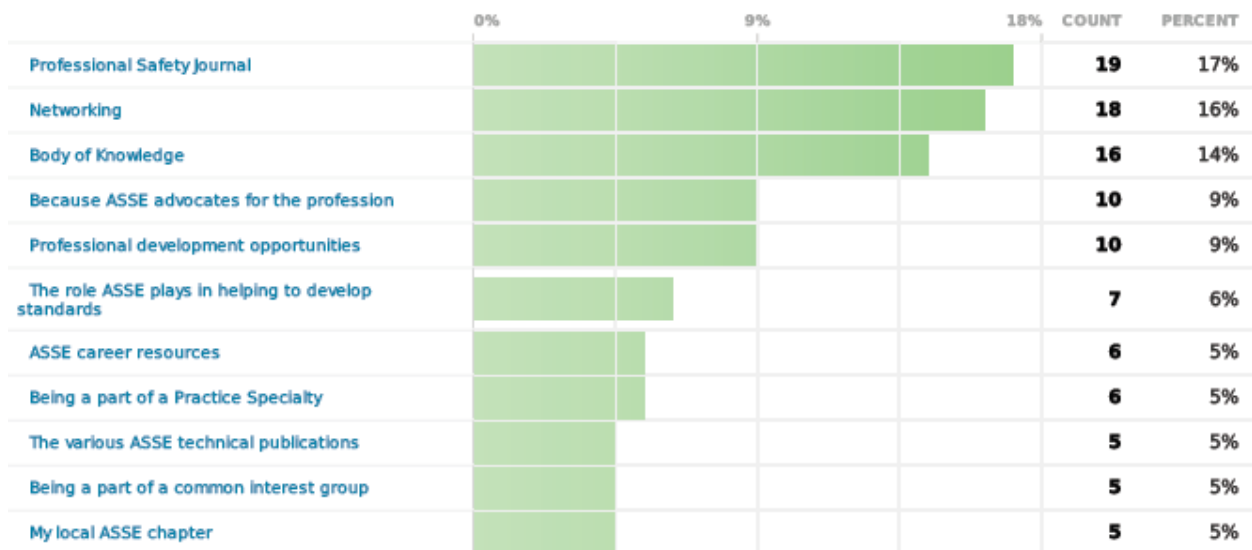
participation rate, and questioned directly what could be done to improve its efforts instead of asking for perception of satisfaction and then not exploring what could be done to improve. The difference is that society attempted to frame the problem, whereas the chapter survey attempted to frame solutions.

In the society survey, respondents reported “most important reasons for non-activity/participation in chapter meetings”. Here are the main results:



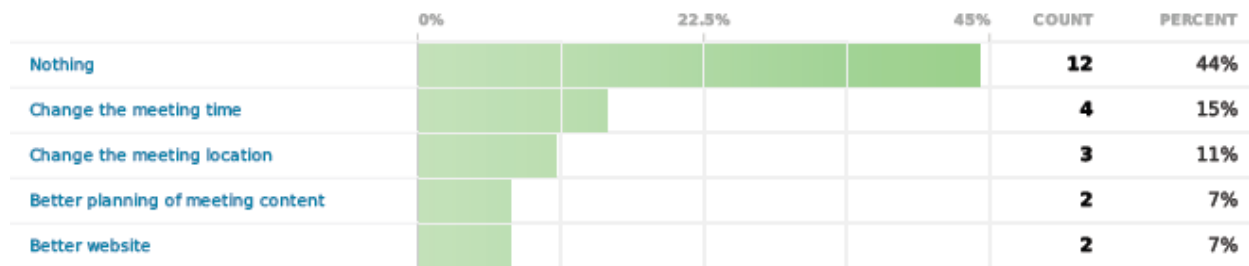
“Lack of time” and “meeting time is inconvenient” accounted for 42% of reported non-participation.

In another item, respondents selected their five most important benefits of being an ASSE member.



The top five reasons were: PS journal (17%), networking (16%), body of knowledge (14%), ASSE advocates (9%), and professional development opportunities (9%). Three of those five are society-level benefits, leaving just networking and professional development opportunities for chapter consideration.

Respondents were also asked if they could change one thing about their chapter offerings,



Given these results, chapter survey respondents were asked which day of the week they prefer and what time of day works best for them to attend chapter events.

Day of the Week	Responses	Time of Day	Responses
Monday	10.8%	7:00-9:00AM	11.4%
Tuesday	17.2%	9:00-11:00AM	7.1%
Wednesday	24.7%	11:00-1:00PM	32.9%
Thursday	29.0%	1:00-3:00PM	27.1%
Friday	17.2%	3:00-5:00PM	18.6%
Weekend	1.1%	After 5PM	2.9%

The Wisconsin Chapter also asked members to rate their interest in attending Online Technical meetings. 17.3% indicated they weren't sure about an online technical meeting, or whether they'd attend (virtually). 63.5% of respondents indicated that they would like to try an online technical meeting offering.

As for requested technical meeting topics, the society survey provided a field of choices for respondents to choose. For the chapter survey, the respondents were able to insert/report the topics in their own words. The following tables indicate the responses from both the society and chapter surveys.

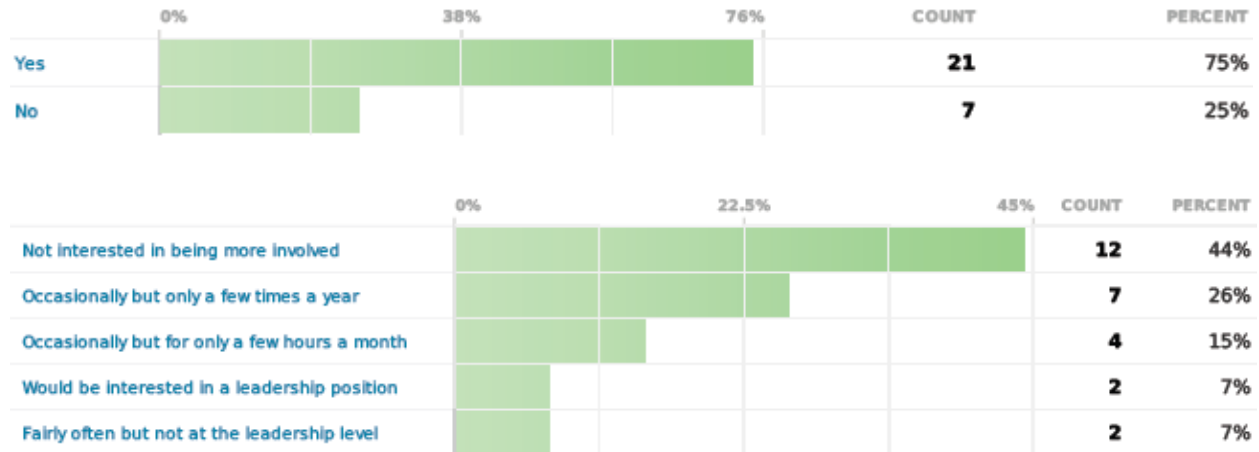
	0%	3%	6%	COUNT	PERCENT
Emergency management				13	6%
Risk assessment				11	5%
Fall protection				10	5%
Ergonomics				10	5%
Fire protection				9	4%
Hazardous materials				9	4%
Industrial hygiene				9	4%
Risk management				9	4%
Safety management				9	4%
Lockout/tagout				9	4%
Construction				8	4%
Human behavior				8	4%
Business skills				8	4%
Insurance				7	3%
How to: Use an App				6	3%
Regulatory issues				6	3%
Training/education				6	3%
How to: Prep for Inspection				6	3%
How to: Nail gun worker safety				5	2%
Health				5	2%
Transportation				5	2%
Environment				4	2%
Standards				4	2%
Technical				4	2%
Security				4	2%
Career				4	2%

Behavior Based Safety; Safety Leadership & accountability; Combustible Dust
Best management practices, work class safety, employee engagement, culture surveys.
chemical safety, industrial hygiene, fall protection, OSHA emphasis programs
confined space entry in the fab world
confined space, lockout-tagout, respirator use,
construction confined space / drug and alcohol in the work place
Continuing education, certifications, q&a sessions
EHS Risk Assessment / Safety Hazard ID and Risk Assessment / EHS Auditing (various levels) / Use of Portable Gas Detection Instruments
Emerging issues in the Safety and Health field, any new regulations or standards that could affect general and construction industries.
Ergonomic Improvements, Manufacturing companies that have been able to significantly reduce their incidents and injuries. A tour of OSHA,
European Union CE conformity (Machinery Directive and EN & ISO standards) concerning what benefits the CE Mark and compliance with the directive(s) provides U.S. employers and workforce. (We have a lot to learn from the EU laws.)
Fall prevention.
Fall Protection / ISO 45001 / WI work comp update / Benefits of Certification
fall protection, vehicle safety
Fleet Safety
Food Process Safety, How to improve myself as a professional. More topics like the Green Bay Packer speaker had. That was excellent.
Hazamat/ DOT / new changes
Hazard communication labeling changes / OSHA's enforcement of fall protection on general industry / /
Hazardous Material. dot
Higher level safety items
Industrial electrical safety / / Effective safety practices in construction
Industrial Hygiene - future limits / GHS/SDS implementation continuation / Certifications- good for anything other than job hunting?
Industrial Hygiene, Construction Tours, Manufacturing Tours, What's new in OSHA (without going to the OSHA Update seminar)
Industrial Hygiene, OSHA updates, Environmental issues, Injury reduction
ISO 45001, OSHA update without all the other topics, New fall protection standard is suppose to be out in October - update on that, Update on the new electronic severity/catastrophe reporting - are total inspection up, what % of call in receive visits from osha, what are average number of citations, etc., Risk Assessments.
Nano particles and 3D Printing / Indoor Firing Range Design and Evaluation (Ventilation; Design Layout; Lead and other Contaminant Control; Noise Exposure Reduction and Attenuation) / Noise Control (Industrial, Institutional, etc..) - addressing the latest assessment tools and technology, modeling software, and engineering controls / Confined space (general industry and construction) / Process safety management / Vapor and gas detection methods and technology in general industry, construction and environmental remediation (latest design and application technology; modeling techniques)
Open forum discussion on technology in Safety such as apps to use, iPad use. How to conduct effective and interactive training sessions (How to make training more engaging) (Today's learner is evolving, PPT and Safety Videos don't cut it).
Prevention through design, change management, contractor management, innovative solutions, use of technology
Regulatory changes, new risk assessment and mitigation strategies, staffing and structure
Rigging in manufacturing, electrical safety, latest ergo tools and equipment, latest slip/fall controls
Risk Management
Safety Management System, Pre-Start Up Safety Review & Design for machines and buildings.
Safety management systems, welding safety, new IH topics
Safety-food processing and handling, security systems
Workers Compensation Return to Work and possible conflicts with ADA. / Fitness For Duty as part of pre-employment and return to work. / How effective wellness programs can improve employee safety. / Workplace violence prevention training.

The final items for evaluation from the society survey were asking respondents if and how they would like to be involved/participate with the chapter. The chapter survey pursued similar information, asking respondents if they wanted to host/speak at a future technical meeting, participate in a mentorship program, and/or consider a chair or officer position.

The society survey asked, have you ever been asked to get more involved with your chapter in a leadership position? And if you were willing to be more involved, what level would work best for you?

Here are those responses:



Here are the responses to the chapter survey questions:

Question	Yes*	No
Technical meeting: Hosting and/or Speaking	29%	71%
Participate in Mentoring program	38.5%	61.5%
Volunteering for chapter officer or chair position	21.5%	78.5%

*12 respondents provided their name and contact information

Conclusions and Recommended Actions:

Chapter member respondents requested alternatives in days, times, and possibly formats for technical meetings. Wednesday and Thursday were the top choices, along with 11:00AM-1:00PM and 1:00-3:00PM. Almost two-thirds of the respondents were interested in a web-based or online delivery of a technical meeting. Although the society survey provided broad categories for future technical meeting topics, the chapter survey respondents provided specific speaker topics, such as: industrial hygiene topics, fall prevention/protection, safety management systems (and international standards), OSHA regulatory updates, and others.

The chapter board members should continue with current methods, and explore additional avenues and techniques for communicating with members. We should focus on “selling” the importance of technical meetings and attending/volunteering for chapter events.