

## REGION VII

Regional Operating Committee Meeting Minutes – Monday, February 23, 2009

**Call to Order:** Meeting called to order by Stephanie Helgerman (SH).  
Introductions were completed, including those attending by conference call.

**Establish a Quorum:** 13 of 25 chapters were represented. (A majority of chapters must be present to establish a quorum.)

The following chapters were represented:

|                 |                 |             |
|-----------------|-----------------|-------------|
| Audobon         | Greater Detroit | NE TN       |
| Central Ohio    | Kittyhawk       | Northern OH |
| Central Indiana | McKinley        | Purchase    |
| Chattanooga     | Middle TN       | SW OH       |
|                 |                 | West MI     |

### Review of Agenda Items:

- Region VII Website – The website is still under construction, however, the site was reviewed and suggestions were requested. Each tab on the website has scrolling banners from the chapters of the region. If a chapter would like it's banner changed please provide the banner to Bruce Guilliani, who is the contact for the website.
  - The website includes tabs for professional development and member recognition. If any chapter has information they would like to submit, send it to Bruce.

Note: The website went live on March 3!

- The Treasury Report – Kathy Glodich reviewed the current status of the regional treasury. The region has a total of \$4,128.17 in its account. This balance is after expenses from the November 2008 ROC.
  - Region VII Treasury Audit – Evan Todd, RVII DRVP, will lead a team to perform an audit of the regions finances. This audit is required by the region by-laws and should be conducted annually. Brian Becker and Andy Johnson will be on the team. This audit will be completed by June 1, 2009. The team was provided with a basic audit plan and may choose to modify the plan. The process must be documented and provided with the audit results.
- Deputy RVP Update: No changes.

- Region SPY: SH stated that she received 2 candidate packages for SPY review. Further:
  - The evaluation team consists of 3 regional members, Steve Williams (chair), Tanis Marquette, and Hal Williams.
  - The packages were due February 1, 2009.
  - The evaluation team must submit their SPY choice to the Society by April 1, 2009.

**ACTION** – It was suggested that blank forms be developed to standardize the SPY process. This suggestion was expanded to all forms/processes that regional members may need. These forms will be included on the Region VII website. SH will talk to the SPY Committee chair for next year about completing this action.

- 07/08 STARS Summary – Due to staff changes at the Society, Region and Chapter levels, the hand-off of a few of last years stars reports from the Chapters were fumbled. Society accepted re-submitted reports after the due date. Of the 24 Chapters in Region VII, 14 were submitted to the Society for consideration. Stephanie Helgerman conducted an audit of each and submitted the reports in the following numbers:
  - 5 Chapters at the Star level
  - 2 Chapters at the Shooting Star level
  - 5 Chapters at the Bright Star level
  - 1 Chapter at the Rising Star level

All chapters achieving the Star level will be recognized during the chapter achievement luncheon at the PDC in San Antonio in June.

- 08/09 Annual Performance Report and Chapter of the Year – SH reviewed the new performance spreadsheet. This spreadsheet will be required from each Chapter by August 15, 2009. Old formats for documenting performance will not be accepted.

The new spreadsheet is color coded. Orange items are required, at a minimum, for the Chapter to remain in good standing. Additional areas of the report should be completed for those Chapters interested in competing for chapter of the year. Additional documentation will be required for this. A sample narrative report for chapter of the year was provided, in hard copy, to all in attendance. If other chapters would like a copy of the draft narrative contact Stephanie.

- Chapter Incorporation Update – At the time of annual renewal, each chapter incorporation agreement must be signed by a chapter officer. To facilitate this process, it was discussed at the February CoMRA meeting that a member of the Chapter Services (Member and Region Affiars) office

be considered a chapter officer of each chapter solely for the purposes of signing the annual renewal. This would require a change to society and chapter bylaws. This issue is being worked by society. Once in-place at the society level chapters will be asked to update bylaws for this purpose.

**ACTION** – SH will notify chapters when this action is complete at society level and inform chapters about appropriate language changes to the Chapter by-laws to address incorporation.

- Future ROC Meetings:
  - Fall 2009 – Memphis; September 18, 2009; Hosted by West Tennessee Chapter.
  - Spring 2010 – Cincinnati; Date TBD; Hosted by SW Ohio Chapter. Society elections will be going on during that time frame and it is to be considered that a call-in Q/A session with each society level candidate will be conducted.
  
- Region Bylaws – Region Bylaws were reviewed and approved at the Fall ROC meeting. However – in February new model region bylaws were approved by CoMRA. SH will send the bylaws and new model bylaws back to the bylaws committee for review.
  
- Strategic Plan – The Regional by-laws that were approved during the Fall 2008 ROC meeting require an annual review of the Regional Strategic Plan. Research provided that a Regional Strategic Plan was drafted in 2003, but may not have been finalized, and there is no evidence that it had been reviewed since. A committee has been created, chaired by Claudia Niehaus, to review, update, and process for approval the Regional Strategic Plan. Buzz Davis, Fred Sebastian, and David Hart have agreed to be members of this team. David Hart helped to draft the 2003 Plan.

**ACTION** – Claudia Niehaus will have a first draft of the Regional Strategic Plan by March 31, 2009.

CONGRATULATIONS to NAOSH Poster Contest WINNERS FROM REGION VII!  
See the winning posters on our Region VII website.

First place: Chandler, IN; sponsored by C. Wigger  
Second place: – Bunker Hill, WV; sponsored by C. Capitano  
Fourth place: Centerburg, OH; sponsored by A. Stewart

**Key Chapter Dates were reviewed.**

**Society Elections** – Society elections will be conducted in March. A discussion took place regarding mail-in election ballots versus electronic ballots. Currently, approximately 7,000 of the 32,000 members vote electronically. It could be a significant dollar saving to the Society if the elections were handled strictly by electronic vote. A question was asked if a member could vote electronically and still be on the 'do not email' list. SH will look into this.

**Leadership Conference:** The fall leadership conference is planned for October 1-3, 2009. It will be held at the same location as last year. There will be more of a focus on developing leadership skills and managing volunteers and less time on chapter officer duties. An on-line series of tutorial courses are being developed for each Chapter Officer role. Once completed and available, chapter officers will be encouraged to complete the module for their particular position. These tutorials will take the place of the information that was presented during the leadership conference.

**Council on Member and Region Affairs (CoMRA)** (from the February 2009 meeting)

- The chapter services office recently conducted a review of chapter websites. While chapter websites are not required they are strongly encouraged. 6 Chapters in Region VII do not have a website. 6 Chapter websites are considered out of date.
- The chapter services office is asking for feedback on employer support – and if the current economic climate is affecting employer support. A survey was sent out with the agenda for the ROC. Please provide feedback to Stephanie and she will summarize and send the feedback to society.
- Member address changes – addresses can be updated electronically by the member of the Society website, by emailing or calling customer service, at the time of dues renewal or when a member orders or confirms a registration. Once changes are in the computer chapter member rosters are updated in 24-48 hours. Chapter officers are encouraged to download a new roster monthly.

**Society Board of Directors Discussions:** (from the February 2009 meeting)

- SH provided a copy of the Region VII report submitted to the BOD.
- The Elections Committee is looking at revising elections and campaigning rules. The current rules were established prior to many of the electronics communications tools in use today.
- A re-structuring of The House of Delegates (HOD) is being considered based input from the Regions. A team from the board plans to prepare

a white paper to distribute to current delegates of record and may be on the agenda for the June meeting.

- A discussion took place regarding allowing non-professional ASSE members to be a COPs administrator. The board decided not to change the requirement to be a professional member.
- The employer of ASSE members can now get a discount for job postings on Next Steps.
- There is a new Society Mentoring guide available. Contact Stephanie for more details.
- As of February 20, 2009, the vote by the HOD for a dues increase was 41 votes yes, and 11 votes no.

**Chapter Reports:** All chapters in attendance provided verbal reports. In addition, written reports were submitted by:

- Golden Circle
- Louisville

The meeting was adjourned at 3:30 pm.

Minutes prepared by: Evan Todd, Deputy RVP  
President, Chattanooga Chapter