



**Columbia Willamette Chapter
AMERICAN SOCIETY of SAFETY PROFESSIONALS
Mt. St. Helens Section**

**MINUTES
EXECUTIVE PLANNING SESSION 2023**

Statement of Purpose: To promote community well-being through representation of its members with regards to employee safety concerns in the business community and promote a safe work environment supportive in its members business and civic activities.

Members Present: Rob Dahl, Chair; Dave McNiel, Chair-Elect; Matt Strand, Vice-Chair; Brian Loos, Treasurer; Clark Hislop, Delegate-at-Large; Tim Hislop, Kent Kennedy

Guests:

1. EXECUTIVE PLANNING SESSION

- a. OFFICER ROLES & RESPONSIBILITIES:
 - i. The Chair reviewed the roles & responsibilities for all officer positions, as stated in the Section Operating Guidelines. Discussion.
- b. SPEAKER SCHEDULE:
 - i. Various topics and speakers were discussed and presented for consideration. A tentative speaker schedule (pending confirmation) was established and is attached.
 - ii. Several topics and speakers were noted as “bull pen” topics for an immediate need due to cancellation or other reasons.
- c. BY-LAWS REVIEW / UPDATE:
 - i. By-Laws and Operating Guidelines were reviewed with no significant changes.
 - ii. Some discussion on changes of officers. No action taken.
 - iii. A few grammar and language changes were suggested. Susan K-B, to draft proposed changes and bring to future meeting for consideration and approval.
- d. PROFESSIONAL DEVELOPMENT CONFERENCE:
 - i. Consensus to move forward with scheduling a PDC for March 2024. Several topics and speakers discussed. Vice-Chair will organize and is to bring ideas forward to the E-Board to determine speakers, content, etc.
 - ii. Discussion on providing CEU’s for the PDC. Chair to research possibility and process, as well as possibly CEU’s for general meeting topics.
- e. MEMBERSHIP GROWTH:
 - i. General discussion on increasing member growth and participation.

- ii. Phone Tree or call list suggested, where all E-Board members would contact several current members and encourage them to join the meetings.
- iii. Chair challenged all officers to sponsor at least one new member this year.
- iv. Discussion on maintaining door prizes and drawings at meetings and other methods for keeping it fun and entertaining. Speaker gifts were discussed and Chair directed to have on hand.
- v. Discussion on this being our 40th year as a Section, with October being the anniversary date. Determined to make October a celebratory meeting and to reach out to as many members as possible, especially long term or retired, and get them to join us. Suggested to have some section swag available for all who attend, noting the 40 year anniversary. E-Board will discuss further and finalize plans.

8. Adjournment: Meeting adjourned at 9:45 a.m.

Next Meeting: August 17th

Topic: ISO 14001 Management Systems



Mt. St. Helens Section 2023- 2024 Speaker Calendar

Note: All meetings are from 7:30 am - 9:00 am unless otherwise noted.

When	Where	Speaker	Topic	Coordinator	Status
August 17, 2023	KELSO ELKS	SUSAN KNOWLES-BERRY	ISO 14001 ENVIRONMENTAL IMS	DAVE M.	
September 21, 2023	KELSO ELKS	DOUG BYRON	FALL PROTECTION UPDATES	MATT S	
October 19, 2023	KELSO ELKS	ROB D.	FIRE & EMERGENCY PLANS	DAVE M.	
November 16, 2023	KELSO ELKS	KENT KENNEDY	PORTABLE GAS DETECTION	ROB D.	
December 15, 2023	TBD	N/A	HOLIDAY DINNER	CHAIR	
January 18, 2024	KELSO ELKS	TBD	LNI POLICY UPDATES	DAVE M.	
February 15, 2024	KELSO ELKS	TBD	RAILWAY SAFETY OPERATION LIFESAVER	TIM H.	
March 21, 2024	TBD	TBD	PROFESSIONAL DEVELOPMENT CONFERENCE	MATT S.	
April 18, 2024	KELSO ELKS	BRIAN CLARKE	TBD	ROB D.	
May 16, 2024	KELSO ELKS	TBD	STORMWATER PREVENTION PLANS	SUSAN K	
June 21, 2024	TBD	Officer Installation Banquet Open to members and their guests Cocktails at 6 pm – Dinner at 6:30 pm – Program at 7:00 pm			
July 18, 2024	Annual Planning Session – MSHS E-board – All are invited Regular meeting day (3 rd Thursday) and time (7:30 am)				