

# CSSE Communications Committee Meeting

Wednesday, July 3, 2019

## In Attendance

Dan Trottier (Chair)

Drew Douglas

Dave Howe

Rick Condon (Staff)

Renzo Pella (Staff)

## 1. Call to Order

The meeting was called to order at 3:02 pm Eastern Time. Dan asked if there were any additional item for the agenda and there were none.

## 2. Review minutes and action items from previous meeting

- **Previous Action Item:** Dan to incorporate cross-chapter communications into Terms of Reference.

Not done. Still waiting on the Board for Terms of Reference. Item carried forward.

**New Action Item:** Dan to incorporate cross-chapter communications into Terms of Reference.

- **Previous Action Item:** Rick to pursue a copy of ASSP's brand manual, download more brand manual examples.

This is complete and Rick will post on the Comm Comm page for review.

**New Action Item:** Rick to post copy of ASSP brand manual on the Comm Comm page.

- **Previous Action Item:** Dan to follow up with Trevor regarding interest from the Board regarding brand manual initiative.

This is carried forward.

**New Action Item:** Dan to follow up with Trevor regarding interest from the Board regarding brand manual initiative.

- **Previous Action Item:** Rick/Drew to compile H&S examples list; Rick to include with Brand Manual draft for review. (due: June).

This is done and will be posted to the Comm Comm page.

**New Action Item:** Rick to post H&S examples list. (due: June)

- **Previous Action Item:** Dan to discuss with Trevor annual report expected completion date going forward.

This is carried forward.

**New Action Item:** Dan to discuss with Trevor annual report expected completion date going forward.

- **Previous Action Item:** Renzo to speak with Perry regarding content balance and ratio format (portrait).

Renzo has not received any feedback on this from members. He spoke with Perry and she liked the new look. Renzo confirmed that the format was changed voluntarily by the graphics designer and was presented too late to change it. Dan recommended the Comm Comm focus on the current format for now. Rick suggested that a Facebook poll would be useful in collecting feedback.

**New Action Item:** Rick to send an email to Comm Comm members asking for feedback regarding new *Contact* format. Any approved format changes will then be implemented. After next issue, a Facebook poll can be launched for member feedback.

- **Previous Action Item:** Rick to add “Indigenous Task Force – Drew” to future agendas.

This is complete.

- **Previous Action Item:** Renzo to send *Contact* Terms of Reference to Rick for posting.

This is complete.

### 3. **Contact / Journal update – Renzo Pella**

Renzo announced the summer issue is being worked on and there were 7 articles so far. One or two can be moved to the fall issue if needed. The Regulation of the Safety Industry issue is proving difficult because of trying to source people to create it. There will also be a regulatory update from Thompson Reuters. Dan asked if Andrea was working on it and it was confirmed she was and is in the process of interviewing people. Renzo asked Dan if he would be willing to be interviewed and Dan agreed, but in his current status.

Dan recommended Renzo look at ASSP’s magazine, *Professional Safety Journal*, for design ideas. Dan said he would send some snapshots of it for review.

**New Action Item:** Dan to send some content snapshots from ASSP’s PSJ for review.

Renzo stated that the next issue of *Contact* should be published mid to late August.

**New Action Item:** Renzo to send draft of Contact for Comm Comm review by mid-August.

Drew wondered what was happening regarding using *Contact* as a sales vehicle. Renzo responded that they're looking to tone down the CSSE advertising.

**4. 2019 Annual Report update – Rick Condon**

Rick reported that he has started receiving content for the next issue of the annual report and will begin working on it soon. He will shoot for a draft before Conference.

**5. Education PR Subcommittee – Drew Douglas**

Drew reported that it was being considered to publish the names of people with admirable course/exam scores as a celebration of the students' efforts and to encourage others.

**6. Indigenous Task Force – Drew Douglas**

Drew announced that the first call to action the task force would focus on is reducing or eliminating education and employment gaps in the corporate sector. There will also be an Indigenous Stream at this year's Professional Development Conference.

**New Action Item:** Renzo to investigate a *Contact* marketing piece regarding PDC's streams.

**New Action Item:** Drew to ask Task Force how Comm Comm can best bring awareness to their stream.

Drew informed the Committee that the task force has begun using Clinked, a secure communication, collaboration, and information sharing portal, with success.

**New Action Item:** Renzo to ask Perry if Clinked is worth investigating for use by committees.

Dan asked Renzo on the status of the French version of *Contact*, which was discussed a year ago. Renzo said he would investigate.

**New Action Item:** Renzo to ask Perry the status of creating a French version of *Contact*.

**7. Other Items – All**

Drew asked Dan about the status of Comm Comm's Terms of Reference. Dan answered that he has no Board feedback on that yet.

**8. Next Meeting Date**

Contact meeting – Monday, August 19, 2019 at 3:00 pm ET

Regular meeting – Tuesday, September 17, 2019 at 3:00 pm ET

In closing, Dan thanked everyone for participating in the meeting.