H&S Division Executive Meeting

February 25, 2018

Hilton Minneapolis, Marquette 2,

Minneapolis, MN

* Meeting participants and contact information—see Table on page 3
* Executive Committee roles and H&S Division representation on SME Committees, Task Forces, etc.—see Table on page 4
* Review of current bylaws—2018 Division Chair, Susan Moore, will review current bylaws and propose any necessary changes to the Executive Committee for approval. Examples of topics that may need to be address include:
	+ Nominations and Planning Chair (for H&S Division awards)—This position is not part of the rotating Executive Committee positions. It will be filled by a junior member of the Division to help this person network and become familiar with the major contributors to H&S. A team will be formed to support this individual. The team will always include the Past Chair and the previous year’s Nominations and Planning Chair. For this first year, a volunteer was accepted for this third position.
	+ Nominations and Awards Committee (for larger SME awards)—This role will always be the responsibility of the Division’s Past Chair. It is expected that the Past Chair will communicate the major contributors to H&S to the larger SME.
	+ Program Committee—This role will be the responsibility of the Division’s Program Chair.
* International Academy for Mine Safety and Health (IAMSH) Board—This Board oversees development and administration of the Certified Mine Safety Professional (CMSP) credentials. The Board reports to SME through the H&S Division. The H&S Division acquired the CMSP credentialing in 2017, and 2018 will be the first year that the credentialing will be governed under this new SME structure. Sixty percent of eligible CMSP holder recertified under the new SME structure (n=220). The IAMSH’s goals for this year include:
	+ Administer first test under the new SME structure in August 2018
	+ Prepare for 3rd party accreditation to *ISO/IEC 17024: Conformity assessment - General requirements for bodies operating certification of persons*. Although SME is not eligible to apply for accreditation until one year after the first exam is administered, compliance with the requirements of ISO 17024 requires documentation that clearly articulates that the roles of the IAMSH Board, its Chair, the H&S Division, and the larger SME align with the standards requirements.
	+ The Board working to transition CMSP from a U.S.-only credential to an international credential. They are coordinating with international trade associations (e.g., ICMM) to make this transition possible.
	+ The Board is actively discussion what additional activities should be explored. For example, the Board is discussing the need to develop a credentialing for front-line managers.
	+ The Board has also identified the need to develop networking and other support—e.g., information, education and advocacy—for CMSP credentialed individuals. Discussions with the H&S Division are expected in the coming year to ensure that this support is developed and provided.
* Division Statements and Positions
	+ Following the special plenary session in the 2018 Program, the H&S Division will work with the Government and Public Affairs Committee (GPAC) to develop an SME position paper. This position paper must comply with SME’s 501c3 designation. Susan Moore, Mark Ellis, Mark Savit, Tom Hethmon, and Lee Saperstein will develop this position paper by mid-March 2018. The paper will be reviewed and approved by the 2018 and 2019 Executive Committee before being submitted to GPAC.
	+ Following the special plenary session in the 2018 Program, the H&S Division will also publish an article in *Mining Engineering* that summarizes the key points and participants. The content of the article must be approved by all speakers in the session. The authors of the article are expected to include the H&S Division’s 2018 and 2019 Executive Committee. Other contributors may request involvement.
	+ The H&S Division will develop a Division Statement that captures the Divisions purpose, strategy, and intended impact. This Statement will drafted once the SME position paper has been completed. Susan Moore, Tom Hethmon, Lee Saperstein, and Eric Lutz will develop a draft of the Division Statement by May 2018, which will then be submitted to the 2019 Executive Committee for review and approval.
* NIOSH’s National Occupational Research Agenda (NORA)—A national agenda for mining is currently in place. Moving forward, NIOSH will focus its NORA councils on partnership and improved diffusions, dissemination, and adoption of H&S best practices and interventions.
* H&S Division Needs Assessment—the H&S Division is entering its 4th year of existence. It has rapidly expanded its membership during that time, quadrupling its membership over the past year. To ensure that the Division continues to meet the needs of its growing membership, the 2019 Division Chair has prioritized a Needs Assessment. Susan Moore, Pratt Rogers, Mick Routledge, Emily Haas, and Jürgen Brune will meet to discuss this activity. An initial meeting is expected for the April/May timeframe. Items for consideration include:
	+ Meeting the networking, education, and advocacy needs of CMSP holders
	+ Leveraging NORA and the MSHA regulatory agenda
	+ Exploring opportunities to partner with NIOSH through its NORA partnership effort to enhance the diffusion and adoption of H&S best practices and interventions.
	+ Coordinating with SME’s Young Leaders Committee and SME student sections to meet the needs of incoming professionals.
	+ Coordinating with SME regional sections to ensure regional H&S needs are considered and supported.
* SME wants to hold four H&S webinars in the next year—the H&S Division must identify appropriate topics and speakers for this purpose. This is expected to be initiated following early Needs Assessment discussions.

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| **Meeting Participants** |
| **Name** | **Contact Information** |
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| **Roles and Responsibilities** |
| **Position** | **H&S Division Representative** | **Notes** |
| Past Division Chair | Lori Guasta |  |
| Division Chair | Susan Moore |  |
| Chair Elect | Pratt Rogers |  |
| Program Chair | Mick Routledge |  |
| Secretary | Ali Lashgari |  |
| International Academy for Mine Safety and Health (IAMSH) Chair | Tom Hethmon |  |
| Communications Chair | David Lauriski | Assistance from Emily Haas, Ali Lashgari, and Ergin Isleyen |
| Nominations and Planning Chair | Katherine Harman | Will always be a junior member of the Division. Effort will always have a Team of 3 that includes the Nominations and Planning Chair, the Past Chair, and one additional member of the Division. 2018 Team includes Lori Guasta and Paloma Lazaro. |
| Nominations and Awards Committee | Lori Guasta | Will always be Past Division Chair |
| Student Member Affairs Committee | Ergin Isleyen |  |
| Development Committee | Eric Lutz |  |
| Government and Public Affairs Committee | Mark Ellis |  |
| Mining Engineering Committee | Amy Richins |  |
| Information Publishing Committee | David LauriskiPedram RoghanchiJavad Sattarvand |  |
| Membership Committee | Mark Savit |  |
| Program Committee | Mick Routledge | Will always be the Program Chair |
| Sustainable Development Committee | Sebnem Duzgun |  |
| Research Committee | Lee SapersteinJürgen BruneEric Lutz |  |
| CMSP Exam Committee | TBD |  |
| PE Exam Committee | Sekhar Bhattacharyya |  |
| Accreditation and Curricular Issues Subcommittee (part of Education Council) | Jürgen Brune |  |
| Young Leaders Liaison | Mellissa AndersonPedram Roghanchi |  |
| Innovation Task Force | TBD | 2019 focus will be innovation; how can SME be more innovative in how we do our business |