



Annual Chapter Operations Planning – Central Florida

Chapter Name: Central Florida DUE 2019 AUG Geri Gonlaka

Chapter goals for the 2018-2019 chapter year: (include 1-3 goals – select/edit/include your chapters goals - ideas included in the [Chapter Operations Planning Guide](#))

2. Bring at least one new industry into the monthly meeting (Healthcare, Airline, etc)
3. How to get more member involvement in monthly meetings – Maintain 350
4. Recruit new leadership volunteers by advertising benefits.

What activities will your Chapter offer/participate in for the 2018-2019 year: (review items included for COMT points)

Charter Requirements

Objective	Action Item	Due Date	Owner	Status	COMT POINTS
Complete annual reports and other charter maintenance requirements in SOG 8.10 . Key Dates located in Officer Central.	Leadership Report	May 31 2019			Required
	Financial Report	May 31 2019			Required
	Financial Checklist	May 31 2019			Required
	Annual Planning Report	August 15 2018			Required

Chapter Member Engagement & Communications

Objective	Action Item	Due Date	Owner	Status	COMT POINTS
Engage members (ex: Build out a list of things your chapter will do this year to engage)	- Send out a survey to ask about topics and feedback about meetings	Aug 31	Chapter President/Emily Schoonover	Pending	



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new members & the frequency you will do it. Ideas include: Invite new members; Personal invite to meeting; welcome at meeting & in newsletter.)	<ul style="list-style-type: none"> - Welcome new members or people before each meeting -Using the new mail system 		<p>Marcus Rasberry</p> <p>John Lucarelli</p>		
Recognize members for their service to Chapter/PS/CIG/ASSE – (ex: Publish in newsletter/website; meeting; ASSE long service 25/40/50 certificates available in October.)	<ul style="list-style-type: none"> - Annual Awards and Honors Lunch - Longevity email blast that goes out quarterly - Congratulate members who have received a certification via social media 	December 30	<p>Chapter President/Emily Schoonover</p> <p>John Lucarelli</p> <p>Emily Schoonover</p>	Pending	
Recruit members (ex: Plan out activities that will help you achieve this goal - participate in Member-Get-A-Member Campaign/Region Challenge; contact local business; exhibit at local events.)	<ul style="list-style-type: none"> - First meeting free vouchers to new people or bring a friend. - 50/50 Raffles at meetings - Quarterly, Vendor Spot-Light 	June 30	<p>Marcus Rasberry</p> <p>John Lucarelli</p> <p>John Lucarelli</p>	Pending	
Communicate timely and relevant communications to members (ex: Newsletters; social media; local information; employment opportunities).	<ul style="list-style-type: none"> - Quarterly Newsletter, (Benchmark off of other chapter) – Social Media to include Facebook / LinkedIn Groups / Website - twice a month, email blast 	June 30	<p>John Lucarelli</p> <p>Emily Schoonover/Mike Bloom</p> <p>John Lucarelli</p>	Pending	



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	- Update website with employment opportunities and resumes		Mike Bloom		
Maintain chapter website (ex: appoint Chapter Webmaster; keep content fresh; members input; ASSE Chapter Web team; offer job link & post local positions or direct to ASSE jobs.asse.org)	Review/Update website	Quarterly	Mike Bloom	Pending	Required
Strengthen relationship with Section/Student Section - if relevant (ex: Appoint chapter liaison for sections/student sections and discuss ideas. Invite section leaders/students to chapter meetings/events)	<ul style="list-style-type: none"> - Monthly invites to Student Section - Hold a Meet and Greet at College Campus, share internship Opportunities - Attend at least one Ag Section Meeting 	Monthly	John Lucarelli/Mike O'Toole Chapter President/Emily Schoonover/Mike O'Toole Chapter President/designee	Pending	
Awards and Honors (SPY, scholarships, grants)	<p>Solicit applications for \$500 chapter scholarship and grant and award it at the December meeting.</p> <p>Solicit nominations for Chapter SPY and award it at the December meeting. Elevate at least one nomination to regional and consider a nomination for society.</p>	Annual	Heather Earl Heather Earl		



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Safety 2020	Engage Society HQ on Chapter expectations for Safety 2020	Ongoing	Chapter President/Heather Earl		
ChapterWISE	Start ChapterWISE group Start with survey to gauge interest and develop go forward plan from there.	Ongoing	Heather Earl/Emily Schoonover		

Community Outreach

Objective	Action Item	Due Date	Owner	Status	COMT POINTS
Promote/communicate safety (ex: partner with local organizations; conduct a NAOSH event; participate in career events; support ASSE Foundation scholarships)	- Find new local group to partner up with.	June 30	Board	Pending	
	- Continue with NAOSH events, leverage PR committee for news releases		Heather Earl/PR Committee		
	- Continue participation in Great American Teach In		Heather Earl		
	- Schedule Chapter VoluntEAR event at Habitat for Humanity)		John Lucarelli		
	- ACFS Day Table – paying for the CEUs		John Lucarelli		



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	<ul style="list-style-type: none">- 50/50 tickets – go to the scholarship- Consider WISE Foundation donation		<p>John Lucarelli</p> <p>Todd McDowell</p>		
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Professional Development

Objective	Action Item	Due Date	Owner	Status	COMT POINTS
<p>Develop tentative schedule and list of topics for meetings - 4 Technical are a charter requirement. (ex: Determine frequency and build a project plan. Review past meeting notes/feedback and brainstorm new topics; include venue/speakers; marketing; attendee experience; post meeting follow-up/feedback)</p>	<p>Aug 6th – Marcus – Wearable (Danielle) Sept 10th – Bob V (Danielle/Gail) Oct 1st – OSHA (Request area director for Central Florida) @ B&G, Free Max 60 ppl. No lunch Nov 5th – Travelers/Sims Crane – Final Standard learning Dec 3rd – Awards Note: share time. Jan 7th – Environmental RCRA (Lori Cuniff) Feb 4th – GPRS (meet at B&G laydown yard by MCO) – (Carey) March 4th – Volunteer Event, Habitat for Humanity (Heather) Mar 27th – no meeting – ACFS Safety Day Apr 1st – Work Zone Safety/Heat Stress (Mike to Email SGL Safety Director)</p>	July 30	Board	Pending	Required



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	May 6th – Electrical Safety (Mike) Jun 3rd –Tech Tour - Exploration tower (Todd)				
Plan professional development activities (ex: collaborate across Society - Practice Specialties/CIG/other chapters; offer virtual meeting option; offer CEU's; look for sponsors)	- CEUs for ACFS Safety Day - Collaborate with WISE	Apr	Michelle	Pending	

Leadership and Training

Objective	Action Item	Due Date	Owner	Status	COMT POINTS
Report officer online training located in Officer Central (ex: suggest to incoming officers; use training as a guide)	John – Secretary Emily – VP Danielle – President	Jul 30	Danielle	Pending	
Objective	Action Item	Due Date	Owner	Status	COMT POINTS
Attend ROC and/or AOC meetings - and discuss who will be participating - Chapter President or designated officers/Sections welcome.	- Region 4 PDC (Hosted by Andrea) – Board member/Proxy. Includes Air/2 night hotel (\$400)/Registration \$300 fees – (Total \$800 for 1 person) *Must have	Check with RVP/AD for schedules	Danielle	Pending	Required (additional COMT Points available)



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	attended 4 out of last 12 meetings				
Attend Leadership Conference – October in IL - Registration opens July	- Emily/Todd/M. Bloom will go (Two board member, one upcoming-leader chapter member) Costs Cover two nights hotel \$400/Air \$250: \$1800 in total for 3 people. *Must have attended 4 out of last 12 meetings	Jul	Board	Pending	
Attend House of Delegates Meeting – June. Chapter Delegate to attend - Registration opens March.	-Heather and Susan. in NOLA, air (\$300)/1 night hotel (\$250) Transportation (\$50); participating delegates only. Total \$1200, for two people. *Must have active participation in the chapter – Monthly Communication required	June 30	Board	Pending	
Coordinate transition activities - Transition tools in Officer Central , etc					
Engage in succession planning - Succession tools in Officer Central , etc.					



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Notes: