General Meeting Minutes  
September 26, 2018  
Oregon OSHA Durham Office

Attendance: Phillip Wade, and Teri Watson. Phone In – Mary Jones, Dede Montgomery, Chuck Easterly, and Heather Studnick.

GOSH Student Day – GOSH Student/Early Career Day is Tuesday, March 5, 2019. Dede reported that the website is updated with the application process for GOSH and we have received our first student application. Thanks to Michael Foster for helping with the website and application process. The sub-committee is developing the full day outline, which is similar to the 2017 GOSH student/early career day including:

- Keynote
- Meet as a group (intro)
- Speed Networking (like speed dating)
- Panel Discussion
- One Technical Workshop
- Time in Exhibit Hall

The sub-committee will have more updates as the date gets closer.

Website Changes –

a) Online Submission Form for video contest – the online form submission for the video contest would ideally be as easy as possible. A minimal form that contains the required information for the student. Phillip suggested adding a software called Gravity Forms, which costs $50.00 that allows for safety and security of the information that will be transferred from the students to the contest committee. The online form would allow for the student to place a private YouTube video link into the form that the contest committee could view. This format would also allow for mobile friendly users. If a student is not able to use the online submission form, they could always use a paper application and an alternative format for the video. Phillip will follow up with Michael Foster on the process for the student. Phillip, Chuck, and Heather will meet to continue with conversation and decide on the final format for application and video submissions. The video contest launches on October 1, 2018.
b) Google Drive Collaboration – Dede started on this project to collect and organize the O[yes] documents. Philip is also working on this project. Dede indicated that there is more cleaning up to get the documents organized.

c) New Content Options – This item should probably wait until the Google Drive is organized.

d) GOSH student day application form – Complete

Social Media Update – Leigh, Teri, and Tiffany met to discuss the media platforms that O[yes] currently offers. Tiffany shared some ideas that she had and some ideas that she would like to use moving forward. Tiffany can move content quickly, but she needs experts to provide content. Leigh can provide the content. Tiffany will put together a media calendar to organize social media posts. Twitter may be an option in the future.

Online Training Distribution Updates – Dede shared the information on the online training that has been going out to educational distribution lists. The sharing of this information has led to several presentations related to O[yes], video contest, and the online training.

Round Robin –
Dede shared that the Institute is hiring an Outreach Specialist.
Dede also shared a new PodCast series, “What’s Work Got to Do with It?”
https://www.ohsu.edu/xd/research/centers-institutes/oregon-institute-occupational-health-sciences/Podcast.cfm

Chuck shared that the new video contest posters are in draft form and should be emailed out soon. Please check your email and provide feedback.

Teri shared that the Oregon OSHA training and education grants close next Friday, October 5th at 5:00pm. If you have any questions, call Teri at 503-947-7406.

Next Meeting:
December 19th, 2018
1:30-3:30pm
SAIF Building
400 High St SE
Salem, Oregon