Minutes of ASSE Northwest Chapter Board Meeting

Date: March 8th 2016

Call to Order: Meeting called to order by Jamison Harrell-Latham at 10:00am.

Roll Call

| X  | Jamison Harrell-Latham, President | Julie Alcorn-Webb, MCOHS Contact |
| X  | John Urban, President Elect, Program Chair | Megan Rooney, Newsletter Editor |
| X  | Chris Flegel, Vice President | Kristin Heizman, Newsletter Editor |
| X  | Jennifer Carlson, Secretary | Dean Sherman, Membership Chair |
| online | Tara Larson, Treasurer | Tim Flint, By-Laws and Scholarship Chairs |
| X  | Open, Member at Large | online Scott Huberty, Volunteerism Chair |
| X  | David Abrams, Member at Large | online Dawn Westin, Awards & Honors Chair |
| X  | Katie Schofield, Member at Large, Professional Development Chair, Communications/Social Media | X Terry Keenan, Government Affairs Chair |
| X  | Leslie Cloonan, Member at Large | Diana Stegall, Region V – RVP, PDC Chair |
| X  | Kurt Von Rueden, Member at Large, Outreach Chair | Robert Feyen, UMD Student Section Faculty Advisor |
| X  | Eric Heizman, Member at Large | Jeff Jarvela, UMD Student Section Liaison |
| online | Rick Johnson, House Delegate, Website Manager | Elbert Sorrell, UW-Stout Student Section Faculty Advisor |
| online | Tom Cone, House Delegate, Past President, Nominations & Elections Chair | Garry Kroft, UW-Stout Student Section Liaison |
| online | Jennifer Ellinwood, House Delegate | Cary Swenson, MN/SD Safety Council Rep |
| online | Jackie Sutherland, House Delegate | Chuck Clairmont, ND Safety Council Rep |
| online | Chris Western, MCOHS Chapter Liaison | |

Secretary’s Report

- Meeting minutes from the 2/23/16 meeting were sent to Board members.
  - Dean made a motion to approve the 2/23/16 Board Meeting Minutes.
  - David seconded the motion.
  - Motion passed unanimously.

Treasurer’s Report

- The November 2015, December 2015, January 2016, and February 2016 Treasurers report is not available at this time.
- Tara to have offline meeting with Chris to create the above Treasurers reports.
- Annual report is due 31st of March to National, these reports need to be finalized and approved by the Board by end of the month. Tara and Chris will execute and finalize fiscal year 2015-2016 by
March 18th and submit to the executive board. Executive board will vote on the reports on the 28th. Jamison will set up the online meeting for the 28th.

Old Business

• Monthly Chapter Meetings
  o March 10th: Team Approach
  o April 12th: Student Presentations at Grumpy’s
  o May 10th: Brewery tour, location TBD. Fee for this event will go towards our scholarship fund.

• Monthly Chapter Meeting Sponsors
  o April 12th: WorkPartners USA
  o May 10th: No sponsor is needed as it is the technical tour.

New Business

• Draft Annual Financial Report for 2016-2017
  o Meeting to go through draft budget was held 02/24/16
  o Budget to start April 1st 2016.
  o Draft annual financial report was handed out and presented online; refer to draft report for further details.
  o Will need to discuss when/how to distribute funds to Northern Plains. We will reach out to Northern Plains to see if they have a preference.
  o Revenues: $76,350
    ▪ Dues: $15,300
    ▪ Meeting fees: $15,000
    ▪ Conference/Seminars: $44,250
    ▪ Special Project: $1,000 (potential boat cruise in August)
    ▪ Advertising: $800 (monthly sponsors)
  o Expenses: $85,250
    ▪ Suggestions that all PDC Related items be under Conf/Seminar and not included under Meetings.
      ▪ David and Scott have taken on this responsibility to improve financial report.
    ▪ Meetings
      ▪ Lunch/dinner: $42,500 (PDC accounts for 80% of this cost)
      ▪ Speaker Gifts: $500 (monthly meetings and PDC)
      ▪ Other: $2,500 (video recording, comped meals, paypal fees, webinar costs, etc.)
        ▪ Suggestion that Paypal should have its own line item.
    ▪ Conf/Seminar
      ▪ Meals/breaks: $5,000 (PDC reception, networking, etc.)
      ▪ Speaker Expenses: $7,500 (hotel rooms, etc.)
        ▪ Suggestion that we continue to bring in a well-known keynote speakers like we did for the 2016 PDC.
      ▪ Books and Materials: $500
      ▪ Other: $1,000
    ▪ Travel
      ▪ Officers: $6,000 (Board Leadership, ROC, Delegates to annual PDC)
      ▪ Other: $1,500 (students, mileage, hotel)
- Suggestion to change to $2,500 based on increase in student participation
  - Publicity: $2,000 (MN and ND safety council booths)
    - Suggestion to include SD Safety conference be included as it is now our territory.
  - Special Project: $1,000 (boat cruise deposit)
    - Scott to provide proposal in April Board Meeting.
  - Administrative: $500
  - Scholarship: $9,000 (students, ASSE Foundation, Safe Kids Coalition)
  - Bank Fees: $1,250 (Paypal and First Data)
    - Will remove bank fees up above in previous line item as it is included on this line.
  - Web Hosting: $1,000
  - Other: $3,500 (Student travel toward NW PDC, board discretion)

- John will clean up the draft financial report and send to the board to review. This will be voted on at the March 28th meeting.

- Scholarships for ASP/CSP
  - Katie has not received any applicants; it is recommended the funds be diverted elsewhere.

**Adjournment**

Chris made a motion to adjourn.
Katie seconded the motion.
The meeting was adjourned at 11:04am.

Respectfully submitted by
Jennifer A. Carlson, CSP
Chapter Secretary