Minutes of ASSE Northwest Chapter Board Meeting

Date:  April 12th 2016

Call to Order:  Meeting called to order by Jamison Harrell-Latham at 10:16am.

Roll Call

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

Secretary’s Report
- Meeting minutes from the 3/08/16 meeting were sent to Board members.
  - David made a motion to approve the 3/08/16 Board Meeting Minutes.
  - John seconded the motion.
  - Motion passed unanimously.
- Meeting minutes from the 3/28/16 meeting were sent to Board members.
  - John made a motion to approve the 3/28/16 Board Meeting Minutes.
  - David seconded the motion.
  - Motion passed unanimously

Treasurer’s Report
- The February 2016 and March 2016 Treasurers reports are not available at this time.
Old Business
- Monthly Upcoming Chapter Meetings
  - May 12th: Brewery tour at Indeed Brewing Company at 3pm. Space is limited to 30 attendees.
- Committee Reports
  - PDC Financial Recap
    - Reports provided for 2016 actual and 2017 projections
    - 2016 actual report
      - Revenue $36,910.00
      - Expenses $27,884.07
      - Net profit $7,197.02
    - 2017 projection report
      - Revenue $37,655.00
      - Expenses $30,750.00
      - Net profit $5,405.00
  - Elections
    - Elections will open Friday and be open for one month, for 30 days.

New Business
- Treasures Role
  - David made a motion to transition the treasurer’s role a month early.
    - RJ seconded the motion.
    - Motion passed unanimously.
  - Scott Huberty was appointed Treasurer.
- Membership at Large
  - Tara will auto assume the membership at large for remainder of the term.
- Chapter Bylaws
  - Chapter Bylaws were voted on during the April 12th, 2016 meeting
  - David made a motion to approve the revised chapter bylaws.
    - Tom seconded the motion.
    - Motion passed unanimously.
- COMT points
  - MAOSH Week – May 1st – 7th points for COMT report (post link on our NW website-RJ can do this)
  - Polldaddy Survey – conduct in May and distribute results before end of June
- Safety 2016 House of Delegates
  - Need replacement for Jackie Sutherland
    - John made a motion to remove Jackie Sutherland from House of Delegates today.
    - Tom seconded the motion.
    - Motion passed unanimously.
  - Tom, RJ, and Jen E are planning to attend.
  - Chris Flegel will serve as the fourth delegate to attend the HOD meeting.
  - Bring ASSE Foundation Check to HOD meeting.
- ROC Spring meeting Recap
  - Kurt, Chris, John, and Jamison attended
  - Highlights included the COMT report overview, web designer provided overview of changes and creating past president’s forum.
• Summer Boat Cruise
  o Scott reached out and heard back from AIHA and they are interested in supporting the event. Scott also reached out to the MN Association of Occupational Health Nurses and Hazardous Materials Professionals and has not heard back.
  o Location ideas include Stillwater, St. Paul and Minnetonka.
• Chapter Operating Budget fiscal year April 1st 2016 to March 31st 2017
  o Handouts were provided on the Operating Budget.
  o Revenue $71,955.00
  o Expenses $76,070.00
  o Northern Plaines elected to have installments vs lump sum payments.
  o Jenn C made a motion to approve the Chapter Operating Budget for fiscal year April 1st 2016 to March 31st 2017.
    ▪ Jen E seconded the motion.
    ▪ Motion passed unanimously.

Adjournment
John made a motion to adjourn.
Katie seconded the motion.
The meeting was adjourned at 11:15am.

Respectfully submitted by
Jennifer A. Carlson, CSP
Chapter Secretary