Minutes of ASSE Northwest Chapter Board Meeting and Annual Transition Meeting

Date: June 2nd, 2016

Call to Order: Meeting called to order by Jamison at 12:00PM.

Roll Call

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

New Incoming Board Members Present – Welcome!

- Member at Large
  - Newly elected: Megan Rooney and Steve Gutmann
  - Re-elected: Dave Abrams
  - Continuing Service: Eric Heizman, Leslie Cloonan and Tara Larson

- House Delegate
  - Newly elected: Abby Ferri
  - Re-elected: Jennifer Ellinwood
  - Continuing Service: Tom Cone and Jamison Harrell-Latham
• Vice President: Kurt Von Rueden

COMT Report
• Updated throughout the year by the Executive Board
• Financial documentation and chapter operations documentation was uploaded
• Operational Plan is due August 15th 2016; John will coordinate this upload
• Our score for the COMT report is 5305; Platinum level

Recap of 2015 - 2016 Positions / Recommendations
• Recommendations for success include observing how different positions operate, get involved in chapter events, don’t be afraid of change, grow yourself, time management, lean on others for help, network, don’t accept mediocrity, Google drive for Chapter documents and continue great work on Safety Matters Campaign.
• Idea to work on include add another section for Rochester area, account for retirements to come, making ASSE more well known in the Safety Field, generate Chair Reports and mixing up meeting times / locations.
• Any technical meeting we could provide CEUs
  o Speaker fill out form to ensure qualifies for CEUs
  o Have CEUs forms on table for attendees to grab on way out
• Add a Member Get a Member Campaign
  o We will have a lot of retirements going forward
  o Need to encourage keeping members and obtaining new through recruiting
  o Look at data of those who have dropped out of membership
  o State Employees: ASSE Membership is not paid for
    ▪ Can we entice State and County employees with some sort of discount
• Making Members Feel Welcome and Fit with ASSE Group
  o Encourage members to meet new people
  o Encourage members to run for board positions or other volunteer positions
  o Past Presidents Meetings to encourage folks to come and learn about chapter positions and opportunities available. Perhaps host it during the PDC as a panel discussion (breakfast, lunch, social event).
    o Use Event Espresso to track high attenders to approach for leadership positions.

Officer On-line Training
• Complete your officer on-line training at www.asse.org/coto Then select “Officer Training”
• Updated versions should be up by next week

Open Positions
• Outreach Chair: Leslie Cloonan volunteered to fill this position
• Membership Chair: TBD
• Website Delegate to assist RJ
Request for Chairs to Provide Monthly Report by Friday before Monthly Meeting

Discuss “Advertising” for People / Companies on Chapter Website
- We occasionally get approached to advertise for training opportunities that could be beneficial to our members.
- Tabled further discussion until next meeting.

Secretary’s Report
- Minutes from the April 12th, 2016 meeting were sent to Board members.
  - Motion to approve: Cary
  - Tom seconded the motion.
  - Motion passed, Diana and Jamison abstained.

Review / Approve May Financial Report
- May Financial Report was reviewed during the meeting.
- Revenue in May $486.35
- Discrepancy found that we have an additional $56.35
  - Separate line item at the bottom needs to be added to reflect this
- Did not receive dues in the month of May.
- Need to delete the Web Hosting line item.
- Corrections will be made and May Financial Report approval will be reviewed at next meeting.

Recap Budget YTD
- Tabled further discussion until next meeting; ran out of time to discuss.

Review Monthly Meeting Topics and Locations
Tabled further discussion until next meeting; ran out of time to discuss

Adjournment
Tom made a motion to adjourn.
Jamison seconded the motion.
The meeting was adjourned at 2:08 pm.

Respectfully submitted by
Jennifer A. Carlson, CSP
Chapter Secretary