Minutes of ASSE Northwest Chapter Board Meeting

Date: July 26 2016

Call to Order: Meeting called to order by John Urban at 2:11pm.

Roll Call

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

Secretary’s Report
Meeting minutes for June were sent to Board members. Minutes were reviewed.
  • Abby made a motion to approve the June Board Meeting Minutes.
  • Kurt seconded the motion.
  • Motion passed unanimously.

Treasurer’s Report
Treasurer’s report for May was reviewed by Board members. Dues, revenue from the May meeting, IT related expenses, credit card expenses were reflected on this report.
  • David made a motion to approve the May Treasurer’s Report.
  • Kurt seconded the motion.
  • Motion passed unanimously.
Treasurer’s report for June was reviewed by Board members. Dues, IT related expenses, credit card expenses were reflected on this report.

- David made a motion to approve May Treasurer’s Report.
- Steve seconded the motion.
- Motion passed unanimously.

Old Business

- **Chapter Operating Plan** is due August 15, 2016.
- **Officer Training:** All Chapter officers are required to complete officer training. John to send a link to the training to the Chapter officers.
- **Boat Cruise:** Decision was made to cancel the boat cruise. Scott stated interest was low and reservations were being made at a slower pace than previous years. Everyone who registered will be given a full refund.
- **Open Positions within the Chapter:**
  - Membership Chair
  - Volunteerism Chair
  - By-laws Chair
  - Chris has a contact that may be willing to help. Abby suggested that the Chapter ask people in August if they are interested in any of these open positions.
- **Advertising:** How should we handle requests for advertising? Specifically if a group wants to advertise a class or training service. John to author a newsletter article with the requirements.

New Business

- **Committee Reports Reminder:** If you are the chairperson for a committee, the expectation is you provide a summary to John, Chris, and Kurt by the Friday **before** the monthly Chapter meeting. Reports should be brief.
- **August Board Meeting:** Next Chapter Board meeting will be on or around August 10, 2016. Location TBD.
- **Streaming and Recording of Monthly Chapter Meetings.** Discussed discontinuing the streaming of monthly Chapter meetings. Interest is low (less than 20 people each month). Plan is to author a newsletter article explaining the change with a note stating the broadcasts could return if there is enough interest.
- **I ♥ Safety Tee-Shirts:** Abby to get information on acquiring more “I ♥ Safety” tee-shirts for the PDC.
- **Mentoring Program:** The Chapter is looking for a Mentoring Program coordinator. Is there an opportunity to involve groups outside of the Chapter (e.g. UMD, UW-Stout, U of M, etc.)? Topic tabled until next month.
- **Upcoming Conferences:**
  - ROC (September 15-16): John, Chris, Kurt and Jenn.
  - Future Leaders (November 3-4): Get list of names from UMD and UW-Stout (student names are needed by September 8, 2016).
• **Monthly Meetings Update:**
  - November meeting will be held November 1, 2016 because Election Day is November 8.
  - Sponsors needed for December and January.
  - Discussed charging a fee for the hosted meetings. Proposal is to charge a fee for the hosted meetings and the amount collected will be sent to the scholarship fund.

**Adjournment**
Chris made a motion to adjourn.
David seconded the motion.
Motion passed unanimously. Meeting adjourned at 3:26pm.

Respectfully submitted by
Jennifer A. Carlson, CSP
Chapter Secretary