Minutes of ASSE Northwest Chapter Board Meeting

Date:  September 13, 2016

Call to Order:  Meeting called to order by John Urban at 10:17am.

Roll Call

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<tr>
<td>X</td>
<td>John Urban, President</td>
<td>Rick Johnson, Website Manager</td>
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<td>X</td>
<td>Chris Flegel, President Elect, Program Chair</td>
<td>Diana Stegall, Region V – RVP, PDC Chair</td>
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<td>X</td>
<td>Kurt Von Rueden, Vice President</td>
<td>OPEN, Membership Chair</td>
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<td>X</td>
<td>Jennifer Carlson, Secretary</td>
<td>OPEN, By-Laws Chair</td>
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<td>X</td>
<td>Scott Huberty, Treasurer</td>
<td>OPEN, Volunteerism Chair</td>
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<td>X</td>
<td>Megan Rooney, Member at Large</td>
<td>Tim Flint, Scholarship Chair</td>
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<td>X</td>
<td>Steve Gutmann, Member at Large</td>
<td>Dawn Westin, Awards &amp; Honors Chair</td>
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<td>David Abrams, Member at Large</td>
<td>Terry Keenan, Government Affairs Chair</td>
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<td>Leslie Cloonan, Member at Large, Outreach Chair</td>
<td>Katie Schofield, Communications/Social Media</td>
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<td>Dean Sherman, Member at Large</td>
<td>Robert Feyen, UMD Student Section Faculty Advisor</td>
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<td>Eric Heizman, Member at Large</td>
<td>Jeff Jarvela, UMD Student Section Liaison</td>
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<td>Jennifer Ellinwood, House Delegate</td>
<td>John Breskey, UW-Stout Student Section Faculty Advisor</td>
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<td>Abby Ferri, House Delegate</td>
<td>Garry Kroft, UW-Stout Student Section Liaison</td>
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<td>X</td>
<td>Jamison Harrell-Latham, House Delegate, Past President, Nominations &amp; Elections Chair</td>
<td>Cary Swenson, MN/SD Safety Council Rep</td>
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<td>X</td>
<td>Tom Cone, House Delegate</td>
<td>Chuck Clairmont, ND Safety Council Rep</td>
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<td>Chris Western, MCOHS Chapter Liaison</td>
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Secretary’s Report
Meeting minutes from the July 26, 2016 meeting were sent to Board members.

- Jamison made a motion to approve the July 26, 2016 Board Meeting Minutes.
- Steve seconded the motion.
- Motion passed unanimously.

Treasurer’s Report
- Chapter tax forms were completed and sent in August.
- Balance in bank account as of 9/12/16 was $19,123.59.
- The Chapter had paid the 2016 boat cruise deposit ($877.50), upon cancellation of the 2016 boat cruise, Paradise Charter Cruises agreed to hold it as a deposit for the 2017 boat cruise (will carry in the budget as a receivable in the treasurer report).
Motion 160913a: Steve made a motion to allow Paradise Charter Cruises to hold the 2016 boat cruise deposit for the upcoming 2017 boat cruise deposit.
- Jamison seconded the motion.
- Scott abstained from voting on the motion.
- Motion passed.

Treasurer’s reports for July and August were not reviewed due to recently found errors. Line item adjustments will be made to reflect these errors and will review the July and August Reports in October.

Old Business
- Chair Reporting
  Program (Chris)
  - September Sponsor is Work Partners.
  - October 11th Sponsor is Master Lock the topic will be LOTO (location TBD).
  - November 1st Sponsor is ErgoDyne and will host.
  - December 7th Sponsor is 3M and will take place at the 3M Innovation Center.
  - January 10th David Abrams will present on the new silica standard (location TBD).
  - February 14th will be the PDC.
  - April 11th will be the Student Presentation (location TBD).
  - May technical tour TBD.

Scholarship (Tim)
- Update was sent out to Board Members via e-mail prior to the meeting.
- Tim is reaching out to schools on scholarship deadlines.

Awards and Honors (Dawn)
- Long Term Service Awards typically are presented at the October meetings; this year we have 17 recipients.
- Recommended the Award Ceremony take place at the PDC; recipients can come to lunch and bring a spouse/guest. Chris W to follow up with Diana on this idea.
- Dawn to start working on recipients to provide a photo for the Award Ceremony.

Government Affairs (Terry)
- OSHA fines increased by 80%.
- Electronic Reporting is still being challenged.
- The next OSHA Advisory Council meeting is November 4. Scott Huberty will be attending and Terry Keenan will try to get there as well.

Communications/Social Media (Abbi)
- Abbi has agreed to cover the Social Media/Communications Chair.

PDC (Diana)
- Update was sent out to Board Members via e-mail prior to the meeting.
- PDC committee has been locking in speakers and topics.
- John to reach out to Diana on two potential speakers that Terry and Scott have been in contact with.

Nominations and Elections (Jamison)
- Jenn to send Jamison possible candidate.
• **Mentoring Program Discussion**
  o Last year’s Mentoring Program was successful; we just need ASSE Board Member to volunteer to chair the program.
  o Jenn to send out notice looking for a program Chair. If there is no response, the President will appoint a member at large to fill the position.

• **I Love Safety T-Shirts**
  o No update.

**New Business**

• **Region V Homework Assignment for ROC**
  o Will be filled out after the meeting.

• **SD Safety Conference Booth and Promotion**
  o Chris F will represent ASSE at the SD Safety Conference.
  o **Motion 160913b**: Jamison made a motion to approve $1,000 for travel expense to attend the SD Safety Conference.
    ▪ Tom seconded.
    ▪ Chris F abstained from voting on the motion.
    ▪ Motion passes.

• **CEU’s Status for Meetings**
  o Going forward Chris W can send out PDF of attendance after the meeting; Jenn to send the attendee list.

• **Open Chair Positions**
  o Membership (necessity)
  o By-Laws
    ▪ Not needed at this time.
  o Volunteerism
    ▪ Not needed at this time.
  o Mentor Program (necessity)

• **Northern Plains Section Update**
  o Ted Garling resignation
    ▪ Bill Wuolu to take the position
    ▪ Per By-laws a specific nomination committee is formed and will hold an election.

• **Officer Training-if you have completed, please do so.**

• **Care Package Drive for Ronald McDonald House will be discussed in the meeting.**

**Adjournment**

Jamison made a motion to adjourn.
Tom seconded the motion.
Motion passed unanimously. Meeting adjourned at 11:09am.

Respectfully submitted by
Jennifer A. Carlson, CSP
Chapter Secretary