Minutes of ASSE Northwest Chapter Board Meeting

Date: October 11, 2016

Call to Order: Meeting called to order by John Urban at 10:16am.

Roll Call

| X | John Urban, President | Rick Johnson, Website Manager |
| X | Chris Flegel, President Elect, Program Chair | Diana Stegall, Region V – RVP, PDC Chair |
| X | Kurt Von Rueden, Vice President | OPEN, Membership Chair |
| X | Jennifer Carlson, Secretary | OPEN, By-Laws Chair |
| X | Scott Huberty, Treasurer | OPEN, Volunteerism Chair |
| X | Megan Rooney, Member at Large | Tim Flint, Scholarship Chair |
| 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 | Katie Schofield, Communications/Social Media |
| X | Dean Sherman, 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 | X John Breskey, UW-Stout Student Section Faculty Advisor |
| X | Abby Ferri, House Delegate | Garry Kroft, UW-Stout Student Section Liaison |
| X | Jamison Harrell-Latham, House Delegate, Past President, Nominations & Elections Chair | X Cary Swenson, MN/SD Safety Council Rep |
| X | Tom Cone, House Delegate | Chuck Clairmont, ND Safety Council Rep |
| X | Chris Western, MCOHS Chapter Liaison | online Bill Wuolu, Northern Plains Section |

Welcome to John Breskey, our new UW-Stout Student Section Faculty Advisor!

Secretary’s Report
Meeting minutes from the September 13, 2016 meeting were sent to Board members.

- Cary made a motion to approve the September 13, 2016 Board Meeting Minutes.
- Steve seconded the motion.
- Motion passed unanimously.

Treasurer’s Report
Current bank account balance as of October 10, 2016 is $16,573.57 (as the end of September the balance was $18,314.22). A copy of the current check register was provided. Total revenue from September Meeting was $2,056.48 from registrations and a sponsor. Expenses included a
Grumpy’s bill, Paypal registrations and credit card registrations with total expenses slightly under $2,000; with total profit of $53.52.

April, May and June reports needed to be revised to fix some discrepancies. There was a check for a PDC expense of $150 that was not originally in the check register. The revised April, May and June reports account for this check.

Treasurer’s report for July was handed out and reviewed. This month included revenues/cash influx from May chapter dues and a refund with total revenue of $1,033.07. Expenses include Region V May assessment and Board Meeting expenses with total expenses at $1,690.06. This left us with a cash balance of $18,368.87.

Treasurer’s report for August was handed out and reviewed. This month included revenues from June and July chapter dues with a total revenue of $1,820. Expenses include Region V Assessments for June and July, reversed PayPal deposit for Boat Cruise refunds and administrative expenses with expenses at $688.20. This left us with a cash balance of $19,500.67.

Treasurer’s report for September was handed out and reviewed. This month included revenues from August chapter dues, September program, refund of boat cruise fees and gift cards for Ronald McDonald charity drive with a total revenue of $3,045.83. Expenses include Grumpy’s lunch fee, PayPal and credit card fees, Region V August Assessment, ROC and Leadership Conference expenses, Ronald McDonald charity drive gift card purchases and Election Committee meeting expenses with expenses at $5,155.39. This left us with a cash balance of $17,391.11.

Tom made a motion to approve all treasurer reports as reported for April, May, June, July, August and September. Steve seconded the motion. Motion passed unanimously.

Old Business

Chair Reporting
- **Program**
  - October 11th at Grumpy’s has 52 pre-registered. **GlacierTec** is the sponsor.
  - November 1st at **ErgoDyne** facility with lunch provided.
  - December 7th at 3M Innovation Center with lunch provided.
  - January 10th location TBD; this will be our joint meeting with AIHA.
  - February 14th is the PDC.
  - March will be the team approach.
  - April 11th at Grumpy’s will be student presentations.
  - May TBD.
- **Scholarship**: Applications for the Universities are available in December 2016 and are due early March 2017. Applications can be mailed to the MN Safety Council.
- **Awards and Honors**: We are currently looking for Chapter and Regional SPY candidates. If Rick is not interested in submitting for Regional SPY, Dawn suggests we approach
Carol Keyes for submittal for Regional SPY. Will be honoring 17 Long Term Service Members this year and the ceremony will take place at the PDC luncheon. We currently do not have this set in the PDC budget but the Chapter will absorb the cost of those receiving the award and one guest. Moving forward we should include this cost in the PDC budget. If the awardee is coming to the PDC they will receive a discount code for registration.

- **Government Affairs**: Scott will be attending the MN DOL Advisory Council. National updates are sent to Terry from Society ASSE and he is monitoring the new rules coming through. At this time there does not seem to be much changing in MN or ND.
- **Communications/Social Media**: We are now on Facebook; search for ASSE Northwest Chapter to find us!
- **PDC**: PDC update was sent out to board members. Registration will open November 1st. Looking for someone to help with Sponsors / Exhibitors.
- **Nominations and Elections**: Committee is meeting on a monthly basis to try and get a variety of candidates to fill roles.
- **Mentorship**: No update at this time.

*Care Package Drive for Ronald McDonald House* ends at the October meeting and items will be sent via Fedex for the Leadership Conference packaging event.

*Northern Plains Section*: Ted Garling resigned as Chair. Bill Wuolu is the current Vice Chair and would like to stay on as Vice Chair and also complete the Chair role duties; this way come July 1st he can still be Chair for the next year. It was noted that as a Section, only a Chair and Secretary/Treasurer is needed per bylaws.

**New Business**

*Recap of SD Safety and Health Conference*: Chris attended with the ASSE booth and worked very hard to get safety and health professionals interested or signed up with ASSE; there were over 635 in attendance! Chris is still working with contacts made at the conference to help expand our network in to the area.

*MN Safety Council Northern Region Safety Day*: Scott attended and felt it was well attended with over 200 people. It was not officially attended by ASSE, as ASSE plans to attend the UMD event in November. MN Safety Council Southern Regional Safety Day will take place in Mankato in November.

*ROC*: John, Chris and Jenn attended in September. COMPT report was reviewed in detail at the ROC with best practices shared. We learned that students can attend the SAFETY PDC for $25. Our chapter is very fortunate for our engaged members compared to our other Chapters in the region.

*Should we consider a survey soon? Why Joined? Interests?* Perhaps conduct in April so they have a sense of the Chapter year and programs offered. Perhaps pass out the survey at both the PDC Lunch and online survey. $25 gift card drawing for those who participated.
How to keep interested in upcoming meetings? Discussion tabled.

Discussion on lowering registration from $20 to ?? for members: Videotaping costs were $300/meeting and Sponsorship is consistent at $250. Keeping the fee where it is allows us to put more money into scholarship fund, student expenses and help promote safety. Lowering the fee for members is a nice kick back for those members actively involved. Tabled until next meeting.

Adjournment
Steve made a motion to adjourn.
Chris seconded the motion.
Motion passed unanimously. Meeting adjourned at 11:26am.

Respectfully submitted by
Jennifer A. Carlson, CSP
Chapter Secretary