Minutes of ASSE Northwest Chapter Board Meeting

Date: November 1, 2016

Call to Order: Meeting called to order by John Urban at 10:15am.

Roll Call

<table>
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<tr>
<th>X</th>
<th>John Urban, President</th>
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<th>Chris Western, MCOHS Chapter Liaison</th>
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<tr>
<td>X</td>
<td>Chris Flegal, President Elect, Program Chair</td>
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<td>Rick Johnson, Website Manager</td>
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<td>Kurt Von Rueden, Vice President</td>
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<td>Diana Stegall, Region V – RVP, PDC Chair</td>
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<td>Jennifer Carlson, Secretary</td>
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<td>OPEN, Membership Chair</td>
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<td>Scott Huberty, Treasurer</td>
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<td>Tim Flint, Scholarship Chair</td>
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<td>Megan Rooney, Member at Large</td>
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<td>Dawn Westin, Awards &amp; Honors Chair</td>
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<td>Steve Gutmann, Member at Large</td>
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<td>Terry Keenan, Government Affairs Chair</td>
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<td>David Abrams, Member at Large</td>
<td>X (ONLINE)</td>
<td>Katie Schofield, Communications/Social Media</td>
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<td>Leslie Cloonan, Member at Large, Outreach Chair</td>
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<td>Robert Feyen, UMD Student Section Faculty Advisor</td>
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<td>Dean Sherman, Member at Large</td>
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<td>Jeff Jarvela, UMD Student Section Liaison</td>
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<td>Eric Heizman, Member at Large</td>
<td>X (ONLINE)</td>
<td>John Breskey, UW-Stout Student Section Faculty Advisor</td>
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<td>Jennifer Ellinwood, House Delegate</td>
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<td>Garry Kroft, UW-Stout Student Section Liaison</td>
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<td>Abby Ferri, House Delegate</td>
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<td>Cary Swenson, MN/SD Safety Council Rep</td>
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<td>Jamison Harrell-Latham, House Delegate, Past President, Nominations &amp; Elections Chair</td>
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<td>Chuck Clairmont, ND Safety Council Rep</td>
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<tr>
<td>Tom Cone, House Delegate</td>
<td>X (ONLINE)</td>
<td>Bill Wuolu, Northern Plains Section</td>
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Welcome Bill Polta! Bill is recently retired (CONGRATS) and joined us for our November Chapter Board Meeting and possibly become more involved with the Northwest Chapter.

Welcome Greg Schaeppi! Greg joined us for part of our November Chapter Board Meeting and is also looking to possibly become more involved with the Northwest Chapter.

Secretary’s Report
Meeting minutes from the October 11, 2016 meeting were sent to Board members. Will remove the remove bylaws and volunteerism chair from attendance section on future Board Meeting Minutes.
- Jamison made a motion to approve the October 11, 2016 Board Meeting Minutes.
- Dean seconded the motion.
- Motion passed unanimously.
Treasurer’s Report
Current bank account balance as of November 1st, 2016 is $16,131.85. After the September meeting, there was a profit of $65.42. After the October meeting, there was a profit of $38.10.

Treasurer’s report for October was handed out and reviewed. This month included revenues/cash influx from chapter dues, income from the monthly meetings and gift card sales with total revenue of $2,680. Expenses include the September Grumpy’s bill, nametags, Paypal fees, credit card fees, Region V Assessment, Leadership Conference Attendance, SD Safety Conference expenses, chapter officer shirts, bank fees and web hosting with total expenses at $3,939.26. This left us with a cash balance of $16,131.85. Just a note that our September, October and November months has a tendency to have higher expenses due to meeting startups and conference attendance fees.

- Tom made a motion to approve the October Treasurer’s Report.
- Chris seconded the motion.
- Motion passed unanimously.

Old Business
Chair Reporting
- Program
  - December 7th at 3M Innovation Center with lunch provided.
  - January 10th at Buck Hill; this will be our joint meeting with AIHA.
  - February 14th is the PDC.
  - March 30th at Radisson Roseville; this will be the team approach.
  - April 11th at Grumpy’s; this will be the student presentations.
  - May TBD.
- Scholarship: No update at this time.
- Awards and Honors: There have been three interested parties for the Chapter SPY that have stepped forward and two for Regional SPY. SPY Awardees will be recognized at the PDC.
- Government Affairs: Terry will be attending the OSHA Advisory Council Meeting, Scott is unable to attend at this time. Terry expects there will be further information coming down the pipeline on OSHA, MSHA, EPA after the election.
- Communications/Social Media: There were three new page likes, five new views and 23 people engaging in posting activity. New Facebook page: ASSE Northwest Chapter. There were seven retweets on Twitter.
- PDC: Diana sent out via email a PDC update. Speakers and program are lined up. Registration opens today, November 1st. If you bring five or more attendees you’ll receive a group discount for $25 off per person; contact Diana for the discount code. We need to reach out to MN OSHA again to ask them to attend; Chris will follow up. Bill has an idea to bring in a Department of Labor Workers Compensation contact if MN OSHA cannot attend. Start talking up the PDC!
- Nominations and Elections: Meeting took place in October and are looking for volunteers to join the committee as well as folks interested in serving on board positions.
• **Mentorship:** A newsletter article was sent out October 31st. A separate email blast can be sent out later on the topic.

• **Membership:** Greg Schaepi is interested in helping with the membership chair; further discussion tabled.

*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?* Targeted recruiting campaign idea was brought up and would be a good fit for the Membership Committee.

*Discussion on lowering registration from $20 to ?? for members:* Discussion continued in November. There were some ideas discussed in regards to lowering registration fees for members. Ideas could be attend five meetings, get one free or those on the board could have free attendance. It appears the majority of those registering are having their employer pay for meeting attendance. This will be part of the Survey that we will send out at PDC.

*Recordings and Live Broadcasts:* Discussion was held on bringing back recordings and live broadcasts. An idea was brought up that we should look at creating podcasts or Youtube or Skype or adding audio to the slide decks. When we have 6 – 10 viewers per month, is it value add to our group? Google Hangout can be used which provides a link to the Youtube video. Chris will reach out to CLMI to see about trialing later year programs. Could add another e-mail blast if folks missed a meeting with the information to view it. John, Chris and Abby will talk offline on more options.

**New Business**

*Awards Ceremony at PDC Luncheon:* Awards Ceremony will take place at PDC luncheon.

*Leadership Conference:* Chris, Kurt and Jenn attended. Our Chapter does well in comparison to other chapters in our region and in comparison to the other regions.

*Succession Planning:* Jamison is working on this with Nominations and Elections.

*Attendees Lists:* This information is taken from Event Espresso.

**Adjournment**

Jenn made a motion to adjourn.
Jamison seconded the motion.
Motion passed unanimously. Meeting adjourned at 11:18am.

Respectfully submitted by
Jennifer A. Carlson, CSP
Chapter Secretary