Minutes of ASSE Northwest Chapter Board Meeting

Date: December 7, 2016

Call to Order: Meeting called to order by John Urban at 10:04am.

Roll Call

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<tr>
<th>X</th>
<th>John Urban, President and Membership Chair</th>
<th>Chris Western, MCOHS Chapter Liaison</th>
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<tr>
<td>X</td>
<td>Chris Flegel, President Elect, Program Chair</td>
<td>X Rick Johnson, Website Manager</td>
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<td>X</td>
<td>Kurt Von Rueden, Vice President</td>
<td>Diana Stegall, Region V – RVP, PDC Chair</td>
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<td>X</td>
<td>Jennifer Carlson, Secretary</td>
<td>Tim Flint, Scholarship Chair</td>
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<td>X</td>
<td>Scott Huberty, Treasurer</td>
<td>X Dawn Westin, Awards &amp; Honors Chair</td>
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<td>Megan Rooney, Member at Large</td>
<td>X Terry Keenan, Government Affairs Chair</td>
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<td>Steve Gutmann, Member at Large</td>
<td>Katie Schofield, Communications/Social Media</td>
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<td>David Abrams, Member at Large</td>
<td>Robert Feyen, UMD Student Section Faculty Advisor</td>
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<td>Leslie Cloonan, Member at Large, Outreach Chair</td>
<td>Jeff Jarvela, UMD Student Section Liaison</td>
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<td>Dean Sherman, Member at Large</td>
<td>X John Breskey, UW-Stout Student Section Faculty Advisor</td>
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<td>Eric Heizman, Member at Large</td>
<td>Garry Kroft, UW-Stout Student Section Liaison</td>
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<td>Jennifer Ellinwood, House Delegate</td>
<td>X Cary Swenson, MN/SD Safety Council Rep</td>
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<td>Abby Ferri, House Delegate</td>
<td>Chuck Clairmont, ND Safety Council Rep</td>
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<td>Jamison Harrell-Latham, House Delegate, Past President, Nominations &amp; Elections Chair</td>
<td>Bill Wuolu, Northern Plains Section</td>
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<td>Tom Cone, House Delegate</td>
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Thank you Jason Kunz with 3M for helping set up our December Program!

Secretary’s Report
Meeting minutes from the November 1, 2016 meeting were sent to Board members.
- Tom made a motion to approve the November 1, 2016 Board Meeting Minutes.
- Cary seconded the motion.
- Motion passed unanimously.

Treasurer’s Report
Current bank account balance as of November 30th, 2016 is $17,063.95. After the November meeting, there was a profit of $932.10.
Treasurer’s report for November was handed out and reviewed. This month included revenues/cash influx from chapter dues and monthly program fees with total revenue of $1,965. Expenses include the down payment for January Meeting, Paypal and credit card fees, Region V assessment, leadership conference expenses and bank fees with total expenses at $1,032.90. This left us with a cash balance of $17,063.95.

Registrations for the PDC are coming in and Scott will be tracking those and accounting for them in relation to PDC funds. Scott will likely be unavailable around Christmas to end of January and will have Executive Board members fill in.

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

**Chair Reporting**

- **Program**
  - January 10th at Buck Hill; this will be our joint meeting with AIHA. Career Path of Safety Professionals and IH Professionals.
  - 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.
- **Outreach:** Fit for Work will be our January sponsor; Leslie needs to finalize. Still looking for an April sponsor.
- **Awards and Honors:** Submitted Carol Keyes for Region V SPY. We do not have any submittals for Chapter SPY at this time. Committee has requested to extend the candidate submission deadline to December 16th; Board approves.
- **Government Affairs:** Walking Working Surfaces standard update will be coming. Terry attended the MN OSHA Advisory Council Meeting; see his recent newsletter article for details on the meeting.
- **Communications/Social Media:** No update at this time.
- **PDC:** Registration is open, speakers are confirmed and sponsorships are coming in. Speakers registration and lunch is free.
- **Nominations and Elections:** Continuing to meet and knowledge share on different roles in the Chapter. Please step forward or forward names of interested parties to the Committee. PDC networking event will be a good platform to find potential candidates.
- **Mentorship:** Four people have volunteered to mentor but we do not have any mentees at this time. PDC networking event will be a good platform to find mentees.
- **Membership:** John will be working on Membership Committee. 770 total members in NW, 67 in Northern Plains for a total of 837 NW Chapter. New members receive a free meeting as a welcome to our Chapter and ASSE. The goal for membership needs to be finalized.
Old Business

*Recordings and Live Broadcasts:* Discussion was held on bringing back recordings and live broadcasts. Rick Johnson provided additional information on the history of the video recordings and the live web casting of the Chapter meetings. The original intent was to provide a service to outstate members who could not attend the monthly meetings and to have a repository of presentations to provide additional value to the ASSE membership. Rick indicated that the webcasts have been lightly attended (typically less than 3 members) and the videos have been viewed only 19 times in 2016. Further discussion was tabled pending additional assessment of cost vs. value to the membership. Potential idea to record only and not live broadcast. Rick Johnson agreed to get an updated cost of recording of the meetings from the current vendor. Potential idea to record only and not live broadcast. John will get more information for next meeting.

New Business

*Booth at ND Safety Conference:* This cost would be $465 ($100 discount); these funds are already included in the fiscal year budget.

*NW Chapter ASSE Possible Co-Sponsor for Marsh & McLennan’s March Silica Presentation:* Marsh & McLennan will be bringing in one of the authors of the new Silica Standard. Marsh & McLennan would like to partner with Northwest Chapter for the event. Live webinar will take place and Marsh & McLennan will take care of all expenses. There are concerns of privacy of our member’s information. Recommended that Midwest Center might want to partner with Marsh & McLennan. Discussion tabled until next month.

Adjournment

Jamison made a motion to adjourn.  
Chris seconded the motion.  
Motion passed unanimously.  
Meeting adjourned at 10:52am.

Respectfully submitted by  
Jennifer A. Carlson, CSP  
Chapter Secretary