Minutes of ASSE Northwest Chapter Board Meeting

Date: January 10, 2017

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

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>Rick Johnson, Website Manager</td>
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<td>X</td>
<td>Kurt Von Rueden, Vice President</td>
<td>ONLINE 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>Scott Huberty, Treasurer</td>
<td>ONLINE Dawn Westin, Awards &amp; Honors Chair</td>
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<td>ONLINE</td>
<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>X</td>
<td>Jennifer Ellinwood, House Delegate</td>
<td>X Cary Swenson, MN/SD Safety Council Rep</td>
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<td>X</td>
<td>Abby Ferri, House Delegate</td>
<td>ONLINE 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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Secretary’s Report
Meeting minutes from the December 7, 2016 meeting were sent to Board members.
- Chris made a motion to approve the December 7, 2016 Board Meeting Minutes.
- Dean seconded the motion.
- Motion passed unanimously.

Treasurer’s Report
Current bank account balance as of December 31st, 2016 is $21,874.75. After the December meeting, there was a profit of $932.10.
Treasurer’s report for December was handed out and reviewed. This month included revenues/cash influx from chapter dues and monthly program fees with total revenue of $6,670. Expenses include Paypal and credit card fees, PDC credit card fees, MSC Exhibitor Fee and Election Committee meeting refreshments with total expenses at $1,859.20. This left us with a cash balance of $21,874.75. TCF statement was passed around for review. Currently the Paypal account has a balance of $11,376.27; this represents payments made for both the PDC and January meeting ($875 for January meeting registrations, $250 for the January meeting sponsor and $10,251.27 for PDC revenue).

- Jamison made a motion to approve the December Treasurer’s Report.
- John B seconded the motion.
- Motion passed unanimously.

Chair Reporting

- **Program**
  - February 14th is the PDC.
  - March 30th at Radisson Roseville; this will be the Team Approach meeting. This is registered through the MN Safety Council. We may co-sponsor a meeting with MMA in March that is hosting an author of the new silica standard.
  - April 11th at Grumpy’s; this will be the student presentations hosting UMN Duluth and UW-Stout.
  - May 9th will be a Technical Tour at CHS Field.

- **Scholarship**: Remind students scholarship deadlines are due the early part of March.

- **Outreach**: John Groves will be sponsoring today’s meeting and we are still looking for a sponsor for the April meeting. Shortly we will be finalizing an agenda for the MN Safety Council Conference.

- **Awards and Honors**: Invitations were sent to the long term services members. Lunch will be from 12:00pm to 2:00pm which will include the recognition event. Letters of appreciation are offered for supervisors. Chapter SPY update: we had two folks who were interested early on but we do not have a Chapter SPY applicant at this time. If we need to extend the deadline we can do that.

- **Government Affairs**: Terry will be attending the MN OSHA Advisory Council meeting in early February.

- **Communications/Social Media**: Currently we have 20 likes on the Facebook page. Through Facebook, Instagram, Twitter, etc. we can link to meeting registration.

- **PDC**: Hotel registration deadline is the 13th of January. Please continue to talk up the PDC to coworkers, clients and at events. We are currently a little behind on sponsors and exhibitors as where we were last year. Student poster session recognition options such as low cost award, help toward Safety 2017, etc. More discussion needed on exact recognition.

- **Nominations and Elections**: We have a few verbal commitments and are still looking for several candidates to help fill the VP, Secretary, Member at Large and House of Delegate positions are open.

- **Mentorship**: No update at this time.
• **Membership:** We are currently at 846 members. We had 11 new members, 7 transfers in and 15 transferred out. Welcome letters were sent out to the new members and transfers in.

**New Business**

*Minnesota MS-150 (Tom Andrzejewski)* Tom is looking for potential sponsorship from the Chapter to complete his ride. Feedback during discussion is the MS Society is really good at getting resources to those in need. Tom’s company is matching any donation. The Board has discussed that they will not contribute from an organizational standpoint.

*NDSC Conference Support/Materials for Bill 2/20-2/23* Chris has offered to assist Bill for one day. If anyone else is willing to help out the Northern Plains Section, let John or Chris know.

*Document Control* We need to start utilizing our Google Drive for document control. If you need access to our Google Drive, contact Chris.

*PDC (NW Chapter and Denver)* If you are attending the Denver PDC, make sure you register for the Chapter Recognition Lunch.

*ROC April 6 and 7 in Omaha, NE* John, Chris, Kurt and Jenn have offered to attend.

**Adjournment**

Chris made a motion to adjourn.
David seconded the motion.
Motion passed unanimously.
Meeting adjourned at 11:14am.

Respectfully submitted by
Jennifer A. Carlson, CSP
Chapter Secretary