Minutes of ASSE Northwest Chapter Board Meeting

Date: March 8, 2017

Call to Order: Meeting called to order by John Urban at 11:37pm.

Roll Call

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<tr>
<th>X</th>
<th>John Urban, President and Membership Chair</th>
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<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 VonRueden, 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>ONLINE Dawn Westin, Awards &amp; Honors Chair</td>
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<td>X</td>
<td>Megan Rooney, Member at Large</td>
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<td>Terry Keenan, Government Affairs Chair</td>
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<td>ONLINE</td>
<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>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>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>X</td>
<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 January 10, 2017 meeting were sent to Board members.

- Chris Flegel recommended that we include last names in the Board Meeting Minutes Report.
- Leslie Cloonan made a motion to approve the 1/10/17 Board Meeting Minutes Report.
- Chris Flegel seconded the motion.
- Motion passed unanimously.
Treasurer’s Report
Current bank account balance as of February 28, 2017 was $26,993.48. After the January 10th meeting there was a profit of $17,530.44 before our PDC Event in February.

Treasurer’s Report for December 2016, January 2017, February 2017 was handed out and reviewed. February 2017 included revenues/cash influx from our annual PDC Event of $11,128.02. This left us with the cash balance stated above of $26,993.48. Currently the PayPal account has a balance of $21,905.00- this represents $18,220.00 of revenue taken in from attendees at our recent PDC.

- January 2017 expenses included:
  - January meeting, PayPal, Region V assessments, monthly checking account fees, etc.
  - Cash balance as of 1/31/17 was $38,939.98

- February 2017 expenses included:
  - Scott Huberty combined several expenses into the Books & Materials line item ($3,138.35)
  - Scholarship section included $2,151.33 expense which covered the UMD students who attended the February PDC including their travel expenses.
  - Cash balance as of 2/28/17 was $26,993.48

- Scott Huberty gave an update on some of the recent Chapter Meeting expenses including a loss of $381.54 after the January 10th meeting at Buck Hill.

- PDC financial update: Total revenue from the event was $40,860.00 which included:
  - Scott Huberty broke down how attendees paid for the event-
    - Cash $11,875
    - Credit card $7,080
    - PayPal $21,905

- PDC Parking Fees for attendees was $2,048.00
- Chris Flegel made a motion to approve the December 2016, January 2017, February 2017 Treasurer’s Reports.
- Jamison Harrell-Latham seconded the motion.
- Motion passed unanimously.

Chair Reporting
- Programming:
  - Team Approach Meeting will be March 30th at Radisson in Roseville. The registration is through the MN Safety Council. We may co-sponsor a meeting
with Marsh & McLennan Agency in March who is hosting a presentation on Legionellosis Disease (Water Quality).

- Next Monthly Chapter Meeting will be April 11th at Grumpy’s in Roseville. This meeting will feature the student presentations from Univ. MN-Duluth and Univ. WI-Stout.
- Monthly Chapter Meeting in May 2017- Will be a Technical Tour of CHS Field in St. Paul from 2:30-3:30 on May 9th.

- **Scholarship**: No Report.

- **Outreach**: 2017 MN Safety & Health Conference is coming up in May. Leslie Cloonan will be looking for volunteers to work the NW Chapter exhibitor booth. The booth comes with four all conference passes and two exhibitor passes. If you would like to work in the Chapter booth, please contact Leslie Cloonan. Currently there are no April meeting sponsors.

- **Awards and Honors**: Chapter SPY Award update: we need to start the process of looking for candidates for next year’s award in the fall. The Chapter Years of Service recognition awards at the PDC in February went well- one of the members recognized had 50 years of service!

- **Government Affairs**: Terry Keenan & Scott Huberty attended the MN OSHA Advisory Council meeting in early February. Currently the Advisory Council is looking for people to run/volunteer for officer positions. Scott Huberty mentioned that the MN OSHA Workplace Safety Consultation is forming working groups who will meet periodically to discuss current issues/topics such as safety/compliance with workplace ergonomics, temporary staffing agencies, etc.

- **Communications/Social Media**: No report.

- **Nominations and Elections**: Jamison Harrell-Latham read off the current list of candidates for this year’s election which included:
  - VP- Jennifer Carlson
  - Secretary- Dawn Westin
  - House of Delegates- Abby Ferri
  - House of Delegates- John Breskey
  - Member At Large- Dean Sherman
  - Member At Large- Eric Heizman
  - Member At Large- Adam Board
  - Member At Large- Ethan Laubach

  - *The Bio for each candidate running is due March 10th.

  - Elected positions for 2017-2018 include:
- Vice President
- Secretary
- House of Delegates (2 positions)
- Member At Large (3 positions)

- **Mentorship**: No report.

- **Membership**: We signed up two new members at the PDC in February. In January, we were at 846 members. We had 11 new members, 7 transfers in, and 15 transfers out in January. Welcome Letters were sent out to the new members and transfers in.

**New Business**

*Northern MN Chapter Section*- Jeff Jarvela provided the following report:
- Currently holding their officer elections
- Currently setting up some fundraising events including bagging groceries, etc.

*2017 NW Chapter ASSE PDC*- Chris Flegel did get two last minute sponsors. Very few parking issues. Speakers did a good job being on time, etc. The Commons Hotel was recently bought out and has new owners. The attendance held steady and was similar to 2016 PDC attendance. Extra meals cost was $35.00. Leslie Cloonan mentioned that we should move the scheduled time for the prize drawings since there were not too many people present during the drawings this year.

*Awards & Honors at 2017 PDC*- Dawn Westin talked about the recent Years of Service Awards including the 50 years of service from one member.

*U of M Student Requesting PDC Funding from Chapter*- Student spoke to John Urban about receiving some funding to attend Safety 2017 in Denver. Chris Flegel suggested that we wait until the 2017 budgets are done after April 1st before authorizing any funding.

*NAOSHC Week*- Is May 7-13th- currently working on Chapter promotional ideas.

*Members Survey*- Diana Stegal is working on getting this sent out to all the members in May.

*New Member Orientation*- John Urban discussed starting to have social events where we invite new members out to a local venue for food & drink in an effort to get to know these new members better.

*Local Business Member Recruitment*- John Urban talked about ideas and strategies to market ASSE membership to local businesses. Group discussion ideas included developing a list of businesses so we can determine what industries are not currently represented by our Chapter and target those industries for recruitment.
Joining the Chamber of Commerce- Jamison Harrell-Latham mentioned having our Chapter join the St. Paul Chamber of Commerce since our Chapter address is in St. Paul. Will be discussed at a future meeting.

House of Delegates at Safety 2017- Kurt VonRueden has volunteered to be Jennifer Ellinwood’s proxy replacement since she is unable to attend this conference in June.

2017 Summer Boat Cruise- Currently scheduled for Wednesday, August 2\textsuperscript{nd} from 2:30 to 5:30pm. It will be at Paradise Cruises at the Port of Excelsior.

Social Event at Safety 2017- Terry Keenan asked about having a social event at Safety 2017 in Denver. Chris Flegel and Jamison Harrell-Latham discussed how funding for such an event can take place and gave a little history of what was done in the past.

Safety 2017 Chapter Recognition Luncheon- Jamison Harrell-Latham reminded everyone who attends Safety 2017 to register for the Chapter Recognition Luncheon on Tuesday, June 20\textsuperscript{th}. Our Chapter will be receiving the ASSE Chapter Platinum Award at this event. This event is included in the PDC registration but the attendee needs to select that option when they register.

ROC April 6-7\textsuperscript{th} in Omaha, NE- John Urban, Chris Flegel, Kurt VonRueden and Jenn Carlson will be attending this Region 5 semi-annual meeting.

**Adjournment**

Chris Flegel made a motion to adjourn.
Dean Sherman seconded the motion.
Motion passed unanimously.
Meeting adjourned at 12:59pm.

Respectfully submitted by
Jennifer A. Carlson, CSP
Chapter Secretary