Minutes of ASSE Northwest Chapter Board Meeting

Date: August 11th, 2015

Call to Order: Meeting called to order by Jamison Harrell-Latham at 10:18 am.

Roll Call

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<th>President</th>
<th>Secretary</th>
<th>Treasurer</th>
<th>Vice President</th>
<th>Program Chair</th>
<th>President Elect</th>
<th>Newsletter Editor</th>
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<td>Jamison Harrell-Latham</td>
<td>Julie Alcorn-Webb, MCOHS Contact</td>
<td>John Urban, President Elect, Program Chair</td>
<td>Megan Rooney, Newsletter Editor</td>
<td>Chris Flegel, Vice President</td>
<td>Jennifer Olson, Secretary</td>
<td>Jennifer Alcorn, Newsletter Editor</td>
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Secretary’s Report
Meeting minutes from the 6/29/15 Board Meeting and 6/29/15 Annual Planning Meeting were sent to Board members.

Garry made a motion to amend the meeting minutes from the 6/29/15 Board Meeting to replace Jackie’s with Cary. Discussion: Jackie was not a voting member of the board when Motion 150601 was made. Motion passes unanimously.
Garry made a motion to approve both the 6/29/15 Board Meeting and 6/29/15 Annual Planning Meeting Minutes. Jamison seconded the motion. Motion passed unanimously.

**Treasurer’s Report**
Treasurer’s Report for June and July were sent to Board members.

Discussion:
- Q: What was the $36.95 reimbursement from U of M?  
  A: The University of Minnesota sent a check. After reaching out to contacts at U of M, we were unable to determine why the reimbursement was sent.
- Q: What are the bank fees?  
  A: The bank fees are the monthly paypal and merchant service fees.

Motion to approve: Garry RJ seconded the motion. Motion passed unanimously.

**Monthly Chapter Meetings**
Jenn, John and Jamison met last month to finalize the monthly chapter meetings. The topic schedule is as follows:
- September – OSHA update. This meeting has already been setup and posted on the website. Registration is now open.
- October – Liability does and don’t in the construction industry.
- November – Meeting will be held at UW-Stout. Planning to have a speed networking session with student before the meeting.
- December – Drug and alcohol testing protocols for EHS professionals. It will cover topics including DOT vs. Non-DOT testing.
- January – Joint AIHA meeting. Will work with them to get a joint speaker for the meeting.
- February – Annual PDC. More information was discussed later in the meeting.
- March – Team approach.
- April – Student presentations.
- May – Still working to finalize the topic and speaker.

**Committee Reports**

**Membership – Dean**
There were 29 new members in July as a result of the annual meeting. Several members volunteered to serve on the membership committee including, Steve Kovacs, Levy Burton and Gale Frank. They are still looking for more members interested in joining the committee.

**Professional Certification – Katie**
The Committee is getting study group together for fall to promote obtaining professional certificates. They will be using the webcast format from last year, which seemed to work best for the speaker and the attendees.
The committee is also working to get CEU credits associated with the monthly chapter meetings. The CEU would not go through ASSE, as past efforts were unsuccessful. In contrast, the chapter would assist attendees in self-certifying the CEU. In advance of the meetings, the speakers would have to provide an outline, learning objectives, their name and credentials. The chapter would then print out a certificate that would allow attendees at the end of the meeting to allow them to self-certify, which is acceptable for BCAP. The certificate would not be available on line or for web viewing attendees, which eliminate distribution to members that did not actually attend the meeting. The committee will also look into the Midwest center provides certificates, but will likely move forward with distribution at the meeting to simplify the process. Each monthly meeting will be 0.1 CEU, since it is an hour long program. Some categories might not the eligible for CEU, such as the September OSHA update meeting. This might also be an incentive for members to attend the meetings. Jamison provided approval to move forward.

**Fall ROC**
September 17th – 18th in Naperville, IL
Jamison and John to attend
Need people to sign up for people we want to attend in October. Tara

**Leadership Conference**
October 8th – 10th in Oak Brook, IL
Tara Larson, Chris Flegel and Dean Sherman were selected to attend.

**PDC**
The committee has been working to secure Todd Conklin as the keynote speaker. He is noted author and speaker on human error and human performance. He gets his message across with humor and has many compelling stories. His fee is $6000. CLMI is working on a project with him and would pick up his travel expenses. Marketing of the PDC would be expanded to get the word out to organizations in the surrounding area and in the Twin Cities about the conference which could positively impact the number of attendees.

From a financial standpoint, based on 200 attendees, no sponsor and roughly 30 exhibitors, we would still have around $7,000 in revenue. CLMI is willing to assist in looking for a sponsor to cover some of the speaking fees. The cost of the PDC has also been reduced by moving locations and eliminating the extra half day. Another potential area of cost savings is in keeping speaking costs down for other speakers. Adele Abrams has offered to speak again in 2016. Her speaking expense has been limited in the past. She has over 12 topics she can speak on, which will ensure her message remains fresh. Another consideration is that Dr. Conklin would allow expansion of marketing efforts and potentially draw more attendees than in past years.

Motion was made by the committee to approve moving forward.
Jamison seconds the motion.
Motion passes unanimously.

**New South Dakota Section Request**
The chapter boundary lease is signed. Great Planes chapter will do quick member vote. Polls open 8/10/15 with polls closing at the end of August. Diana reported that the members impacted are happy. They will have the choice to stay with the Great Plains section if they want.
Diana contacted the 12 affected members. She left mostly voicemails, but did speak to one member that is interested in getting a section going. Diana is currently in the planning stages of setting up an informational event at the SD Safety Council’s annual conference. The event would be a meet and greet with light refreshments. It would be a chance to gage interest in establishing the section. Diana has been in contact with Garry at the SD Safety Council who offered to share a booth. This would allow distribution of information and advertisement for an event during the conference. Diana will bring a requested budget for the meet and greet to the board in September.

**Bylaw Update**
Jamison will send a redline version to the board for review before the September 15 meeting for finalization. It has been redlined by both Diana and Steve Hanson at society. The main changes include, clarifying membership, clarifying that Cary is appointed, updating the boundary changes, and addressing leadership succession scenarios. This includes what would happen if the vice president is no longer able to serve. The next step is for board approval at the September meeting. After it is approved by the board, the changes must be reviewed by the Chapter for 60 days before a Chapter vote.

**New business**
No topics were brought forward.

**Adjournment**
Tom Cone made a motion to adjourn.
Jamison seconded the motion.
The meeting was adjourned at 11:13 am.

Minutes recorded by Tara Larson in Jenn Olson’s absence.

Respectfully submitted by
Jennifer A. Olson, CSP
Chapter Secretary