Minutes of ASSE Northwest Chapter Board Meeting

Date: April 11, 2017

Call to Order: Meeting called to order by John Urban at 10:20am.

Roll Call

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

Secretary’s Report
Meeting minutes from the March 8, 2017 meeting were sent to Board members.

- Dean Sherman made a motion to approve the March 8, 2017 Board Meeting Minutes.
- John Breskey seconded the motion.
- Jamison Harrell-Latham made a point of order that a non-elected member cannot make a motion or second a motion.
- Second amended to Abby Ferri seconding the motion.
- Motion passed unanimously.
Treasurer’s Report
Current bank account balance as of March 31st, 2017 is $28,616.34. As of this date there were nine checks totaling $934.29 outstanding.

Treasurer’s report for March was handed out and reviewed. Revenue for March is $2,980.00. Expenses for March are $1,407.14. Profit for the month of $1,572.86. Currently there is $490.86 in the PayPal account representing April meeting registrations; this will be transferred to the Chapter checking account this afternoon. We may want to discuss at another date involvement with Team Approach Meeting due to a $200 fee charged. A check for $170 was written to ASSE Dues for renewing Raelene Horvick’s membership; this assists a mix-up of addresses by 3M and the amount will be reimbursed by them (further details on the Treasurers Report).

- Chris Flegel made a motion to approve the March 2017 Treasurer’s Report.
- Jamison Harrell-Latham seconded the motion.
- Motion passed unanimously.

The PDC Financial Report was handed out and reviewed. Profit for the event was $10,978.68 (last year’s profit was around $5,000). In the future, we should get exhibitors and sponsors set a month prior to the event. We should consider moving the PDC sponsors on our main webpage and update the webpage with new pictures. We are still waiting to get a bill from the Keynote Speaker.

The Annual Report will be completed and reviewed prior to the May 31st 2017 due date. Our next meeting we will be able to review this.

We currently have a chapter Budget draft for 2017 – 2018 and will review at our next meeting.

Chair Reporting
Program: Our program season is coming to an end. May 9th we will be at CHS Field for a technical tour and is limited to 60 registrants. After the tour we will have appetizers and beverages at Ox Cart. There will be a charge for this meeting.
Scholarship: Three students will receive a scholarship Cole Wynveen from UW-Stout will receive $500, Alicen Johnson from UMD will receive $1,500 and Adam Schwartz from UMN will receive $2,000. Six students in total applied for the scholarship. 3M Personal Safety Division has a Safety 2017 scholarship opportunity for new professionals, deadline to submit April 21st.
Outreach: We do not have a sponsor for April event. We have lined up a sponsor for September’s meeting Onsite Medical Service, Inc. Coming up we have the MN Safety Conference and we have booth coverage but if you are interested in helping or have suggestions for booth giveaways, contact Leslie Cloonan. Currently Leslie is developing a guide for future Outreach Chairs. A master list of sponsor should be created. The board should consider budgeting for a new display.
Awards and Honors: Things to consider – start thinking about Chapter SPY candidates. We will role Jamison as a Regional SPY candidates. Feedback was received that presenting the awards at the PDC was a good idea as some professionals did not know we offered those awards.
Government Affairs: The change of administration at the Federal level has led to delays in new standards. MN OSHA does not have a format for electronic record keeping at this time. The Department of Labor of Industry OSHA Advisory Council has its next meeting on the first Friday in May. Scott plans to attend. Terry Keenan has started attending these as well. Distracted Driving Bill is currently under discussion and waiting further information. The MN Department of Labor is putting on a workers compensation summit and will be held at the U of MN in September 19th in St. Paul.

Communications/Social Media: We have been posting communication on our social media sites. Eric Heizman and Abby Ferri will continue this effort. Idea to do a happy hour event advertised solely on social media.

PDC: The PDC committee met yesterday for a wrap up meeting. There were 56 responses from the survey and 93% of responses said they would recommend the PDC to others and 91% said it helped them in their job. We had ~190 attendees and 40 sponsors and exhibitors and additional attendees. February 13, 2018 is tentatively the next PDC date. Ed Wakem has agreed to be the co-chair of the event. Looking for speakers and sponsors for the next PDC.

Nominations and Elections: Candidates were posted March 31st, 2017. May 1st we can hold the elections. John Urban will find out who can create the election survey and the length to keep the survey open. For the Member at Large positions, that will be a vote; the other positions are running unopposed.

Mentorship: no update at this time.

Membership: 888 members at this time with 27 new members in the Northwest Chapter and 11 in Northern Plains. John Urban is reaching out to new members via email and offer the free lunch (for free lunches we need to actually charge them and then reimburse them to accurately track them-for members and speakers).

Old Business

Chamber of Commerce Information: At the last meeting we discussed obtaining additional points on the COMT report via joining a Chamber of Commerce. Our official address is through the MN Safety Council so we contacted the St. Paul Chamber of Commerce. There are different levels of membership: $450/year, $900/year and $1,500/year. The level of membership chosen provides different membership rewards. Discussion was held that it is worthwhile to try for a year at the $450 level.

- Jamison Harrell-Latham made a motion for 2017 – 2018 that we move forward with the St Paul Chamber of Commerce Membership Investment at the $450 level.
- Dawn seconded the motion.
- Discussion: Should we officially name a member of the board to be the official Northwest Chapter representative from our group for the Chamber events? Jamison Harrell-Latham volunteered himself to be this representative.
- Scott Huberty made a motion to amend the motion that Jamison Harrell-Latham serves as the Representative from the Northwest Chapter.
- Motion 170411a: For 2017 – 2018 we move forward with the St Paul Chamber of Commerce Membership Investment at the $450 level and Jamison Harrell-Latham serves as the Representative from the Northwest Chapter.
- Dean Sherman seconded the motion.
• Jamison Harrell-Latham, Steve Gutmann and David Abrams abstained.
• Motion passes.

New Member Orientation: This will take place May 24 possibly in Minneapolis after work hours. We may offer appetizers and one drink and present the benefits of ASSE and how to get involved. Suggested amount for event could be around $750.
• Motion 170411b: Chris Flegel made a motion that the event is not to exceed $750 on May 24th (location to TBD).
• Jamison Harrell-Latham seconded the motion.
• Motion passes.

Member Survey: Will do a survey to our members after the May elections. We are hoping to receive good feedback.

NAOSH WEEK May 7-13: We are waiting for this to come in and will be sent to Minnesota Safety Council.

New Business

Dan Hannon Sr. Memorial Scholarship: Discussion moved to another date.

Chapter Awards Luncheon for Platinum: We are receiving the Platinum Award at the Safety 2017 in Denver. It is a free event but you must register for it; taking place on Tuesday. A video loop will be played while we are going up to accept the award at Denver. If you have any photos from 2015 – 2016 year, please send to Jamison Harrell-Latham by May 1st. Last year the Platinum awardees went on stage and received the award and gave a small speech. Chris Flegel will give Rick Johnson access to Google Drive.

PDC Denver: At the ROC we discussed having a networking event. Logistics can be difficult for having an event and attendance so we suggest that we do not sponsor one this year. If you are planning on attending, please contact Megan Rooney for contact information.

Budget: A conference call will be set up to discuss the budget.

Branding and Dues Increase: Society proposed changes will be discussed at the May meeting.

Adjournment
• Jenn Carlson made a motion to adjourn.
• Dean Sherman seconded the motion.
• Motion passed unanimously.

Meeting adjourned at 11:24am.

Respectfully submitted by
Jennifer A. Carlson, CSP
Chapter Secretary