Minutes of ASSE Northwest Chapter June Board & Transition Meeting

Date: June 13, 2017

Pre-Meeting Item: Scholarship Opportunity Presented by Dan Hannon at 11:05am

- Dan Hannan is looking to give back to the EHS community in memory of his father; a craft painter of 40 years who passed away from lung cancer which had impacts in connection to occupational exposures.
- The intent of the scholarship is to support students interested in pursuing an EHS career by a $1,000 onetime gift to the successful candidate (as a reimbursement to those pursuing formal education whether associates, bachelor or graduate degree).
- Dan seeking input on draft scholarship and would like to have NW Chapter support and facilitation.
- Tentative date of communication would be June-July 2017. The scholarship would be limited to the first 15 applicants. At that time, Dan will review the applicants and determine a finalist and then write a personal check to the recipient.
- Questions raised include:
  - Is it limited within the Northwest Chapter Members or location of mid-west or alternate?
  - Is there potential to have ASSE or alternate to administer the scholarship? Diane requested feedback from Society to understand the terms if Society were to partner as the administrator. Response from Society (Matthew Solas) was provided during meeting that between 250-280 applications are received worldwide for all of the scholarships and grants administered by Society.
  - Could this scholarship be applied to those who are pursuing a change in career path into one of the EHS professional areas? Dan would like it for those entering the EHS profession or transitioning into the EHS profession.
  - How do we get the communication and interest out? Do we use the Northwest Chapter via website, email blasts, direct to contacts/program leaders at educational programs – Stout, UMD, U of MN, Whitewater, Hennepin Tech., Hibbing, etc.?
- Dan would like the autonomy to choose the applicant based on the questions he developed.
- Next Steps: Dan will update his plan with this feedback and send for post within target date indicated with consideration that he may get additional applicants toward fall. The post will not include picture of his father. Once awarded, Dan will consider presentation to the winning candidate at an upcoming fall chapter meeting.
Transition Meeting Minutes

Call to Order: Meeting called to order by John Urban at 12:05pm.

Roll Call

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<th>Name</th>
<th>Role</th>
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<tr>
<td>X</td>
<td>John Urban, President and Membership Chair</td>
<td>Chris Western, MCOHS Chapter Liaison</td>
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<td>X</td>
<td>Chris Flegel, President Elect, Program Chair</td>
<td>Rick Johnson, Website Manager</td>
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<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>Scott Huberty, Treasurer</td>
<td>Dawn Westin, Awards &amp; Honors Chair</td>
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<td>Megan Rooney, Member at Large</td>
<td>Terry Keenan, Government Affairs Chair</td>
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<td>X</td>
<td>Steve Gutmann, Member at Large</td>
<td>Katie Schofield, Communications/Social Media</td>
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<td>X</td>
<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>X</td>
<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>Jamison Harrell-Latham, House Delegate, Past President, Nominations &amp; Elections Chair</td>
<td>Bill Wuolu, Northern Plains Section</td>
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<td>X</td>
<td>Tom Cone, House Delegate</td>
<td>Ethan Laubach – new member at large 2017-2018</td>
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<td>Adam Board – new member at large 2017-2018</td>
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Introductions
Existing and incoming board members offered introductions and their respective roles.

COMT Report
An extensive discussion and review of the proposed 2016-2017 Chapter operations management tool for the Northwest Chapter took place. Based on discussions, the Northwest Chapter is pursuing the platinum award based on the submittal – John Urban finalized and completed the electronic submission of COMT report for Northwest Chapter.

- **Outstanding Action (Scott Huberty):** Complete tax report
• **Action Item (Chris Flegel):** Revise the website to include invitation to members to connect with other members for study group formation and purchase updated ASP/CSP study tests and materials.

**Secretary’s Report**
Meeting minutes from the May 9th, 2017 meeting were sent to Board members.
- Carey Swenson made a motion to approve the May 9th, 2017 Board Meeting Minutes.
- Tom Cone seconded the motion.
- Motion passed unanimously.

**Treasurer’s Report**
A report for June was not received by Scott Huberty yet. Chris Flegel provided an estimated financial information for 2016-2017 of $5K and expecting to lose $10K in 2017-2018 based on recently approved proposed budget. Based on Society guidance indicates Chapters should maintain a 50% of one year’s expenses in reserve.
Northern Plains was added which resulted in some change in assessments. Actual dues payments in the 2016-2017 were lower based on actual versus expected membership dues. Primary shortfall to budgeted items that have contributed to this year’s financial changes included changes in member dues and meeting fees. Suggestion for budget in the future is to propose a preliminary budget and then following strategic planning including those related to PDC and then finalize budget.
Board discussion was to consider moving toward 50% of one year’s expense savings based on Chapter financial guidance with a financial audit proposed for July and alignment review of the recently developed budget in August.

**ASSP Branding**
Chris offered a summary on proposed branding changes. Jamison received approximately 15 emails regarding why the need to move quickly to adoption and implications to sub-groups such as WISE (will this branding apply to them). Discussion was held on detail of the branding and logos, engineering questions at the ROC, but Chapter had limited time to communicate to members. Logo representation is meant to be worldwide. Concerns that there isn’t specifically ASSP within the proposed logo.
Questions discussed includes:
- Were members adequately informed? Webinars / Focus Groups / Global members / Professional Safety were used to connect with membership and allow for feedback.
- Do members want the change?

We need to provide direction to our Delegates on voting on behalf of our Northwest Chapter.
Note Kurt VonRueden will serve as a proxy for Jen Ellinwood as a Delegate.

**Proposed Name Change:**
- Tom Cone made a motion to propose that all four delegates vote yes to the name change from Engineer to Professional.
- Jamison Harrell-Latham seconded the motion.
- Motion passed unanimously; all four delegates will vote yes to accept the name change.

**Proposed Logo Change:**
- Tom Cone made a motion to propose that all four delegates vote no to approve the proposed logo.
- Jennifer Carlson seconded the motion.
- Discussion: raised regarding the equity of the current brand and how to retain the equity.
- Vote taken by hand: 3 votes for the motion, 5 votes against the motion, 1 abstention.
- Motion failed; all four delegates will vote yes to accept the logo change.

Proposed Dues Increase:
- Jamison Harrell-Latham made a motion to propose that all four delegates vote no on the proposed dues increase.
- Tom Cone seconded the motion.
- Vote taken by hand: 5 votes for the motion, 4 votes against the motion, no abstentions.
- Motion carried and all four delegates will vote no on the proposed dues increase.

Member Survey
General discussion on outcomes and highlights took place. Location was less important than expected. Thursdays came out as a slightly higher preference for meetings than Tuesdays (a change from previous surveys). Overall most members are generally satisfied. We need to concentrate on proposed topics and member feedback.

- **Action Item (John Urban):** Share Chapter survey information with Chapter members through newsletter or link on website by June 30th.

PDC Update
Diana Stegall will co-chair with Ed for the 2017-2018 PDC. Potential keynote speakers are NFL referees speaking on risk assessment on the field; this will be a good fit with our upcoming Superbowl. Dan Snyder owns SPAN Workshops and is potentially looking to set up a study prep course before/after the 2018 PDC. We are still looking for topics and speakers for the 2018 PDC.

- **Action Item (Chris Flegel):** update website to show Ed Wakem as co-chair.

75th Anniversary
Do we want to do a gala to celebrate this milestone (first started in August 1993); potentially in line with our 2018 PDC? At our 70th anniversary, the Chapter donated $5,000 towards the event (we did lose money on that gala event). We reviewed a coin that the Alabama Chapter created for their anniversary. Is there a recognition item we can agree on to celebrate the 75th Anniversary? Considering extending the celebration from PDC through the year with the boat cruise on the actual date of the 75th anniversary.

- Jamison Harrell-Latham made a motion to move forward and set aside money during our budget realignment to celebrate our 75th anniversary at a to be determined date.
- Jen Ellinwood seconded the motion.
- Motion passed unanimously.

Officer Transition Slides and Training Items
- July 1st is the official transition date. Those who were not present in the transition meeting, please go through the powerpoint on the officer central.
• Training: officers must complete your officer training after July 1st and completed by August 31st. This includes your officer specific training, the Membership training and the Basic training. Send completed certifications to Chris Flegel.

• Our goal is always member maintenance and member recruitment.

• 2017-2018 Expectation for Officers:
  o All records will be housed in the Google Drive
  o Committee reports need to be handed in prior to our monthly board meetings
  o Review and become familiar with our bylaws (can be accessed from our local Northwest Chapter website or through officer central)
  o We are going to want to establish a culture for our chapter meetings (i.e. greeter, welcoming committee, seating expectations, etc.)
  o Sending out emails from our ASSE Northwest Chapter email service.

• We need someone to step up and take membership chair position or co-chair the role, additionally, there are other open chair volunteer opportunities available

• Consider having a Northwest Chapter Business card to hand out at events

Monthly Programs for 2017 / 2018
• Sept – MN OSHA Update
• Kurt and Chris will be getting together to discuss programs

Boat Cruise Reminder! Sign up now!
• Tuesday, August 1
• Open to guests as well

Adjournment
• John Urban made a motion to adjourn.
• Jamison Harrell-Latham seconded the motion.
• Motion passed unanimously.

Meeting adjourned at 3:40pm

Respectfully submitted by
Dawn Westin & Jennifer A. Carlson, CSP
Chapter Secretary