Minutes of ASSE Northwest Chapter Board Meeting

**Date:** September 12, 2017

**Call to Order:** Meeting called to order by Chris Flegel at 10:20am.

**Roll Call**

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<tr>
<th>X</th>
<th>Chris Flegel, 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>Kurt Von Rueden, President Elect, Program Chair</td>
<td>Julie Alcorn-Webb, MCOHS Chapter Contact</td>
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<td>X</td>
<td>Jennifer Carlson, Vice President</td>
<td>Rick Johnson, Website Manager</td>
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<td>X</td>
<td>Dawn Westin, Secretary</td>
<td>Ed Wakem, PDC Chair</td>
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<td>X</td>
<td>Scott Huberty, Treasurer</td>
<td>Tim Flint, Scholarship Chair</td>
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<td>Megan Rooney, Member at Large</td>
<td>David Abrams, Awards &amp; Honors Chair</td>
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<td>Steve Gutmann, Member at Large</td>
<td>Terry Keenan, Government Affairs Chair</td>
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<td>X</td>
<td>David Abrams, Member at Large</td>
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<td>Abby Ferri, Communications/Social Media</td>
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<td>Adam Board, Member at Large</td>
<td>Eric Hallerud, Region V RVP</td>
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<td>Ethan Laubach, Member at Large</td>
<td>Robert Feyen, UMD Student Section Faculty Advisor</td>
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<td>Eric Heizman, Member at Large</td>
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<td>Jeff Jarvela, UMD Student Section Liaison</td>
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<td>John Breskey, House Delegate</td>
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<td>John Breskey, UW-Stout Student Section Faculty Advisor</td>
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<td>Abby Ferri, House Delegate</td>
<td>Garry Kroft, UW-Stout Student Section Liaison</td>
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<td>X</td>
<td>Jamison Harrell-Latham, House Delegate</td>
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<td>Cary Swenson, MN/SD Safety Council Rep</td>
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<td>John Urban, Past President, Nominations &amp; Elections Chair</td>
<td>Chuck Clairmont, ND Safety Council Rep</td>
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<td>Bill Wuolu, Northern Plains Section</td>
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**Secretary’s Report**

Meeting minutes from the June 17, 2017 meeting were sent to Board members.
- Cary Swenson made a motion to approve with one correction to Dan Hannan’s name in the June 17, 2017 Board Meeting Minutes.
- Jennifer Carlson seconded the motion.
- Motion passed unanimously.

**Treasurer’s Report**

Chapter bank account balance as of September 12, 2017 is $20,773.16.
2017 Boat Cruise – Financial outcome $19.58 profit. Attendance was at 65 – lower than in many recent years. National Night Out may have been some conflict. AIHA/ASSE were at about 50/50 in terms of participants. Plan to continue with cruise but may change location. Noted NW Chapter had previously provided a down payment of $800 prior year and due to cancellation organization held deposit and it was applied to 2017 cruise. AHMP wants to be more involved with ASSE in future events. Point raised that we need additional input from the other partner organizations. Will look to other partner leadership for more promotion. Ensure appropriate marketing information in the future.

Chapter Meeting Financial Summary – April/May – CHS Tour and reception was majority of expense.

Financial Reports for May/June/July and August
*Note expenses listed are highlights, detailed reports submitted by treasurer.

May - Revenue $1550, Expenses $1621.75, Balance - $20716.20
June - Revenue $1080, Expenses $1392.14 (note late receipt of bill for Feb. PDC key note speaker $1131.02). Balance $18,899.84.
July - Revenue $300 (Boat cruise) Expenses $1,000 for PDC 2018 and $1137.76 for leadership transportation expense, Balance $17,009.12
August - Revenue $4330, Expenses $590.96 Balance $20748.16.

• Jamison Harrell-Latham made a motion to approve the May/June/July/August 2017 Treasurer’s Report as offered.
• Cary Swenson seconded the motion.
• Motion passed unanimously.

Other Treasurer notes – Audit will still be pursued as indicated in June 2017 Transition meeting.

Chair Reporting

General – Brief discussion held on need for additional committee leadership.
Program - Kurt Von Ruden reported -
Sept. Sponsor On-site Medical,
Oct. To be determined. On Site Solutions is sponsor,
Nov. Chapter meeting hosted by Rochester Mayo and speaker is still needed sponsor is Mayo.
Dec. 12th, Workplace Safety topic, sponsor is MSA.
Jan. 16th Combined meeting Roger Cullen – Lund Crestliner boats, still needs sponsor.
Feb. 13th PDC no meeting.
March – Onsite meeting at Ergodyne and is sponsor,
April 10th – Potential for Capitol Safety (fall protection technical tour) meeting in Red Wing, working on details.
May 8 – Occupational Safety in a Multicultural World – still need sponsor.
Scholarship - Jeff Jarvela submitted committee report. Included description of upcoming NW Chapter ASSE Scholarship $4000 will be available to students in education programs identified. Application will be available in Dec. 2017. Jamison made motion to cap the award at $500, no
second to motion, motion fails. Level of disbursement amounts and awards will be addressed by the Scholarship committee.

**Outreach:** Ethan Lanbach agreed to take vacant outreach chair. Still need sponsor for January 16th combined meeting and May 22nd for tour. Nov. – Mayo will be sponsor and we will be meeting there. All other meetings sponsors have been secured.

**Awards and Honors:** NR

**Government Affairs:** NR

**Communications/Social Media** (*Summary of update provided by Abby Ferri by email following meeting as audio on conference call was not available):**

Continue to co-post on the Facebook page. Events are being added via Facebook one month ahead of each chapter meeting. The PDC event is already up on Facebook. Request to make sure to add the Facebook page to each chapter newsletter/email [https://www.facebook.com/ASSENorthwestChapter/](https://www.facebook.com/ASSENorthwestChapter/)

Postings are being made on the Northwest ASSE twitter whenever possible, which offers a communication avenue with members, other chapters and ASSE.

Chapter meetings and events are being posted in LinkedIn groups that are established for MN EHS and safety people as well as Abby’s personal page. Encourage others to take any of the social media posts and share on their personal social media for greater reach.

**Professional DC:** PDC committee – no formal report, but they are focusing on confirming speakers. PDC continues to meet. Gala in connection for the 75th Anniversary of the NW Chapter ASSE and will continue to stay on the agenda.

**Nominations and Elections:** NR

**Mentorship:** Previously Pam Hart and Ton Cone chaired. Currently vacant.

**Membership:** Jamison Harrell-Latham volunteered to chair membership.

**By-Laws Chair:** John Breskey volunteered to chair By-Laws.

**Volunteerism:** Scott Huberty offered perspective from previously chairing – target high school career events, community EHS related opportunities to serve. Chris Western raised perhaps Outreach and Volunteerism under one chair. John Breskey – offered that he has Student member that could reach out to local high schools to present and has a program called Safety Matters.

**Old Business**

**Chapter Leadership Required Training** - Reminder to all board members to complete their officer training by Oct. Board meeting. Send Chris Flegel your training certificate.

**New Business**

**ROC** – Chris Flegel and Kurt Von Ruden will attend representing NW Chapter among other Region V (both Area A and B) chapters. NW is largest in Region V and historically have been seen as a leader in offering best practices.

**Leadership Conference** - Scott Huberty, Kurt Von Ruden and Chris Flegel will be attending. Great opportunity for new leaders to get mentoring in their perspective roles.

**South Dakota Safety Council Conference** – Oct. 4th Chris Flegel will be attending. Abby Ferri will be presenting in morning sessions. Cary Swenson indicated he can provide an opportunity for an informal NW Chapter ASSE meet and greet. Safety Council will provide pop and cookies.
**Other:**
Board Meetings – Jamison Harrell-Latham brought up that Northern Plains should be included in invite for regular board meetings and request to receive their meeting notes.
Society - Change of logo and a tiered three year limited dues increase was approved.
Chapter Delegate Notes - Delegates need to attend the 2018 San Antonio PDC – Chapter will provide reasonable financial support to go and participate in the delegate assembly.

**Adjournment**
- Jamison Harrell-Latham made a motion to adjourn.
- John Urban seconded the motion.
- Motion passed unanimously.
Meeting adjourned at 11:20am.

Respectfully submitted by
Dawn M. Westin, CSP
Chapter Secretary