Minutes of ASSE Northwest Chapter Board Meeting

Date: October 13th, 2015

Call to Order: Meeting called to order by Jamison Harrell-Latham at 10:15 am.

Roll Call

| X | Jamison Harrell-Latham, President |
| X | John Urban, President Elect, Program Chair |
| X | Chris Flegel, Vice President |
| X | Jennifer Olson, Secretary |
| X | Tara Larson, Treasurer |
| X | Kristen Cooper, Member at Large, Program Chair |
| X | David Abrams, Member at Large |
| X | Katie Schofield, Member at Large, Professional Development Chair, Communications/Social Media |
| X | Leslie Cloonan, Member at Large |
| X | Kurt Von Rueden, Member at Large, Outreach Chair |
| X | Eric Heizman, Member at Large |
| X | Rick Johnson, House Delegate, Website Manager |
| X | Tom Cone, House Delegate, Past President, Nominations & Elections Chair |
| | Jennifer Ellinwood, House Delegate |
| | Jackie Sutherland, House Delegate |
| X | Chris Western, MCOHS Chapter Liaison |

Julie Alcorn-Webb, MCOHS Contact
Megan Rooney, Newsletter Editor
Kristin Heizman, Newsletter Editor
Dean Sherman, Membership Chair
Tim Flint, By-Laws and Scholarship Chairs
Scott Huberty, Volunteerism Chair
Dawn Westin, Awards & Honors Chair
Terry Keenan, Government Affairs Chair
Diana Stegall, Region V – RVP, PDC Chair
Robert Feyen, UMD Student Section Faculty Advisor
Jeff Jarvela, UMD Student Section Liaison
Elbert Sorrell, UW-Stout Student Section Faculty Advisor
Garry Kroft, UW-Stout Student Section Liaison
Cary Swenson, MN/SD Safety Council Rep
Chuck Clairmont, ND Safety Council Rep

Secretary’s Report

- Meeting minutes from the 9/15/15 meeting were sent to Board members.

Dean made a motion to approve the 9/15/15 Board Meeting Minutes. Tom seconded the motion. Motion passed unanimously.

Treasurer’s Report

- Treasurer’s Report for September was sent to Board members.
- Dues, meeting fees, speaker gifts, travel expenses for the ROC, credit card fees, and two IT related expenses were reflected on this report.
Treasurer needs to be receiving itemized information from ASSE, right now the budget does not reflect correct break down. Approval of the September Treasurer Report is tabled until next meeting.

### PDC 2016 Update
- The PDC Committee met last month.
- Six exhibitors are signed up so far (one bronze, one gold, and a potential diamond sponsor).
- Todd Conklin is lined up as the keynote speaker.
- The Committee is working on getting session descriptions and bios for all speakers.

### Monthly Chapter Meetings
- November Chapter Meeting at Stout
  - Student Chapter assisting with coordination.
  - Board meeting will take place at 10:15am at Stout. The students are welcome to join in.
  - Pizza and refreshments will follow the Board meeting along with speed networking with the students starting around 11:30am.
  - Jim Lange, our Area Director will provide a technical presentation following the speed networking event starting around 1:15pm as of right now. This is a free event for members.
- March 2016 there will be a Chapter Meeting
  - This meeting will take place at Ergodyne, they will cover the costs of lunch, and it will be a free Chapter Meeting.
  - Products and solutions for different applications will be discussed.

### Committee Reports
- Membership
  - Report was emailed to the Board Members.
  - 10 of 16 new members are students.
- Awards and Honors
  - Today we will be presenting three Long Term Service Awards at the Chapter Meeting.
- Social Media
  - Katie is recruiting a few students to help with social media content.
  - Katie needs assistance with Tweeting during Chapter Meetings as she cannot attend some Chapter Meetings.
  - Reminder anyone can post on the LinkedIn page.
- Professional Development
  - CEUs will be made available to members for Chapter Meeting attendance.
  - 0.1 CEUs will be offered for each applicable Chapter Meeting.
  - Starting in November the study sessions will start back up.

### Old Business
New Business

- Chapter Bylaws – discuss review process
  - Post on NW Chapter along with an article in October Newsletter.
  - 30 day review process is required for Bylaw Changes.
- ROC (September 17th and 18th) – recap from John and Jamison
  - The fall ROC took place in Naperville, IL at Fermi Lab.
  - How to utilize social media in your Chapter and how to get members involved was discussed.
  - Safety Matters was discussed which is a scholarship fund set up by ASSE.
  - Increasing of funding is proposed from $0.50 per member to $2.00 per member to help fund the ROC meetings and help provide assistance for networking costs at the PDC. This will be voted on at the spring ROC.
  - The Communications Operations Management Tool was discussed (formally STARS Report). The executive chapter board is meeting monthly to continuously update this report throughout the year to ensure we get all credit we deserve.
  - John and Jamison to provide a newsletter article on the fall ROC.
- Leadership Conference (October 8th through the 10th) recap from Chris F, Tara, and Dean
  - Round table event for applicable board roles took place, other than that there were no tracks specific to the roles.
  - PDC speaker ideas and membership engagement ideas were taken away from the Leadership Conference.
  - Chris, Tara, and Dean to provide a newsletter article on the Leadership Conference.
- Volunteerism Chair
  - Scott Huberty has stepped up to be the Volunteerism Chair and excited to be getting involved in the Chapter again.
- Duluth Networking Event to take place November 24th
  - Does the NW Chapter want to be involved in the event?
  - We were not able to assist with Northern Safety Day and this would be a good event to get involved in to reach out to our northern members.
  - The proposed time of the event is 4:30pm-6:30pm.

Eric made a motion that ASSE Northwest Chapter participates in the networking event.
RJ seconded the motion.
Motion passed unanimously.

- NW Chapter Board viewpoint towards elimination of alcohol at any networking events (David A)
  - David is not in attendance to discuss for a second month, this item will be removed from the agenda.
- NIOSH grant at MDH
  - Adrienne Landsteiner with the MN Department of Health
Working off a grant that allows them to conduct surveillance projects related to occupational safety and health.
They have a webpage dedicated to their 12 years of data that reviews 22 different indicators.
There are some special content study findings as a result of their grant work. For further information on these you can contact the Center for Occupational Health and Safety.
Work Safe Work Smart program recently updated as well.
Recommend that they present at our PDC and provide a recap for our website.

Adjournment
Jenn made a motion to adjourn.
Dean seconded the motion.
The meeting was adjourned at 11:12 am.

Respectfully submitted by
Jennifer A. Olson, CSP
Chapter Secretary