Northwest Chapter Board Meeting

MEETING MINUTES

November 10, 2015 – University of Wisconsin Stout

Present: Jamison Harrell-Latham
        John Urban
        Chris Flegel
        Dawn Westin
        Dean Sherman
        Jennifer Ellinwood
        Eric Heizman
        Kristin Heizman
        Scott Huberty
        Elbert Sorrell, UW Stout – Risk Control Program Director
        Jim Lange, Region 5 - Area 1 Director
        Kike Akintunde, 3M Intern - Guest

Participating Via Phone: Tara Larson
                        Leslie Cloonan
                        Jeff Jarvela

[ ] Meeting called to order at 10:15 AM  Jamison
  - Introductions; Jamison welcomed group and introduced Jim Lange.

[ ] Minutes from October Board Meeting  Jenn
  - Motion to approve – Westin / Second - Ellinwood; motion approved unanimously.

[ ] Treasurer’s Report (September and October)  Tara
  - September Treasurer’s Report: revisions presented after it was tabled at the October Meeting; Summary of corrections:
    - September: Revenue $3,140.00
    - Expenses $4,159.09
    - Account Balance as of 9/30/15 - $22,598.95
  - Motion to approve September Treasurer’s Report – E. Heizman / Second - Sherman; motion approved unanimously.
  - October Treasurer’s Report – See Treasurer’s Report for details; summary for month:
    - October: Revenue $6,295.00
    - Expenses $4,039.26
    - Account Balance as of 10/31/15 - $24,854.69
October financial notes: The Chapter had expenses for three people to attend the Leadership Conference; the Chapter is reducing use of FDMS and PayPal services so we should be seeing reductions in those expenses; Jamison reports that there will be fees associated with supporting the new Northern Plains Section as they activate, this will also be the case if a South Dakota Section forms.

Motion to approve October Treasurer’s Report – Westin / Second - Sherman; motion approved unanimously.

Monthly Chapter Meetings

John

- John reported on details for the December Program; he summarized topics for Programs scheduled for January through May:
  - December, 2015 – Basics of Drug & Alcohol Testing
  - January, 2016 – John Mulhausen, 3M
  - February, 2016 – Annual Chapter PDC
  - March, 2016 – Meeting and presentation on location at Ergodyne in Eagan; Abby Ferri is assisting with planning
  - April, 2016 – Student Day
  - May, 2016 – Technical Tour (location likely to be at a local brewery)

- Annual Team Approach Meeting in March: John is representing Northwest Chapter on this Planning Committee; they are still working on a speaker (suggestions welcome)

- Jamison - the Chapter loses money on each monthly program. The program sponsorships of $250 help offset the loss so any recommendations of sponsors for future meetings are appreciated.

UW Stout Risk Control Program Update

Elbert Sorrell

- Elbert announced that he is retiring January 7, 2016. Brian Finder is expected to take over as Risk Control Program Director.

- They still have need for some summer internships for students

- With Elbert’s retirement the Risk Control Program structure may come under review by the University Administration. Elbert and Brian Finder will keep us advised.

Committee Reports

Jamison

- Membership Committee (Dean Sherman): Monthly Committee Report presented. Highlights: current membership is 829, last month was 825; seven new members since last month -
PDC Committee (John Urban): Registration is open; speakers are arranged, bios are currently being obtained. Location is at “The Commons Hotel” (Former Radisson Hotel at the U. of M. - Mpls Campus) and is accessible by light rail. Parking is also available and this cost is included in registration fee.

Scott asked if there was going to be an “OSHA Update” presentation on the agenda and, if so, could an effort be made to avoid having them do their “routine” presentation. The content of this presentation is usually too basic for our audience. There was discussion on alternative presentation ideas and this will be discussed with OSHA.

New Business

Jamison discussed the need for each Committee Chair to provide monthly status reports - communication is critical. Only getting a couple of reports each month; please meet report deadlines. A template is available.

Following is a summary of Committees and Chairs:

- Membership (Dean)
- Nominations & Elections (Tom)
- Program (John)
- Outreach (Kurt)
- Volunteerism (Scott)
- Scholarship (Tim)
- Awards & Honors (Dawn)
- Government Affairs (Terry)
- Communication/Social Media (Katie)
- Professional Development (Katie)
- Mentorship (Mitch) – Replaces Kristen who relocated.

Chris & John to manage oversight of monthly reports

Communication/Social Media Committee: we may need someone to help with Katie’s duties. Jim Lange mentioned a person on Society Staff who might be available to help support these efforts. Jamison to have conversation with Katie on what she needs and identify what assistance can come from the Society level. It was also mentioned that this person may be able to present at a future Chapter Meeting on social media benefits.

Volunteerism Chair: (new position) Jamison described a plan for this position to be served by Scott Huberty. This is a role that is intended to
help improve the coordination of Committees and to help track and identify volunteer members. Details include:

- Establish tracking spreadsheet of all Committee (Chairs and volunteers)
- Who is chapter is volunteering & what are they doing?
- Wants to put together spreadsheet or dashboard tracking system. In a glance could review who is doing what.
- Communicate through newsletter to let people know what’s going on.
- Position will evolve.
- Would be nice to be aware of what is going on in board members’ lives. Send a card at important events.
- Don’t confuse with community outreach.
- Scott is open to others’ ideas! Contact Scott with your input.

○ Chapter Inventory (Chris Flegel): Chris described a need to update the status of Chapter equipment and materials. He will begin conducting a review to accomplish the following:
  - Establish Chapter inventory list
  - Identify location & owner of each assets (e.g. computers, laptops, projector, credit card processing)
  - Determine replacement schedule (i.e. – new laptop and software for Chapter, banner, etc.)

○ Duluth Networking Event on November 24, 2015 (Jeff Jarvela, Scott Huberty): We are working with Katie to conduct this event. Goal is to support safety professionals and students in the Duluth/Superior Region and to promote ASSE. Details:
  - Requesting funding for drinks & appetizers
  - Location: Tavern on the Hill, Four Seasons Room; 4:30 - 6:30 PM
  - UMD MEHS Student presentations from 3:00 -4:00 PM at 201 Voss-Kovach Hall

  Motion by Flegel: Support the event with funds not to exceed $500 for use on room fees and hospitality. Second – E. Heizman, approved unanimously

○ Open position for Member-at-Large (Jamison): With Kristen Cooper’s relocation we have an opening. Need to check By-Laws for procedures on filling this spot. Jamison to do this
- Chapter Candidate for Region 5 Safety Professional of the Year (SPY) Award: Dawn Westin plans to nominate Carol Keyes for this award. Dawn is also soliciting candidates for Chapter-level SPY. See her with suggestions.

- Area Director Comments: Jim Lange addressed the group with comments about Region 5 items. He also encouraged us to participate in the Region SPY Award. There was also discussion about the following lunch and Chapter Meeting with Stout Students that takes place after the Board Meeting.

☑ Meeting adjourned at 11:28 AM with motion by E. Heizman