Minutes of ASSE Northwest Chapter Board Meeting

Date: October 10, 2017

Call to Order: Meeting called to order by Chris Flegel at 10:24am.

Roll Call

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

Secretary’s Report
Meeting minutes from the September 12, 2017 meeting were sent to Board members. Request for name spelling corrections and formatting were offered from board by email and were incorporated in the minutes.

- Jamison Harrell-Latham made a motion to approve the September, 2017 minutes.
- Jennifer Carlson seconded the motion.
- Motion passed unanimously.

Treasurer’s Report
The checking account balance as of September 30 was $19,157.46. There are currently four checks outstanding totaling $1,022.89.

ASSE Northwest Chapter Board Meeting Minutes
Financial Report for September
*Note revenue and expenses listed are highlights, detailed report offered to Board and submitted by Treasurer.

**September** - Revenue $2945, Expenses $5558.59 Balance $18134.57.

*Revenue Highlights –*
$1,110 - Chapter dues
$1540 - Revenue from Sept. meeting,
$125 - Final sponsor payment from boat cruise received. Boat cruise net profit $19.00
$170 - Reimbursement check related to payment fees.

*Expense highlights*
$114 - Region 5 assessment
$931.79 - Leadership conference expenses.
$504 - Financial support payment to Northern Plains Chapter. It was noted that the Northern Plains payment was not made in prior year 2016-2017. Board and Northern Plain’s representative, Bill Wuolu agreed that no back payment will be pursued.

**September Chapter Meeting Financial Summary** – Revenue $1540 - Expenses Grumpy’s and PayPal $1515.99 = Profit of $24.01. Treasurer noted that monthly sponsor is key to Chapter meeting financial outcomes.

**Other Notes** – Credit card monthly merchant fee can vary if a credit card is not used.

- Jamison Harrell-Lathan made a motion to accept the September Treasurer’s report with amendments to include:
  1) A note in the Travel section under “Other” for the $504 expense for the Northern Plains payment
  2) Going forward the Treasurer to include a spreadsheet showing how our actual finances compare to those of the Chapter budget adopted in May 2017 with other standard financial reports for the board.
- David Abrams seconded the motion.
- Motion passed unanimously.

**Chair Reporting**

**Program:** Kurt Von Rueden reported
Nov. 14th Chapter meeting will be hosted by Rochester Mayo and speaker has been secured with presentation related to Bloodborne Pathogens Program Management entitled “Is Your Bloodborne Pathogens (BBP) Exposure Control Plan in Control?” It will be held in Rochester at the Ganda building. Parking is available near the building and will be paid separately by the attendees. Meal will be catered in. Meeting is capped at 45 attendees.
Dec. 12th Chapter meeting - Melissa Gill will be covering topic related to Workplace Safety, Sponsor is MSA.
Jan. 16th meeting - Sponsor and speaker still needed. Location will be Grumpy’s. Suggestion on pursuing a speaker that would have a focus on Event Security in connection with the upcoming Super Bowl or a more generic Security topic. David Abrams has a contact for a more general
Security presentation. Chris will pursue potential contact associated with Super Bowl security entities.

Feb. 13th PDC no meeting. Special session for the Student Scholarship awards and Long term member awards.

March 13th – onsite meeting at Ergodyne and Ergodyne is sponsor.

April 10th – Capitol Safety (fall protection technical tour) meeting in Redwing is still under consideration. Jennifer Carlson working on it.

May 8 – Occupational Safety in a Multicultural World is topic. Sponsor still needed.

**Scholarship**: Tim Flint provided update to Chris.

**Outreach**: NR.

**Awards and Honors**: David Abrams requested additional information on Chapter/Regional SPY candidate process.

**Government Affairs**: NR

**Communications/Social Media**: NR

**Professional Development**:

PDC committee – Ed Wakem had to resign from leading the PDC Committee. The committee needs additional assistance and request to board for help on committee and search out additional members that have showed interest in volunteer roles in the past. Diana Stegall is pursuing a replacement for Ed so that there is good transition for future PDC 2019.

- Committee is meeting once per month at this time.
- Committee is finalizing speakers.
- Sponsorship and exhibitor page is up.
- NFL referees are secured for the keynote speakers. Tony Corrente and Carl Cheffers are the referees. Speaker fee is $3000 plus expenses.
- Diana Stegall has been picking up selections of trinkets that we may consider for speaker gifts at the event. Standard speaker gifts were budgeted at $50. Also offered an example of the Alabama special commemorative coin. Discussion on options for gifts. PDC committee will provide some recommendations for the Board to consider for gifts. If there is a strong preference contact Diana Stegall. Speaker items are being considered for both PDC and chapter speakers.
- We have lost a primary past PDC sponsor and need work on sponsor securement.
- Location is the Graduate Minneapolis (formerly the Commons). Renovation is underway and is expected to be completed by conference time.

**NW Chapter 75th Anniversary Gala** - The 75th Anniversary Gala will be held in connection with PDC. Need a lead for planning the event. Can be in ball room or in foyer area of exhibitors. Need music, entertainment etc. Discussion on off-setting some of the cost of buffet so price would be $30-$35 for members. $5000 is budgeted for the Gala. Kurt VonRueden agreed to take lead with assistance from Christine Western and Abby Ferri.

**Nominations and Elections**: Jennifer Carlson is resigning as vice president. Chris, Jennifer and John Urban are undertaking candidate selection. Two candidates have come forward as interested in the position. November likely to be last meeting for Jennifer and would be targeted for vote on proposed VP candidate, but if it is in Rochester there is concern that we may not have good voter turnout.
**Mentorship:** Kurt Von Rueden will contact Eric Heizman to see if he is still interested in chairing mentorship program.

**Membership:** Jamison Harrell-Latham requested chapter roster access and will work with Chris Flegel. Chris Flegel indicated that he has set up a code for complimentary new member lunch and will provide to Jamison.

**By-Laws Chair:** NR

**Volunteerism:** This committee activities has been combined under Outreach Chair and will be removed from reporting list as a separate item.

**Old Business**

**Chapter Leadership Required Training** - Reminder to all board members to complete their officer training (including Society Overview, Chapter Operations and Chapter Recruitment) along with specific position training as applicable. Send Chris Flegel your training certificate.

**New Business**

**Leadership Conference** - Scott Huberty, Kurt Von Rueden and Chris Flegel are attending. Goal is to continue to send upcoming leaders to the conference.

**South Dakota Safety Council Conference** - Booth space was secured by Chris Flegel for 2018, to get price break.

**Other**

Delegates should have received an e-ballot proposing change in term and term limits for various positions. Currently elections are for two year term and then you can re-run. New potential candidates not necessarily interested in competing against an incumbent. Proposing a three year term and then once and done. Implementation and rollout would be staggered based on position and region so that there would not be 100% turnover at once. Much discussion has occurred in vary practice specialty councils. Question - Is NW Chapter in support or not? Chapter delegates are asked to be consistent (i.e. vote similarly) in representation of the Chapter. E-ballot has to be voted on by Nov. 2nd. Discussion from board and delegates was somewhat split based on those that received the ballot information. Chris Flegel will send out ballot information for delegates to review and then will take a board email ballot to then direct the delegates on their vote.

**Adjournment**

- Jamison Harrell-Latham made a motion to adjourn.
- Jennifer Carlson seconded the motion.
- Motion passed unanimously.

Meeting adjourned at 11:33am.

Respectfully submitted by

Dawn M. Westin, CSP
Chapter Secretary