Minutes of ASSE Northwest Chapter Board Meeting

Date: December 8th, 2015

Call to Order: Meeting called to order by John Urban at 10:19 am.

Roll Call

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
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<tbody>
<tr>
<td>Jamison Harrell-Latham</td>
<td>President</td>
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<tr>
<td>John Urban</td>
<td>President Elect, Program Chair</td>
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<tr>
<td>Chris Flegel</td>
<td>Vice President</td>
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<tr>
<td>Jennifer Carlson</td>
<td>Secretary</td>
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<tr>
<td>Tara Larson</td>
<td>Treasurer</td>
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<td>Kristen Cooper</td>
<td>Member at Large</td>
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<td>David Abrams</td>
<td>Member at Large</td>
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<tr>
<td>Katie Schofield</td>
<td>Member at Large, Professional Development Chair, Communications/Social Media</td>
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<td>Leslie Cloonan</td>
<td>Member at Large</td>
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<td>Kurt Von Rueden</td>
<td>Member at Large, Outreach Chair</td>
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<td>Eric Heizman</td>
<td>Member at Large</td>
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<tr>
<td>Rick Johnson</td>
<td>House Delegate, Website Manager</td>
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<tr>
<td>Tom Cone</td>
<td>House Delegate, Past President, Nominations &amp; Elections Chair</td>
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<td>Jennifer Ellinwood</td>
<td>House Delegate</td>
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<td>Jackie Sutherland</td>
<td>House Delegate</td>
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<tr>
<td>Chris Western</td>
<td>MCOHS Chapter Liaison</td>
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Treasurer: Julie Alcorn-Webb, MCOHS Contact
 Newsletter Editor: Megan Rooney
 Newsletter Editor: Kristin Heizman
 Newsletter Editor: Dean Sherman
 Newsletter Editor: Tim Flint
 By-Laws and Scholarship Chairs: OPEN
 Volunteerism Chair: Terry Keenan
 Region V – RVP, PDC Chair: Diana Stegall
 UMD Student Section Faculty Advisor: Robert Feyen
 UMD Student Section Liaison: Jeff Jarvela
 UW-Stout Student Section Liaison: Elbert Sorrell
 UW-Stout Student Section Liaison: Cary Swenson
 MN/SD Safety Council Rep: Chuck Clairmont

Secretary’s Report
Meeting minutes from the 11/10/15 meeting were sent to Board members.

Cary made a motion to approve the 11/10/15 Board Meeting Minutes.
Dean seconded the motion.
Motion passed unanimously.

Treasurer’s Report
Treasurer’s Report for November was not ready to be discussed by the Board members.

Old Business
- Duluth Networking Event Recap
  - The event was well attended and was considered a success by those who attended
• UW-Stout November Meeting Event Recap
  o The event was a success and students were well engaged
  o Approximately 15 students and 20 members were present
  o Networking portion was well received by the students
• By-law comments to Chapter closes around mid-December
  o To date, there have been no comments
• Monthly Chapter Meetings
  o December: Lucy Carlson and Bryan Topp with 3M on Drug and Alcohol Testing
    ▪ Sponsor: Bulwark
  o January AIHA Joint Meeting: John Mulhausen with 3M
    ▪ Sponsor: Ergogenosis
  o February 9th: PDC
  o March: Team Approach
    ▪ Sponsor: ErgoDyne
    ▪ Speaker and date has not be identified yet
  o April: Student Presentations
    ▪ Sponsor: Workpartners USA
  o May: TBD
• Committee Reports
  o Membership
    ▪ 838 Members
    ▪ One new member since last month (is also today’s sponsor): Brandon Iverson
    ▪ Ideas for growth/retention and refer-a-friend, please contact Dean
  o Scholarship
    ▪ Need a contact for U of MN Twin Cities to pass along scholarship information.
  o Awards and Recognition
    ▪ Region V SPY Award submitted for Carol Keyes
    ▪ Currently no Chapter SPY candidates to date
  o Social Media
    ▪ Members are in need to assist with Social Media content
    ▪ Katie to provide article in December Newsletter
  o Professional Certification
    ▪ Scholarship application will go out next week and are due the end of January.
    ▪ Katie to provide article in December Newsletter
  o Student Section
    ▪ The students have attended numerous site visits and hosted guest speakers
    ▪ Request for assistance with UMDs CPR/1st Aid Train the Trainer course on January 16th
      ● Eight students are signed up and the cost is $100 a piece
      ● Currently not sure if there is room in the budget to assist
      ● This will be discussed at the next meeting and if the NW Chapter decides to assist, it could be in the form of reimbursements to the students
  o Outreach
    ▪ Monthly sponsorship:
      ● December: Bulwark
      ● January: Ergogenesis
      ● March: ErgoDyne
      ● April: Workpartners USA
The Board discussed keeping sponsorship logo’s online for 30 days prior to the event and 30 days after the event.
Consider having a thank you to the sponsors in the last newsletter of the year in addition to notification in the President’s Message.
Update is needed to the ASSE bio that goes into Exhibitor Descriptions.

- Nominations and Elections
  - Needed: committee members and candidates!
- PDC 2016
  - Offering on the registration page a referral reference up to $250 cash or gift card
  - Get the word out to your contacts to have them register
  - Early bird registration ends January 19th, 2016
    - The cost increases from $150 to $190
  - Group discounts are available-contact Diana
  - The committee has been busy conducting analysis’ on several factors on why someone should attend the PDC

**New Business**

- Replacement for Kristen Cooper – Member at Large position.
  - This position would not have to be replaced this year
- Northern Plains Chapter (Dianna)
  - Meeting with the newly elected officers was completed
  - Next steps: scheduling meetings and topics
- Outreach for Schools
  - Leslie needs volunteers to assist with this topic with Kristen’s departure
- ASSE Foundation: 25 for 25
  - Need to provide presentation to members on the 25 for 25 program
  - Eric will look to see if a presentation could take place in January’s program
  - Eric to provide a newsletter article

**Adjournment**

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

Respectfully submitted by
Jennifer A. Carlson, CSP
Chapter Secretary