Minutes of ASSE Northwest Chapter Board Meeting

Date: January 12th, 2016

Call to Order: Meeting called to order by Jamison Harrell-Latham at 10:16 am.

Roll Call

| X | Jamison Harrell-Latham, President | Julie Alcorn-Webb, MCOHS Contact |
| X | John Urban, President Elect, Program Chair | Megan Rooney, Newsletter Editor |
| X | Chris Flegel, Vice President | Kristin Heizman, Newsletter Editor |
| X | Jennifer Olson, Secretary | Dean Sherman, Membership Chair |
| X | Tara Larson, Treasurer | Tim Flint, By-Laws and Scholarship Chairs |
| X | Open, Member at Large | OPEN, Volunteerism Chair |
| X | David Abrams, Member at Large | Dawn Westin, Awards & Honors Chair |
| X | Katie Schofield, Member at Large, Professional Development Chair, Communications/Social Media | X | Terry Keenan, Government Affairs Chair |
| X | Leslie Cloonan, Member at Large | Diana Stegall, Region V – RVP, PDC Chair |
| X | Kurt Von Rueden, Member at Large, Outreach Chair | Robert Feyen, UMD Student Section Faculty Advisor |
| X | Eric Heizman, Member at Large | Jeff Jarvela, UMD Student Section Liaison |
| X | Rick Johnson, House Delegate, Website Manager | Elbert Sorrell, UW-Stout Student Section Faculty Advisor |
| X | Tom Cone, House Delegate, Past President, Nominations & Elections Chair | Garry Kroft, UW-Stout Student Section Liaison |
| X | Jennifer Ellinwood, House Delegate | Cary Swenson, MN/SD Safety Council Rep |
| | Jackie Sutherland, House Delegate | Chuck Clairmont, ND Safety Council Rep |
| X | Chris Western, MCOHS Chapter Liaison |

Secretary’s Report

- Meeting minutes from the 12/08/15 meeting were sent to Board members.
  - Cary made a motion to approve the 12/08/15 Board Meeting Minutes.
  - Dean seconded the motion.
  - Motion passed unanimously.

Treasurer’s Report

- Treasurer’s Report for November was sent to Board members.
  - Report includes trip to Stout, PDC exhibitors and sponsors, membership dues, meeting travel expenses, and a test of the online system.
  - Jamison will set up a meeting with Society to explain to us how we assist our new section.
November report will be updated and sent out to the Board for approval in approximately two weeks.

Treasurer’s Report for December was sent to Board members.
- Report includes meeting fees, PDC, November meeting food bill in Stout, bank fees, webhosting for December, and the Duluth Networking Event.
- December report will be updated and sent out to the Board for approval in approximately two weeks.

Old Business
- PDC 2016 Update
  - February 9th, 2016
  - Sponsor Total = 1 Gold (HealthPartners), 1 Platinum (CLMI), and 6 Bronze
    - One bronze sponsor is wondering if they can get the group discount for additional attendees; the Board left this decision to the PDC Committee
  - Exhibitor Total = 36
  - Registration Total = 61 (includes 3 PDC committee members and 7 speakers)
  - Lodging is extended until today for the $129 rate
  - Group Discount Overview: Target and the University of Minnesota have asked for a group discount; need five or more registered attendees per group to get the discount
  - Potentially 10 UMD students will be attending and staying the night Monday.
    - Tara will look into the budget to see what amount is left in the budget to assist for student travel
  - We are ahead from where we were last year
  - Exhibitor gift give away will take place at the 3pm break
  - Drawing for $250, $100, and $50 will take place at the 3pm break for registration referrals
  - 0.6 CEUs will be available for full attendance
  - Need help to staff the NW Chapter ASSE booth; minimum two board members
  - Table discussion on video recording for PDC until funds are discussed

- Monthly Chapter Meetings
  - 25 for 25 will be discussed at today’s meeting. Information should be included at the ASSE Booth at the PDC. Diana will look into t shirt options.
  - March:
    - 8th is ErgoDyne will provide lunch and demonstration; free event
    - 10th is the Team Approach: registration through MN Safety Council
  - April: Student Presentations at Grumpy’s
  - May: Technical Tour TBD
  - Going forward, if a speaker does not want to be webcasted, we should not have them as a speaker as it limits reaching out to our Membership

- Monthly Chapter Meetings Sponsors
  - 2015/2016 has been a great year for sponsorship; please start thinking of 2016/2017 sponsors!
  - January: Ergogenesis
  - March: ErgoDyne
  - April: WorkPartners USA

- Committee Chair Report Requests
  - Please continue to submit your Committee Reports on time
• Awards and Honors
  ▪ Dawn needs billing information for Chapter SPY awards
  ▪ Should hear back for Region SPY shortly
• Professional Development and Social Media
  ▪ If you are interested in helping in any way, please contact Katie
  ▪ Diana is requesting the Membership Chair manage the LinkedIn Group
    • As we get new members, send them a LinkedIn invitation
• Scholarship
  ▪ Scholarship information is posted online
  ▪ Registration deadline is March 7th, 2016
  ▪ Applications are routed through the MN Safety Council
• Outreach
  ▪ Sponsors filled for this year’s meetings
  ▪ Instructional sheet will be put together on how to register on the website as a sponsor; will also be posted to the website
  ▪ MN Safety and Health Conference in May
    • ASSE has a booth there, Kurt will be sending out a sign in sheet for volunteers
  ▪ Wallet card for the NW Chapter should potentially be revised
• Nominations and Elections
  ▪ Looking for more candidates for Vice President, Member at Large, and Delegates
  ▪ Some negative feedback was received that this Group is exclusive and that particular person was not interested in being a candidate
    • Reminder: it is important to continue to reach out, contact, and to make members feel welcomed at all events and outside events
    • Jamison will reach out to request further information
• Membership
  ▪ A few new members
  ▪ Reports for the new Section are sent out

New Business
• Revised Chapter Bylaws
  ▪ Review period completed with no feedback from NW Chapter members
  ▪ Jamison will send approved Bylaws to Rick to post to the website
  ▪ Vote will take place during today’s meeting for approval by the Membership
    • 40 is needed for quorum
• Northern Plains Section
  ▪ Operational oversight
    ▪ Section roster
    ▪ Once a year they will send a report to NW Chapter
    ▪ January 27th 2016 is the Section’s first meeting in Bismark
    ▪ Ask at least one member call in to our monthly meetings
    ▪ 30% of dues will be allocated for the Section

Reminders:
• ASSE Outstanding Student Section Award
  ▪ Winning Section receives $6,000 towards scholarship, research, and travel to ASSE 2016 conference in Atlanta
• Annual minimum requirement Sections will receive $500
  • Spring ROC April 7th and 8th
    o Hosted by Wisconsin Chapter
    o Recommended 4 NW Chapter members attend and car pool.

Adjournment
Jamison made a motion to adjourn.
Chris seconded the motion.
The meeting was adjourned at 11:21 am.

Respectfully submitted by
Jennifer A. Carlson, CSP
Chapter Secretary