Minutes of ASSE Northwest Chapter Board Meeting

Date: November 14, 2017

Call to Order: Meeting called to order by Chris Flegel at 8:35am.

Roll Call

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<tr>
<th>X</th>
<th>Chris Flegel, President</th>
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<th>Chris Western, MCOHS Chapter Liaison</th>
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<tbody>
<tr>
<td>X</td>
<td>Kurt Von Rueden, President Elect, Program Chair</td>
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<td>Julie Alcorn-Webb, MCOHS Chapter Contact</td>
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<td>X</td>
<td>Jennifer Carlson, Vice President</td>
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<td>Rick Johnson, Website Manager</td>
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<td>X</td>
<td>Dawn Westin, Secretary</td>
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<td>Tim Flint, Scholarship Chair</td>
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<td>X</td>
<td>Scott Huberty, Treasurer</td>
<td>X on-line</td>
<td>David Abrams, Awards &amp; Honors Chair</td>
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<td>Megan Rooney, Member at Large</td>
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<td>Terry Keenan, Government Affairs Chair</td>
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<td>Steve Gutmann, Member at Large</td>
<td>X on-line</td>
<td>Abby Ferri, Communications/Social Media</td>
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<td>David Abrams, Member at Large</td>
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<td>Eric Hallerud, Region V RVP</td>
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<td>Adam Board, Member at Large</td>
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<td>Robert Feyen, UMD Student Section Faculty Advisor</td>
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<td>Ethan Laubach, Member at Large &amp; Outreach Chair</td>
<td>X on-line</td>
<td>Jeff Jarvela, UMD Student Section Liaison</td>
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<td>Eric Heizman, Member at Large</td>
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<td>John Breskey, UW-Stout Student Section Faculty Advisor &amp; By Laws Chair</td>
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<td>X on-line</td>
<td>John Breskey, House Delegate</td>
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<td>Garry Kroft, UW-Stout Student Section Liaison</td>
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<td>X on-line</td>
<td>Abby Ferri, House Delegate</td>
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<td>Cary Swenson, MN/SD Safety Council Rep</td>
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<td>Janis Harrell-Latham, House Delegate &amp; Membership Chair</td>
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<td>Chuck Clairmont, ND Safety Council Rep</td>
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<td>X</td>
<td>John Urban, Past President, Nominations &amp; Elections Chair</td>
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<td>Bill Wuolu, Northern Plains Section</td>
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Secretary’s Report
Meeting minutes from the October 10, 2017 meeting were sent to Board members.

- Jennifer made a motion to approve the October 10, 2017 Board Meeting Minutes with one correction to Jim Lange’s name from Lang to Lange.
- Scott Huberty seconded the motion.
- Motion passed unanimously.

Treasurer’s Report -

Financial Report for October
*Note revenue and expenses listed are highlights, detailed report offered to Board and submitted by Treasurer.

**October** - Revenue $2225, Expenses $5167.59 Balance $15585.87

Revenue Highlights –
$1005 - Chapter dues
$1195 - Revenue from Oct. and Nov. meeting
$25 – Uncashed check returned.

Expense Highlights
$102 - Region 5 assessment
$3426.71 - Leadership conference expenses
$475 - South Dakota Safety Conference 2018
$35 - Web hosting
$504 - Financial support payment to Northern Plains Chapter (Check outstanding).

**October Chapter Meeting Financial Summary** – Revenue $1175 - Expenses Grumpy’s and PayPal $1010.05 = Profit of $164.95. November meeting was cancelled and refunds are being processed or payments are being moved to December 12th meeting based on attendee’s request.

**Other Treasurer Notes** –
- Minimal travel expenses expected after this initial larger spend. Chris purchased Ticket for ND Safety conference travel expenses.
- Northern Plains is holding the $504 check payment from NW Chapter pending further discussion with their board on their financial status and whether to accept payment.
- Treasurer prepared and reviewed budget to actual comparison spreadsheet to date. With the exception of officer travel and noted pre-expense for airfare for 2018 SD Safety Conference actual to budget spend tracking well.
- Treasurer noted that June payment for Society $3000 pledge is outstanding and will be paid. Noted that House of Delegates are responsible to make the arrangement for Society check in San Antonio. Jamison Harrell-Latham volunteered to make arrangements in the future.
- $3000 for student support monies was to include the future safety leadership conference expenses and support for students to attend NW Chapter PDC. $4k spent of $10K budgeted with additional $3K expected to be spent.
- Reminder that budget is from April to March.

October Report Approval
- David Abrams made a motion to accept the October Treasurer’s report as submitted.
- John Urban seconded the motion.
- Motion passed unanimously.
Chair Reporting

Program: Kurt Von Rueden reported
Nov. 14th Chapter meeting – cancelled due to not enough participant interest.
Dec. 12th Chapter meeting - Melissa Gill from On-site Medical will be covering topic related to “Telemedicine Basics- What you need to know to help employees and save costly medical and Work Comp dollars”. Sponsor for December is MSA.
Jan. 16th meeting - Sponsor and speaker still in the works. Location will be Grumpy’s.
Previously Program committee was pursuing a speaker that would have a focus on Event Security in connection with the upcoming Super Bowl but after further discussion board agreed to move away from this topic. Scott Huberty indicated that Terry Oelkers from Nilfisk was a good presenter and thought that maybe the Silica topic may be appropriate but will continue discussion.
Feb. 13th PDC no meeting. Special session for the Student Scholarship awards and Long term member awards under consideration.
March 13th – onsite meeting at Ergodyne and Ergodyne is sponsor. Program committee will contact to start framing the presentation topic.
April 10th – Capitol Safety – Fall Protection Technical Tour has been confirmed at 3M Redwing.
May 22 – Re-scheduled from May 8th to May 22nd due to the MN Safety Conference.
Occupational Safety in a Multicultural World is topic. Sponsor still needed.
Note – Student presentation historically held at April meeting will be considered for the PDC.
Scholarship: Discussion on moving up the scholarship awards date to PDC time frame and potentially add it into this year’s budget cycle. Announce the winners at PDC and then.
However Jeff Jarvela noted that there needs more discussion for viability of this approach as it may move some students out of eligibility. Need to keep student chapter liaisons in on the decision to move up.
Outreach: NR.
Awards and Honors: Information on Chapter/Regional SPY candidate process is posted. David Abrams has received additional long term service award certificates covering 2017/2018. Brief discussion held on whether to present these certificates along with those that are pending for 2018 PDC.
Government Affairs: Scott Huberty reported on behalf of Terri Keenan. Scott attended the recent MN OSHA Advisory Council meeting. Limited activity at the legislature. Reactivation of the hands free cell phone use is being considered for support.
Communications/Social Media: Abbi Ferri continues to post in all channels. She will post the VP vacancy and election information to the social media pages.
Professional Development:

PDC
- Committee continues to meet once per month at this time.
- Sponsorship and exhibitor page is open and 3-4 are signing up (TSI – Chris Flegel has been contact. Nilfisk – Scott Huberty will follow up as he has had interaction. Chris Western and Chris Flegel will also be pursuing 3M following some initial contacts to 3M Corporate EHS and 3M Personal Safety Division.
NW Chapter 75th Anniversary Gala - The 75th Anniversary Gala planning continues and will have updates following the November board meeting.  

**Nominations and Elections:** Abbi Ferri has come forward as candidate. This will leave an opening for house of delegate. Abbie will take over VP immediately following the Dec. meeting. President appoints the house of delegate in Jan. Request for information on delegate responsibilities (noted – see information in NW Chapter by-laws and Officer Central). Chapter requires that you attend the delegate meeting and will provide a measure of financial support. Chapter year for officers in June will leave some openings. It was noted that we are looking for some additional activity from members at large and will make some additional contacts to encourage engagement.  

**Mentorship:** NR.  

**Membership:** Jamison Harrell-Latham noted that there is a decline in membership from 850 to approximately 770 members. Jamison will begin to track monthly membership activity and determine where the changes lie. Chris Flegel had some memberships added in SD. Jamison will take up activities to add volunteers for greeters, reach out for free lunch offer and ask those in member at large positions to help with making contact to new members.  

**By-Laws Chair:** Discussion around process to fill NW Chapter VP position and whether or not a vote is needed if you only have one candidate. Chris Flegel expected not enough members (25/40?) to vote at November meeting. Board intends to complete the vote to fill the VP position at the December meeting instead of using an on-line e-ballot.  

**Volunteerism:** NR.  

**Northern Plains** – Chris Western has been assisting in getting on-line registration process in place and for tracking payment etc. in the future. Chris Flegel sent the ASSE display materials and will attend the ND safety conference representing the NW Chapter. It was noted that the Board needs to consider including Northern Plains leaders for future ASSE Leadership conference/training opportunities.  

**Old Business** - None  

**New Business** – ASSP Name Change – FAQ webinar held recently with session recorded and available in Officer Central. Costs were budgeted for things like booth update. November 29th at 10am is another webinar – board encouraged to attend. NW Chapter Status - Tracking on Silver level for Chapter outcomes to date. Chris has been continuing to update about every couple of months.  

**Adjournment**  
- Jamison Harrell-Latham made a motion to adjourn.  
- Jen Carlson seconded the motion.  
- Motion passed unanimously.  
Meeting adjourned at 9:58 AM.  

Respectfully submitted by  
Dawn M. Westin, CSP  
Chapter Secretary