Minutes of ASSE Northwest Chapter Board Meeting

Date: December 12, 2017

Call to Order: Meeting called to order by Chris Flegel at approximately 10:20am.

Roll Call

<table>
<thead>
<tr>
<th>X</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Chris Flegel</td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>Kurt Von Rueden</td>
<td>President Elect, Program Chair</td>
</tr>
<tr>
<td></td>
<td>Jennifer Carlson</td>
<td>Vice President</td>
</tr>
<tr>
<td></td>
<td>Dawn Westin</td>
<td>Secretary</td>
</tr>
<tr>
<td></td>
<td>Scott Huberty</td>
<td>Treasurer</td>
</tr>
<tr>
<td></td>
<td>Megan Rooney</td>
<td>Member at Large</td>
</tr>
<tr>
<td></td>
<td>Steve Gutmann</td>
<td>Member at Large</td>
</tr>
<tr>
<td></td>
<td>David Abrams</td>
<td>Member at Large</td>
</tr>
<tr>
<td></td>
<td>Adam Board</td>
<td>Member at Large</td>
</tr>
<tr>
<td>X on-line</td>
<td>Ethan Laubach</td>
<td>Member at Large &amp; Outreach Chair</td>
</tr>
<tr>
<td>X on-line</td>
<td>Eric Heizman</td>
<td>Member at Large</td>
</tr>
<tr>
<td></td>
<td>John Breskey</td>
<td>House Delegate</td>
</tr>
<tr>
<td></td>
<td>Abby Ferri</td>
<td>House Delegate</td>
</tr>
<tr>
<td></td>
<td>Jamison Harrell-Latham</td>
<td>House Delegate &amp; Membership Chair</td>
</tr>
<tr>
<td>X</td>
<td>John Urban</td>
<td>Past President, Nominations &amp; Elections Chair</td>
</tr>
<tr>
<td>X</td>
<td>Anthony (Tony) Stoner</td>
<td>Northern Plains Section – Secretary</td>
</tr>
<tr>
<td>X</td>
<td>Leif. Schonteich</td>
<td>Northern Plains Section – Member at Large</td>
</tr>
<tr>
<td>X</td>
<td>Chris Western</td>
<td>MCOHS Chapter Liaison</td>
</tr>
<tr>
<td></td>
<td>Julie Alcorn-Webb</td>
<td>MCOHS Chapter Contact</td>
</tr>
<tr>
<td></td>
<td>Rick Johnson</td>
<td>Website Manager</td>
</tr>
<tr>
<td></td>
<td>Tim Flint</td>
<td>Scholarship Chair</td>
</tr>
<tr>
<td></td>
<td>David Abrams</td>
<td>Awards &amp; Honors Chair</td>
</tr>
<tr>
<td></td>
<td>Diana Stegall</td>
<td>PDC Chair</td>
</tr>
<tr>
<td></td>
<td>Eric Hallerud</td>
<td>Region V RVP</td>
</tr>
<tr>
<td></td>
<td>Robert Feyen</td>
<td>UMD Student Section Faculty Advisor</td>
</tr>
<tr>
<td></td>
<td>Jeff Jarvela</td>
<td>UMD Student Section Liaison</td>
</tr>
<tr>
<td></td>
<td>John Breskey</td>
<td>UW-Stout Student Section Faculty Advisor &amp; By Laws Chair</td>
</tr>
<tr>
<td></td>
<td>Garry Kroft</td>
<td>UW-Stout Student Section Liaison</td>
</tr>
<tr>
<td></td>
<td>Cary Swenson</td>
<td>MN/SD Safety Council Rep</td>
</tr>
<tr>
<td></td>
<td>Chuck Clairmont</td>
<td>ND Safety Council Rep</td>
</tr>
<tr>
<td></td>
<td>Bill Wuolu</td>
<td>Northern Plains Section – Chair</td>
</tr>
</tbody>
</table>

Secretary’s Report

Meeting minutes from the November 14, 2017 meeting were sent to Board members and also reviewed during the meeting.

- Adam Board made a motion to approve the November 14, 2017 Board Meeting Minutes with one correction to remove membership chair notation from Chris Flegel’s name as Jamison Harrell-Latham is membership chair.
- Megan Rooney seconded the motion.
- Motion passed unanimously.
Treasurer’s Report –

Financial Report for November
*Note revenue and expenses listed below are highlights, a detailed report was submitted by the Treasurer and offered to the Board by email for their review.

**November** - Revenue $1335, Expenses $1157.43, Balance $16267.44

  **Revenue Highlights**
  $1335 - Chapter dues

  **Expense Highlights**
  $138 - Region 5 assessment
  $184.95 – Future Leaders Conference
  $35 - Web hosting

**November Chapter Meeting Financial Summary** – Revenue $0/Expenses $0
November meeting was cancelled and refunds were processed or payments were moved to December 12th meeting based on registrants request.

**Other Treasurer Notes** –
- Region 5 assessment fee and web hosting fees are taken out of the deposits to Chapter.
- Payment to Northern Plains of $504 for 2017 was deposited and a bank account was set up for Northern Plains by their leadership.
- November quiet month financially. The few registrations that were made for the November meeting were either refunded or applied to the December meeting.
- The PayPal balance as of 12/7/17 is $4,191.23. This is in addition to the balance in the TCF checking account and represents registrations for the December Program and the February PDC. These funds will be drawn down on and transferred to the checking account. Breakdown of the monies that are coming in for the PDC will be kept separate from other activity.
- Continue to need sponsor for January Chapter meeting.
- Registration for the January meeting can open on December 13.

November Treasurer Report Approval
- Megan Rooney made a motion to accept the November Treasurer’s report as submitted.
- John Urban seconded the motion.
- Motion passed unanimously.

Chair Reporting

**Program:** Chris Flegel reported -
Jan. 9th meeting – Topic is “The New Silica – What this means in the workplace” presented by Terry Oelkers from Nilfisk  A sponsor is still needed for Jan. Location will be Grumpy’s.
Feb. 13th PDC - No Chapter meeting scheduled.
March 13th – onsite meeting at Ergodyne and Ergodyne is sponsor. Program topic is still in the works. Attendance limit will be 60.
April 10th – Capitol Safety – Fall Protection Technical Tour has been confirmed at 3M Redwing.
May 22 – Topic and Sponsor still needed. Send ideas to Kurt Van Ruden

**Scholarship:** Tim Flint submitted committee report. Committee action - reminded UMD & UW Stout students and faculty of the 2018 NW Chapter of ASSE Scholarship. Applications will be available in December, 2017 and due the early part of March, 2018. The Scholarship announcement for 2018 has been placed on the NW Chapter website by Rick Johnson. As noted previously, the Board is not going to pursue a change to the schedule for scholarship submittal.

**Outreach:** No report.

**Awards and Honors:** David Abrams reported that no Chapter SPY candidates were identified to date. Jamison is going forward as Regional candidate. David is requesting assistance with preparing a supporting letter to complete Jamison’s candidate package.

**Government Affairs:** No report.

**Communications/Social Media:** Abby Ferri asks that we continue to support the social media forums in getting the word out about the Northwest Chapter, with a focus on the PDC.

**Professional Development:**

PDC - Diana Stegall reported
- Need to communicate to colleagues, customers, associates and encourage/push registration. Registration is ahead of schedule so far compared to last year PDC.
- Critical to get sponsors as we do not have one of our historic flag ship sponsors for this year’s PDC.
- Program sessions diverse and interesting - including Risk Management of the Grid Iron by keynote NFL Referee speakers, Professional Ethics, pursuing certifications and others.
- Group discounts are available for 5 and over registrations for a single company – contact Diana Stegall for registration codes.
- Sponsor early bird registration ends Friday, December 15th.

75th Gala – Christine Western reported
- Light appetizer, plus dinner, two drink tickets (wine/beer only) and a giveaway will be included in the Gala.
- Options for Gala registration are available if some attendees need to separate the Gala offering from the main PDC conference registration.
- Vendors and speakers are planning to attend. Gala registrations will be paid for the speakers who are coming from out of town as part of their included expenses.
- Abby Ferri needs pictures from over the years to make a presentation loop to display at the gala event.
- The Chapter is supplementing the cost of the Gala event.

**Nominations and Elections:** John Urban reported that voting will proceed at the Dec. Chapter meeting with the intent to elect Abby Ferri as VP as long as adequate number of Chapter
members is met. Some member at large terms will expire in June 2018 and Board is asked to identify potential candidates and/or recommend those that have come forward looking for service opportunities. Diana Stegall suggested looking at meeting attendance to see if there might be members that have been participating consistently and might have interest in member at large position.

***Post Chapter meeting follow-up regarding VP election – There weren’t sufficient numbers of Chapter members at the Dec. meeting to conduct the VP vote. The VP election will take place through an electronic ballot.

Mentorship: NR.

Membership: Jamison Harrell-Latham submitted committee report. Matt Ader has been recruited to the membership committee and will be available to greet members at Dec. Chapter meeting. Committee is working on establishing a new member welcome platform with a target to complete in January, 2018.

By-Laws Chair: No Report.

Northern Plains – Bill Wuolu reported

- Northern Plains staffed ASSE booth at NRASP event in Nov. in effort to recruit members.
- Frank Richards resigned from Northern Plains board, leaving a member at large position open. Kara Felber will fulfill the remaining time left in this member at large position. The website will be updated with that change.
- Continuing to work with Society to get access to Officer Central for section leadership.
- About 70+ members are currently in the Northern Plains section. Some discussion around meeting logistics, holding a quarterly and then holding a section meeting in conjunction with NRASP. Continuing to try to rotate location and work on communicating to interested parties that they do not have to be an engineer to become a member of ASSE.
- Exploring how to award CEU’s in connection with events like NRASP in the future and to encourage interest/participation in Northern Plains section meetings and membership. Northern Plains leadership is in discussion with Chris Western and Chris Flegel on program planning, logistics and advertising to potential attendees seeking continuing education.
- Still having issue with access to Real Magnet and continuing to pursue access and training for Bill Wuolu and Tony Stoner for Event Expresso with Society. Also need to address the need for position emails for Northern Plains leadership.
- Discussion on Sioux Falls and how Northern Plains leadership maybe able to add members.

Student Sections – No reports

Old Business - None

New Business –

- ASSP Name Change to occur at June PDC. North Dakota will keep the ASSE display until May MN Safety Conference.
  Diana Stegall indicated that there will be displays made available to Chapters. Will be adding booths for the library program as well. Name badges will need to be ordered with
new logo. Chapters with logos are being supported with design help available from Society.
NW may pursue getting the latest display if available from Society as it gets closer to the event date.
- Replacement for delegate will be announced at January meeting following VP voting and Abby Ferri’s resignation from delegate role based on voting outcome.
- Discussion on Dec. meeting and current attendance for future conversation/planning if attendance is low. Do we have a target number for attendance? Consider looking at prior historic December meeting attendance.

Adjournment
- David Abrams made a motion to adjourn.
- Eric Heizman seconded the motion.
- Motion passed unanimously.
Meeting adjourned at 11:22am

Respectfully submitted by
Dawn M. Westin, CSP
Chapter Secretary