Minutes of ASSE Northwest Chapter Board Meeting

Date: January 9, 2018

Call to Order: Meeting called to order by Chris Flegel at approximately 10:26am.

Roll Call

| X | Chris Flegel, President | X | Chris Western, MCOHS Chapter Liaison |
| X | Kurt Von Rueden, President Elect, Program Chair | | Julie Alcorn-Webb, MCOHS Chapter Contact |
| X | Dawn Westin, Secretary | Rick Johnson, Website Manager |
| Scott Huberty, Treasurer | Tim Flint, Scholarship Chair |
| X online | Megan Rooney, Member at Large | X | David Abrams, Awards & Honors Chair |
| | Steve Gutmann, Member at Large | X | Terry Keenan, Government Affairs Chair |
| X | David Abrams, Member at Large | X online | Abby Ferri, Communications/Social Media |
| Adam Board, Member at Large | X | Mark Nichols, Mentorship Chair (as of Jan. 2018) |
| X | Ethan Laubach, Member at Large & Outreach Chair | Diana Stegall, PDC Chair |
| Eric Heizman, Member at Large | Eric Hallerud, Region V RVP |
| John Breskey, House Delegate | Robert Feyen, UMD Student Section Faculty Advisor |
| X | Abby Ferri, House Delegate | X | Jeff Jarvela, UMD Student Section Liaison |
| X online | Jamison Harrell-Latham, House Delegate & Membership Chair | | John Breskey, UW-Stout Student Section Faculty Advisor & By Laws Chair |
| X | John Urban, Past President, Nominations & Elections Chair | Garry Kroft, UW-Stout Student Section Liaison |
| Anthony (Tony) Stoner, Northern Plains Section - Secretary | X | Cary Swenson, MN/SD Safety Council Rep |
| Leif. Schontech, Northern Plains Section – Member at Large | Chuck Clairmont, ND Safety Council Rep |
| X | Matt Ader, Guest | | Bill Wuolu, Northern Plains Section - Chair |
| X | Scott Norman, AIHA Guest |

Secretary’s Report
Meeting minutes from the December 12, 2017 meeting were sent to Board members and also reviewed during the meeting.

- Cary Swenson made a motion to approve the December 12, 2017 Board Meeting Minutes as offered.
- Ethan Laubach seconded the motion.
- Motion passed unanimously.
Treasurer’s Report –

**Financial Report for December**
*Note revenue and expenses listed below are highlights (PDC expenses and revenue not included), a detailed report was submitted by the Treasurer and offered to the Board by email for their review.*

**December** - Revenue $2485, Expenses $1157.43, Balance $21614.87

Revenue Highlights
$1465 - Chapter dues

Expense Highlights
$148 - Region 5 assessment
$35 - Web hosting
$48 – Bank Fees

**December Chapter Meeting Financial Summary** – Revenue $965, Expenses $35.74, Meals $993.04 resulted in a loss of $63.28. It was noted that the December meeting was sponsored but attendance was lower.

**Other Treasurer Notes** –
- PDC Speaker Gifts were selected and purchased – Auto First Aid Kit with NW Chapter logo ($1049.06).
- PDC and Gala registrations are coming in along with minor associated Paypal fees.

December Treasurer Report Approval
- David Abrams made a motion to accept the December Treasurer’s report as submitted.
- Cary Swenson seconded the motion.
- Motion passed unanimously.

**Chair Reporting**

**Program:** Chris Flegel reported -
Feb. 13th PDC - No Chapter meeting scheduled. Student Scholarship Program will be a part of the PDC
March 13th – onsite meeting at Ergodyne and Ergodyne is sponsor. Kurt Von Rueden will work with Abby Ferri on the program topic. Attendance limit will be 60.
April 10th – Capitol Safety – Fall Protection Technical Tour has been confirmed at 3M Redwing.
May 22 – Need Topic and Sponsor.

**Scholarship:** No report.
**Outreach:** No report.
**Awards and Honors**: David Abrams reported that Jamison’s candidate package was submitted to Region V. David will not be available at the PDC to complete the presentations of the long term service awards. David Abrams will send the long term member certificates and order plaques to send to Chris Flegel.

**Government Affairs**: Terry Keenan reported that both Silica and Walking Working Surfaces are in legal process. Limited information is coming out in general.

**Communications/Social Media**: All are asked to get the word out about the Northwest Chapter upcoming PDC through their personal social channels.

**Professional Development**

PDC – Chris Flegel reported

- Registration prices went up in late Dec. Registration is at about 100 with all attendees/vendors etc. Last year was 192 attendees plus about 30+ exhibitor sponsors.
- Call for sponsors continues with premier spot for higher level exhibitors. Our historic flag ship sponsor will be exhibiting at lower level for this year’s PDC.
- Board is asked to make individual invitations to colleagues/coworkers/other professionals.
- Pace Lab has recently been sold to EMSL and is suggested as a potential exhibitor.

75th Gala – Christine Western reported

- Registrations are coming in for the Gala.
- Reminder - Abby Ferri needs pictures from over the years to make a presentation loop to display at the gala event.

**Nominations and Elections**: John Urban reported that voting will proceed at the January Chapter meeting with the intent to elect Abby Ferri as VP as long as adequate number of Chapter members (25 ASSE) and 5 Board members is met. Jeff Jarvela has informally accepted role as House of Delegate to fill the expected vacancy if/when Abby Ferri is elected to VP. John Urban, Jamison and Adam Board will be meeting in Jan. on potential board candidates. Please forward any potential candidate names to John Urban, Jamison Harrell-Latham and Adam Board. Chris provided the SOG (Society Operation Guidelines) for voting process as a reference to the Board.

**Mentorship**: Mark Nichols has volunteered to lead the mentorship program for the Chapter.

**Membership**: Current membership 779 members for NW Chapter, 71, UM Duluth 33 and UW Stout 16. Jamison Harrell-Latham having access issues and is working with Society contacts. Registration code is available for new members – Jamison can provide.

**By-Laws Chair**: Chris was in contact with John Breskey and reported that we need to make by-law changes to NW Chapter ahead of the June date of change. This will take a Chapter vote. No Report. Notification was made to Society in Dec, to indicate that we have proposed changes. Last review was 3-4 years ago. Question of need for adequate representation in vote for **Northern Plains** – Chris Flegel reported
• NW Chapter is supporting Northern Plains exhibiting at the North Dakota Safety Conference in Feb. 20-22nd. Northern Plains Bill Wuolu will staff and additional local NW Chapter members are being asked to consider staffing.

**Student Sections:** No reports

**Old Business** - None

**New Business** –
• Name change is progressing in June but each Chapter is required to make a by-law change in order to make the name change.

**Adjournment**
• David Abrams made a motion to adjourn.
• John Urban seconded the motion.
• Motion passed unanimously.
Meeting adjourned at 11:13am

Respectfully submitted by
Dawn M. Westin, CSP
Chapter Secretary

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1/9/2018 Northwest Chapter ASSE January Chapter meeting proceedings.
Vice President vote for NW Chapter ASSE

An ancillary Northwest Chapter ASSE meeting was opened at 12:22pm by Chris Flegel on Jan. 9, 2018 during the convened Northwest Chapter January meeting.
Chris introduced the intent of the meeting to complete a vote to replace outgoing Northwest Chapter ASSE Vice President (VP), Jennifer Carlson who vacated the VP position due to a job relocation. Chris indicated that there is a single VP candidate – Abby Ferri.
• A nomination was made by Nathan Gruman to elect Abby Ferri as Vice President of the NW Chapter of ASSE to fulfill the vacated 2017-2018 term and continue within the Chapter leadership succession structure.
• David Abrams seconded the motion to elect Abby Ferri to the position of Vice President.
• Chris Flegel called for a vote of the members present to elect Abby Ferri to the position of Vice President. A voice vote was taken and the vote was unanimous to elect Abby Ferri to the position of Vice President of the Northwest Chapter of ASSE.

David Abrams made a motion to adjourn the meeting.
Brian Alexander seconded the motion to adjourn.
Motion passed unanimous.
Meeting was adjourned at 12:24pm.