Minutes of ASSE Northwest Chapter Board Meeting

Date: March 13, 2018
Call to Order: Meeting called to order by Chris Flegel at approximately 10:20am.

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>Abby Ferri, 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>
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<td>David Abrams, Awards &amp; Honors Chair</td>
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<td>X</td>
<td>Megan Rooney, Member at Large</td>
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<td>Terry Keenan, Government Affairs Chair</td>
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<td>X</td>
<td>Steve Gutmann, Member at Large</td>
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<td>Abby Ferri, Communications/Social Media</td>
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<td>David Abrams, Member at Large</td>
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<td>Mark Nichols, Mentorship Chair (as of Jan. 2018)</td>
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<td>Adam Board, Member at Large</td>
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<td>Diana Stegall, PDC Chair</td>
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<td>Ethan Laubach, Member at Large &amp; Outreach Chair</td>
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<td>Eric Hallerud, Region V RVP</td>
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<td>Eric Heizman, Member at Large</td>
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<td>Robert Feyen, UMD Student Section Faculty Advisor</td>
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<td>John Breskey, House Delegate</td>
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<td>Jeff Jarvela, UMD Student Section Liaison</td>
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<td>Jeff Jarvela, House Delegate</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</td>
<td>Jamison Harrell-Latham, House Delegate &amp; Membership Chair</td>
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<td>Garry Kroft, UW-Stout Student Section Liaison</td>
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<td>John Urban, Past President, Nominations &amp; Elections Chair</td>
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<td>Janie Ritter, MN/SD Safety Council Rep</td>
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<td>Anthony (Tony) Stoner, Northern Plains Section - Secretary</td>
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<td>Chuck Clairmont, ND Safety Council Rep</td>
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<td>Leif. Schonteich, Northern Plains Section – Member at Large</td>
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<td>Bill Wuolu, Northern Plains Section - Chair</td>
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<td>Alex Drake –Member</td>
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Introductions – New member Janie Ritter representing MN Safety Council provided update on MN Safety Council staff changes.

Secretary’s Report
Meeting minutes from the January 9, 2018 meeting were sent to Board members and also reviewed during the meeting.
- Jamison made a motion to approve the January 9, 2018 Board Meeting Minutes as offered.
- Kurt Von Rueden seconded the motion.
- Janie Ritter abstained.
- Motion passed unanimously.
Treasurer’s Report –

Financial Reports for January/February
*Note revenue and expenses listed below are highlights (PDC revenue and expenses are included with the exception of the hotel bill). A detailed report was submitted by the Treasurer and offered to the Board by email and at the meeting for their review.

January - Revenue $14810, Expenses $1883.85, Balance $34,541.02
Revenue Highlights
$1200 - Chapter dues (Dec.)
$11910 - 2018 PDC Registrations
Expense Highlights
$122 - Region 5 assessment
$343.45 - Service awards
$35 - Web hosting
$293.54 – 2018 PDC Paypal &CC
$19.85 - Bank Fees

Jan. Chapter Meeting Financial Summary – Revenue $1680, Expenses $45.93, Meals $1023.08 resulted in a gain of $610.99

Other Treasurer Notes –
- All bills are accounted for in terms of the PDC with the exception of the Hotel bill which has not yet been paid.

January Treasurer Report Approval
- Jamison made a motion to accept the January Treasurer’s report as submitted. Discussion called for and requested by Chris Flegel. Question raised - Should the bank fees stay in the “Other” expense category? For tax purposes Chris Flegel indicated that it is not currently entered in the correct spot for that used to complete the final Society financial report. Request made to Treasurer to contact Society to confirm correct location for these fees.
- David Abrams seconded the motion to accept the January Treasurer’s report.
- Motion passed unanimously.

February - Revenue $21,205 Expenses $1809.68, Balance $53,936.34
Revenue Highlights
$0 - Chapter dues (will not go in until the end of March)
$21,045 – 2018 PDC Conference
$160.00 – March meeting registrations
Expense Highlights
$50 – PDC Student Poster Contest
$647.34 – PDC Paypal & CC fees
$1105 – Student support for PDC registration
Other Treasurer Notes – Outstanding check ($343.45) reconciled for Service awards reimbursements.

February Treasurer Report Approval
- Abby Ferri made a motion to accept the February Treasurer’s report as submitted.
- Kurt Von Rueden seconded the motion.
- Motion passed unanimously.

Chapter Financial Meeting Summary – monthly meetings tracking reasonably well and expect to be at or near even at end of Chapter fiscal year. Sponsors continue to be key to positive meeting financial outcomes.

November – no meeting
December – $-63.28
January - $610.99
February –$ 9139.01 (hotel bill not paid, approximately $5K in profits anticipated)

Chair Reporting

Program: Chris Flegel reported -
April 10th –Capitol Safety – Fall Protection Technical Tour has been confirmed at 3M Redwing. May 22 –Abby Ferri is arranging for the topic. Sponsor still needed. David Abrams will explore going to the new Vikings Training facility as a potential May event and circle with Abby.

Scholarship: No report.

Outreach: No report.

Awards and Honors: David Abrams reported that he submitted Jamison Harrell-Latham’s Region V candidate package after the deadline and has heard no further information. Chris Flegel added that he believed the Region V SPY had been awarded, but did not recall winner. Chris will send the physical awards back to David Abrams to complete the send out of the awards that were not presented at the PDC.

Government Affairs: Terry Keenan reported MN OSHA is approving D Walking Working Surfaces are in legal process. Ladders are a significant change.

Communications/Social Media: Abby Ferri continues to push content through multiple social media channels.

Professional Development:
PDC – Chris Flegel reported (Note - formal report will be attached to March meeting minutes)
- Overall good feedback. Keynote speakers were popular and message was a good tie in to the safety profession.
- 28 booths with 1 platinum; 2 silver; and 6 bronze sponsors
- 220 Attendees in total.
- Board agreed that Chris Flegel will approach hotel for remedy to the situation where a rodent was loose during an active presentation session.
- Next year PDC, new venue is under consideration. Heat, Failure to fill water, Rodent, and Parking were noted as issues for attendees in connection with the current venue.
Chris Flegel is chairing PDC for 2019 and will take these items under consideration in planning.
  - Gala 75th – 41 attendees.

Student Support - Discussion held on meeting Risk Control students at Stout to provide support based on their work/school schedule demands. Planning for event at Stout will be included in 2018-2019 Chapter activities.

**Nominations and Elections:** John Urban reported - 7 candidates for 3 MAL, HOD 2 positions (Megan R and Jeff Jarvela running for both), John Breskey running for VP, Scott Huberty is running against himself. John Urban will reach out to Chapter services in next week to provide logistics on the ballot/voting and send out to Chapter members to meet 30 day requirement.

**Mentorship:** No report.

**Membership:** Jamison Harrell-Latham reported - Current membership at 903 members for NW Chapter. Need a replacement for the membership chair in the future as Jamison will no longer cover membership chair when he moves to next board role. Jamison remarked that reinstatement of “new member” identification, jobs and introductions during Chapter meetings would be beneficial. Also encouraged board members to greet and spread out in the room during future Chapter meetings.

Note: Code for free lunch for new members is “newmember” (lower case).

**By-Laws Chair:** By-Laws vote for American Society of Safety Professionals (ASSP) name change planned for end of March Chapter meeting 3/13/2018 (5 board and 25 members needed to vote). Last review of By-Laws was 3-4 years ago.

**Northern Plains** – Chris Flegel reported
  - Working to connect with North Dakota professionals. Exploring an event in fall in the North Dakota area.

**Student Sections:** No reports

**Old Business** - None

**New Business** –
  - Website Template – Green template was selected by Chris Flegel based on prior chapter member input for new NW Chapter website landing front.
  - San Antonio – discussion on whether to have a separate NW Chapter hosted welcome event. Based on feedback, Board is not intending to pursue a separate gathering event specific to the NW Chapter.
  - Sign up for Chapter Luncheon event if attending San Antonio. The NW Chapter will be receiving Platinum award. John Urban is accepting the award. One table with limited seating is reserved at the awards luncheon.
  - HOD – purchase tickets for San Antonio if you need support by the Chapter for this expense.
  - Check ($3000) will be prepared by Kurt Von Rueden for Society to be offered during June PDC.
  - Name change vote is progressing in June but each Chapter is required to make a by-law change in order to make the name change.
Chris Flegel/Jamison Harrell-Latham will make arrangements for April board meeting ahead of the Red Wing 3M Fall tour.

May 8th and 9th need assistance to cover ASSE booth at the MN Safety Conference. Kurt Von Rueden is organizing volunteers.

Chris Flegel and Kurt Von Rueden are going to ROC in April.

Adjournment

- David Abrams made a motion to adjourn.
- Jamison seconded the motion.
- Motion passed unanimously.

Meeting adjourned at 11:29am

Respectfully submitted by
Dawn M. Westin, CSP
Chapter Secretary

3/13/2018 Northwest Chapter ASSE March Chapter meeting proceedings.

By-Laws change vote for NW Chapter ASSE to accept name change from American Society of Safety Engineers (ASSE) to American Society of Safety Professionals (ASSP).

March Northwest Chapter ASSE meeting was opened at 11:56am by Chris Flegel on March 13, 2018.

Following meeting opening remarks, Chris Flegel introduced the By-Laws Change vote to address the name change from American Society of Safety Engineers (ASSE) to American Society of Safety Professionals (ASSP). It was confirmed that 5 Board members were present and 25 Chapter members were represented based on March Chapter meeting sign-in sheet.

Chris Flegel called for a member to make motion in connection to the vote on the name change.

- Kay Sargent made a motion to change the name of the ASSE to ASSP.
- David Downs seconded the motion.
- Discussion called for, No Discussion offered.
- Chris Flegel called for a voice vote on the motion, a single “nay” vote was voiced and noted, all other voice votes were in favor.
- The motion to change the name of the ASSE to ASSP was approved.

Rick Johnson made a motion to adjourn the meeting.
Claudia Graebel-Beerman seconded the motion to adjourn.
Motion passed unanimous.
Meeting was adjourned at 12:13pm.

Respectfully submitted by
Dawn M. Westin, CSP
Chapter Secretary