Minutes of ASSE Northwest Chapter Board Meeting

Date: May 15, 2018
Call to Order: Meeting called to order by Chris Flegel at approximately 10:20am.

Roll Call

<table>
<thead>
<tr>
<th>X</th>
<th>Chris Flegel, President</th>
<th>Chris Western, MCOHS Chapter Liaison</th>
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<tbody>
<tr>
<td></td>
<td>Kurt VonRueden, President Elect, Program Chair</td>
<td>Julie Alcorn-Webb, MCOHS Chapter Contact</td>
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<td>X</td>
<td>Abby Ferri, Vice President</td>
<td>Rick Johnson, Website Manager</td>
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<td>X</td>
<td>Dawn Westin, Secretary</td>
<td>Tim Flint, Scholarship Chair</td>
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<td>X</td>
<td>Scott Huberty, Treasurer</td>
<td>X David Abrams, Awards &amp; Honors Chair</td>
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<td>X</td>
<td>Megan Rooney, Member at Large</td>
<td>Terry Keenan, Government Affairs Chair</td>
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<td>Steve Gutmann, Member at Large</td>
<td>X Abby Ferri, Communications/Social Media</td>
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<td>X</td>
<td>David Abrams, Member at Large</td>
<td>X Mark Nichols, Mentorship Chair (as of Jan. 2018)</td>
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<td>Adam Board, Member at Large</td>
<td>X online Diana Stegall, PDC Chair</td>
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<td>Ethan Laubach, Member at Large &amp; Outreach Chair</td>
<td>Eric Hallerud, Region V RVP</td>
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<td>Eric Heizman, Member at Large</td>
<td>Robert Feyen, UMD Student Section Faculty Advisor</td>
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<td>X</td>
<td>John Breskey, House Delegate</td>
<td>X online Jeff Jarvela, UMD Student Section Liaison</td>
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<td>Jeff Jarvela, House Delegate</td>
<td>X online John Breskey, UW-Stout Student Section Faculty Advisor &amp; By Laws Chair</td>
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<td>Jamison Harrell-Latham, House Delegate &amp; Membership Chair</td>
<td>Garry Kroft, UW-Stout Student Section Liaison</td>
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<td>John Urban, Past President, Nominations &amp; Elections Chair</td>
<td>X Janie Ritter, MN/SD Safety Council Rep</td>
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<td>Anthony (Tony) Stoner, Northern Plains Section - Secretary</td>
<td>Chuck Clairmont, ND Safety Council Rep</td>
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<td>Leif. Schonteich, Northern Plains Section – Member at Large</td>
<td>Bill Wuolu, Northern Plains Section - Chair</td>
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<td>Alex Drake – Member</td>
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Secretary’s Report
Meeting minutes from the March 13, 2018 meeting were sent to Board members and also reviewed during the meeting. Note – there was no Board meeting in April.

- Megan Rooney made a motion to approve the March 13, 2018 Board Meeting Minutes as offered.
- Janie Ritter seconded the motion.
- Motion passed unanimously.

Treasurer’s Report –
Financial Reports for March and April
*Note revenue and expenses listed below are highlights A detailed report for March and April were submitted by the Treasurer and offered to the Board by email and at the meeting for their review.

March - Revenue $16975, Expenses $37761.14, Balance $23,150.20
  Revenue Highlights
  $3045 - Chapter dues (Jan & Feb.)
  $11910 - 2018 PDC Registrations
  Expense Highlights
  $865.00 - March Meeting Fees
  $510.60 – Travel expense ROC
  $3708.56 – Student’s
  $70 - Web hosting (Jan./Feb.)
  PDC Follow-on
  $26,000 – Hotel
  $4049.35- Speaker fees
  $2916 - PDC event
  $41.30 Paypal &CC
  $316.00 – Region 5 Assessments Jan./Feb.

Other Treasurer Notes –
  • March marked end of the fiscal year.
  • Payment to the hotel cleared and the check to ASSE foundation cleared.

March Treasurer Report Approval
  • Ethan Laubach made a motion to accept the March Treasurer’s report as submitted.
  • Abby Ferri seconded the motion to accept the March Treasurer’s report.
  • Motion passed unanimously.

April - Revenue $2115 Expenses $4117.53, Balance $21,147,67
  Revenue Highlights
  $1500.10 - Chapter dues
  $609.00 – April meeting registrations
  Expense Highlights
  $26.79 – PDC Paypal & CC fees
  $1826.26
  $511.20- SD Safety Council
  $1000- Boat Cruise Deposit
  $521.18 – Administrative Expenses ($504 was check issued in 2017 to Northern Plains section that was cashed. The remaining was for shipping costs to send long term service awards.
  $35 –Webhost
Other Treasurer Notes – Kurt VonRueden will take the $3000 check for Society from Scott Huberty following the May Board meeting.

April Treasurer Report Approval
- David Abrams made a motion to accept the April Treasurer’s report as submitted.
- Megan Rooney seconded the motion.
- Motion passed unanimously.

Chapter Financial Meeting Summary – monthly meetings continuing to track but May will be a loss. April was profitable meeting. Focus on securing sponsors continues to be key to positive meeting financial outcomes.

April – $605 revenue - meeting was profitable

2017-2018 Budget Summary – Deficient was planned for 2017-2018 budget and loss was less than planned. Officer travel. $500 social event not conducted, speaker gifts, PDC had additional income lending to an overall, $1000 more in dues. Boat Cruise did not spend budget. Travel budget was over budget.

2018-2019 Proposed Budget
- PDC is proposed for an increase from $41K to $43K
- Boat cruise will remain in the budget and expense will be listed at $3000 income.
- With inclusion of Boat Cruise, revenue planned for $69,715
- Officer travel budget was reduced based on location of Regional meeting.
- Final budget proposes a $135 profit for 2018-2019 fiscal year.

- David Abrams made a motion to approve the 2018-2019 Budget as proposed (with added $3000 income as discussed and noted)
- Janie Ritter seconded the motion.
- Motion passed unanimously.

Chair Reporting

Program: May 15 – Abby Ferri arranged the topic – Multi-culture focus.
Scholarship: No report.
Outreach: No report.
Awards and Honors: David Abrams will begin working on SPY for 2018-2019
Government Affairs: Terry Keenan reported that Subpart D is gaining some momentum, ladder safety is contentious, letters of interpretation are being pursued. Dates of interest:
• Installing personal fall arrest or ladder safety systems on new fixed ladders over 24 feet and on replacement ladders/ladder sections, including fixed ladders on outdoor advertising structures (November 19, 2018),
• Ensuring existing fixed ladders over 24 feet, including those on outdoor advertising structures, are equipped with a cage, well, personal fall arrest system, or ladder safety system (November 19, 2018), and
• Replacing cages and wells (used as fall protection) with ladder safety or personal fall arrest systems on all fixed ladders over 24 feet (November 18, 2036).

(source: https://www.osha.gov/walking-working-surfaces/ 05-22-2018)

Letter of support was given by NW Chapter on the Distracted Driving legislation.
Fed. OSHA indicates State Plan states are required to electronically reporting July 2018. Exclusions are still in question.

Communications/Social Media: Abby Ferri reported – Social Media is good.

Professional Development: No report.

Programs: - Abby Ferri reported: Planning is under way schedule near finalization.
PDC – Chris Flegel reported Recap meeting and transition meeting is going to be held at TBG May 18th at 3:00pm. Requested speaker ideas for 2019.
• Boat Cruise August 1st. Grainger wants to sponsor the whole event, others local companies still want to sponsor and NW want to have that. Discussion on use of a sponsorship level matrix in order to have some separation. Committee will be taking this under consideration and will bring proposal in June. Vint Johnson is representing, Scoot Lu representing AHMP. RIMS – Risk Insurance Management Systems may also be invited and would sponsor their members. OHN group was also contacted with an invitation. 160 people is the maximum for the Boat Cruise. MN Safety Council will help advertise.

Nominations and Elections: Chris reported – John Breskey was elected as VP, David Abrams, Victorio Angulo-Escudero and Bill Wuolu (Northern Plains Section) will all be members at large for the Board in 2018-2019. Jeff Jarvela and Megan Rooney were elected as House Delegates of the Northwest Chapter.

Mentorship: No report.

Membership: No report

By-Laws Chair: No report

Northern Plains:
• Bill Wuolu is continuing as the chair in 2018-2019 following a decline from the recently nominated member.

Student Sections: No reports

Old Business - None

New Business –
• Delegates Abby Ferri and Kurt VonRuden are covering delegate responsibilities for Jeff Jarvela and John Breskey and will address proxy form.
• Transition Meeting – planned for June 28 11am to 1:30pm at TBG.
Adjournment

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

Meeting adjourned at 11:21am

Respectfully submitted by
Dawn M. Westin, CSP
Chapter Secretary