



Minutes of ASSE Northwest Chapter Board Meeting

Date: June 28, 2018

Call to Order: Meeting called to order by Chris Flegel at approximately 11:44am.

Roll Call

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

Introductions of members present

Secretary's Report

Meeting minutes from the May 15, 2018 meeting were sent to Board members and also reviewed during the meeting.

- Abby made a motion to approve the May 15, 2018 Board Meeting Minutes with correction to name spellings and addition of Megan Rooney and Jeff Jarvela to the nominations and election information.



- John Bresky seconded the motion.
- Motion passed unanimously.

Treasurer's Report –

Financial Reports for May Chapter Financial

*Note revenue and expenses listed below are highlights A detailed report for May were submitted by the Treasurer and offered to the Board at the meeting for their review.

May - Revenue \$1805.00 Expenses \$10998.17, Balance \$11,955.50, net income was -\$9193.17

Revenue Highlights

\$1175 - Chapter dues

\$630 – May meeting fees

Expense Highlights

\$664.12 – May Meeting Fees

\$337.40 – Travel expense Officers

\$124.00 – Region V Assessment

\$35 - Web hosting (Jan./Feb.)

\$5000 – MSC Safe Kids, ASSP Foundation

\$4000 - Scholarships

\$28.82 Paypal &CC

\$39.93 – Bank Fees

Other Treasurer Notes – Status as the end of May

- June will have additional travel expenses (\$1278).
- Payment to MN Safety Council
- MN Kids and ASSE Foundation were paid in May.
- Admin costs for service awards
- Scholarships were awarded and settled
- A few outstanding checks have not cleared.
- Request for potential expenses in June requested by David Abrams.
- Past year treasurer report was submitted on time to Society for operational year.
- A Chapter Financial audit was proposed and will be pursued in 2018-2019 operation years. John Breskey offered to lead audit and Dawn Westin and Ethan Laubach will also participate and Scott Huberty will also be present. with goal to complete by August 1.
- Chapter board members offered feedback on current financial status and consideration of balance. Officer travel is still a significant spend.
- Taxes will be paid by post marked August 15th and Scott Huberty will submit on behalf of the Chapter to IRS and Society

May Treasurer Report Approval

- John Breskey made a motion to accept the May Treasurer's report as submitted.
- Ethan Laubach seconded the motion to accept the May Treasurer's report.
- Motion passed unanimously.



Chapter Financial Meeting Summary –Focus on securing sponsors continues to be key to positive meeting financial outcomes.

May Meeting – \$630 revenue, expenses \$692.94 - meeting was loss of \$62.94

2018-2019 Financial Notes:

Chair Reporting

Program: No report.

Scholarship: No report.

Outreach: No report.

Awards and Honors: No report

Government Affairs: No report

Professional Development: No report

Nominations and Elections: No report

Mentorship: No report.

Membership: No report

By-Laws Chair: No Report

Northern Plains: No report

Student Sections: No reports

Old Business - None

New Business – COMPT Report

- Chris led board members to complete additional input to report in pursuit of Platinum status for the NW Chapter 2017-2018. Final outcome resulted in meeting Platinum threshold. Chris will finalize report and submit on behalf of Chapter by June 30th.
- Scott Huberty indicated a new opportunity to engage Eau Claire area by speaking and promoting ASSP.
- Other notes:
 - New board members will need to take training on Officer Central related to their role in 2018-2019, but do not complete before July 1st or it will not count for 2018-2019 operating year.

Northwest Chapter PDC

- Chris Flegel is leading PDC this year. The 2019 PDC is tentatively planned to be held again at the Graduate in Minneapolis. Contract has to go to Eric Hallerude (Region V) for approval due to amount. Mystic Lake as a potential candidate was offered by Jannie Ritter. The Saint Paul U of MN location was also explored again.
- Chris called for additional PDC committee members. Chris will start formal planning meetings in July.

PDC Society 2019



- New Orleans 2019 Society PDC - John Urban, Chris Flegel (both automatic delegates) Megan Rooney and Jeff Jarvela – House of Delegates. Flights and reasonable expenses are available for reimbursement by Chapter.

Monthly Programming

- Boat cruise (Saint Paul Paddleford) is on the website. Chris indicated that previous information on the members affiliation has been captured. Chapter may consider more purposeful outreach or promotion of ASSE during the cruise. Sponsorship opportunities are open and available for registration. Grainger's request for single sponsor for boat cruise was declined, but is still considering participating as a sponsor and look at additional sponsorship opportunities in 2018-2019.
- September – Jim Krueger, MN OSHA is planned speaker. Suggestion is to pursue a specific topic area and opportunity for Q&A.
- Members brought forward a suggestion for a combined October 9th meeting and technical tour to the Wisconsin Occupational Health lab tour. Board held discussion and are willing to promote it but will still hold October Chapter meeting. Ideas for Oct, topic Fire Prevention, September will make ask for donations that are collected for the Leadership conference.
- ASSP Roll-out activity will be considered for Boat Cruise (announcing, September – show website and ASSP.org).
- November – Fairbult center for Business and Industry (South Central) is interested in hosting the NW Chapter Nov. meeting. Potential for a collaboration with RIMS. Topic is not yet set – Telemedicine panel under consideration.
- Dec. – Kirekey – Lockout Tagout topic – speaker and sponsor
- January – Target hosted tour/speaker, proposed for downtown location.
- Feb. PDC
- March – Ergodyne proposed
- April – 3M Red Wing - Walking Working Surfaces
- May – Bay West proposed for Fridley and topic suggested Ticks, Toxics Plants
- Other Ideas:
 - Safety Ted Talk – suggested speaker Jill James – Vivid Learning Systems
 - Airport International Guard – suggest special event/tour, topic related to occupational safety in the military
- Abbi to provide google doc link and access to summary of safety events, potential sponsors, Chapter events.

Northern Plain – Bill Woulu will remain as Chair for the Northern Plains section. NW Chapter will continue to support the registration page and CEU issuance. Propose to expand for into Eastern ND. June 29, 2018 review of Chapter roster, 30% of chapter dues for their members will be provided to the Northern Plains in July as indicated in our current NW Chapter by-laws.



Chris Flegel President offered final board thank you message for all of the NW Chapter volunteer efforts in 2017-2018.

ASSP Website Officer Central Review and Navigation – note the leadership training is not yet active for the new year. Bill Wulu is confirmed to Chapter Leadership meeting.

New President Message (Kurt VonRuden) – Thanked board for their efforts in support of the Chapter in 2017-2018.

- Focus of a succession planning is an important
- Campaign – “What ASSP means to me” as a way to improve outreach to members
- Improve our efforts on committee reports
- PDC planning committee succession
- Platinum Status is still a goal for our Chapter in 2018-2019 operational year.

Adjournment

- Jeff Jarvela made a motion to adjourn.
- John Breskey seconded the motion.
- Motion passed unanimously.

Meeting adjourned at 2:15pm

Respectfully submitted by
Dawn M. Westin, CSP
Chapter Secretary