



# Minutes of ASSP Northwest Chapter Board Meeting

**Date:** September 11, 2018

**Call to Order:** Meeting called to order by Kurt Von Rueden at approximately 10:18am.

## Roll Call

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

## Introduction of members present

### Secretary's Report

Meeting minutes from the Northwest Chapter Board-Transition 6.28.2018 meeting were sent to Board members and also reviewed during the meeting.

- Bill Wuolo commented that disbursement has not been made to Northern Plains as of 8/29/2018. Scott Huberty indicated in financial report communication that payment will be made in September.



- Abby Ferri made a motion to approve the Northwest Chapter Board-Transition 6.28.2018 meeting minutes with correction of name spelling.
- John Urban seconded the motion.
- Motion passed unanimously.

## **Treasurer's Report**

**Balance as of 9/1/2018 - \$16010.01**

### **Financial Report -July & Aug. Chapter Financials**

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

**July-** Revenue \$1410.00, Expenses \$205.02, Balance \$12791.71, Net income -\$1204.98

#### Revenue Highlights

\$1070.00 – June Chapter dues

\$0 – June meeting fees

\$340.00 - Boat Cruise

#### Expense Highlights

\$15.17 – Boat Cruise

\$110.00 – Region V Assessment

\$35 - Web hosting

\$44.85 - Bank Fees

**August** - Revenue \$3455.00 Expenses \$236.70, Balance \$16010.01, net income was \$3218.30

#### Revenue Highlights

\$755- Chapter dues

\$20 – Sept. meeting fees

\$2680.00 - Boat Cruise

#### Expense Highlights

\$78.00 – Region V Assessment (July)

\$83.76 – Boat Cruise

\$40.34 – Bank Fees

\$35 - Web hosting

### **July/August Treasurer Report Approval**

- Chris Flegel made a motion to accept the July/August Treasurer's report as submitted.
- Bill Wuolu seconded the motion to accept the July/August Treasurer's report.
- Motion passed unanimously.

### **Other Treasurer Notes –**

- Transition of financial responsibilities still need to move from Chris Flegel to Kurt Von Rueden.



- Chapter Financial Audit – An audit was conducted by John Breskey, Scott Huberty and Dawn Westin based on *ASSP Chapter Accounting Standard Operating Guidelines June, 2018* document criteria on 7/13 and 8/10/2018.
  - Reviewed the outcomes and recommendations of the financial audit with Board members present. A summary of the audit was also provided to the board prior to the meeting.
  - Specific observations related to guidance per diem levels (\$50) and application of per diem resulted in a need for further board review.
  - Recommendation to change the reimbursement form to add check number, date of payment, account category and use for all future payment disbursements will be pursued.
  - The current ASSP guidance threshold for dual check signature/approval (\$100) was discussed. Board considering a threshold of \$500 and to use a sign off on the reimbursement form with two approvals,
  - John Breskey to lead further efforts address audit items and development of financial related SOG's.

**Chapter Financial Meeting Summary** – Summary will be provided at next board meeting as September is first meeting of the year.

**Chair Reporting** – Kurt Von Rueden indicated that he will be confirming all current chair positions and will have further discussion on filling membership chair position.

**Program:** Abby Ferri reported and provided a summary of the year's scheduled events and some additional events/activities under consideration.

**Scholarship:** Tim Flint (report provided to Board at meeting). Garry Kroft, Jeff Jarvela, Tim Flint on scholarship committee. Application under update by committee. The 2019 Scholarship announcement will be posted in September 2018. Kurt Von Rueden will provide feedback to committee on general intent to maintain \$4000 amount and suggestion for award strategy.

**Outreach:** No report.

**Awards and Honors:** No report

**Government Affairs:** Chris Flegel reported in place of Terry Keenan. Expectation from MN Safety Council is that hands-free driving is headed to pass. Abby Ferri noted that our December Chapter speaker is focused on this area of safety.

**Professional Development:** No report

**Nominations and Elections:** John Urban and Chris Flegel

**Mentorship:** No report.

**Membership:** Keith Lorenz attended and is considering assisting with membership committee.

**By-Laws Chair:** No Report

**Sponsorship Chair:** No Report

**Northern Plains:** See below.

**Student Sections:** No reports.

**PDC Committee:** Chris Flegel reporting – Dr. Ludwig, Michael Melnick are key note speakers. Paul Serrifini (Uponor) and Aaron Dean have also been confirmed as speakers. Website has



been updated with “call for speakers” with a dedicated PDC email, but still needs forms. Venue contract for Mystic needs to be signed by Kurt and Region 5 VP. Kurt Von Rueden and Chris Flegel will see the Region 5 VP at upcoming ROC committee meeting and will gain signature there if possible. Three breakout rooms with the vendors in the back of the main area is being planned layout. Mystic Lake venue is new construction. Chris Flegel noted that technical pricing is high, but overall cost is expected to yield a good outcome for the PDC.

#### **Old Business - None**

**New Business** – Kurt Von Rueden to communicate expectations to board member on chair reports. Outlook invites will be used for future meetings to ensure all board members are reached and board meetings are input to calendars.

#### **Monthly Programming**

- October – Alternatives to LOTO: Understanding ANSI Z244 and Trapped Key Interlock
- November – Fairbault Center for Business and Industry (South Central), Topic: Robotics Safety. Meal arrangements still need to be addressed.
- Dec. – Distracted Driving & the Safety Pro's Role in Legislation
- January – AIHA/ASSP joint meeting. Potential topics/speakers: Safety and IH dueling Ted tech talks, Vivid Learning, David Rumsey.
- Feb. PDC
- March – Ergodyne - topic still needed, host location and food covered by Erodyne
- April – 3M Red Wing - Walking Working Surfaces and Ladder Safety Devices. Host location and food covered.
- May – Bay West proposed for Fridley and topic suggested Ticks, Toxics Plants and Poisonous Animals.
- Other – Duluth Safety Day, Mankato Regional Safety Day, SD and ND Safety Conferences for other potential events.

**Northern Plain** – Bill Woulu reported - 92 members, regional conference is coming up Sept. 27 and now a co-sponsor for Nov. conference and ND Safety Conference in Feb. NW Chapter will continue to support the registration and CEU issuance. Need people at the meetings. Collaborating with the Northern Region and other partners to expand and extend ASSP reach.

#### **Adjournment**

- John Breskey made a motion to adjourn.
- Abby Ferri seconded the motion.
- Motion passed unanimously.

Meeting adjourned at 11:26am

Respectfully submitted by  
Dawn M. Westin, CSP  
Chapter Secretary