



# Minutes of ASSP Northwest Chapter Board Meeting

**Date:** November 13, 2018

**Call to Order:** Meeting called to order by Kurt Von Rueden at approximately 10:30am.

## Roll Call

X	Kurt Von Rueden, <i>President</i>		Chris Western, <i>MCOHS Chapter Liaison</i>
	Abby Ferri, <i>President Elect, Program Chair</i>		Julie Alcorn-Webb, <i>MCOHS Chapter Contact</i>
X-online	John Breskey, <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 &amp; Honors Chair</i>
	Bill Wuolu, <i>ASP CHST, Member at Large</i>		Terry Keenan, <i>Government Affairs Chair</i>
X	Victorio Angulo-Escudero <i>Member at Large</i>		Abby Ferri, <i>Communications/Social Media</i>
	David Abrams, <i>Member at Large</i>	X	Mark Nichols, <i>Mentorship Chair</i>
X-online	Adam Board, <i>Member at Large</i>	X	Chris Flegel, <i>PDC Chair</i>
	Ethan Laubach, <i>Member at Large &amp; Outreach Chair</i>	X	Keith Lorenz, <i>Membership Chair</i>
	Eric Heizman, <i>Member at Large</i>		Eric Hallerud, <i>Region V RVP</i>
X-online	John Breskey, <i>House Delegate</i>	X-online	John Breskey, <i>By-Laws Chair</i>
X-online	Jeff Jarvela, <i>House Delegate</i>		Robert Feyen, <i>UMD Student Section Faculty Advisor</i>
	Megan Rooney, <i>House Delegate</i>	X-online	Jeff Jarvela, <i>UMD Student Section Liaison</i>
	John Urban, <i>House Delegate</i>	X-online	Dr. Brian Finder, <i>CIH, UW-Stout Student Section Faculty Advisor</i>
X	Chris Flegel, <i>House Delegate</i>		Garry Kroft, <i>UW-Stout Student Section Liaison</i>
	Bill Wuolu, <i>Northern Plains Section - 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>		

## Introduction of members present

## Secretary's Report



Meeting minutes from the Northwest Chapter October Board Meeting 10.09.2018 were sent to Board members and also reviewed during the meeting.

### **Secretary Report Approval**

- Janie Ritter made a motion to approve the Northwest Chapter Board-Transition 10.09.2018 meeting minutes with no changes.
- Scott Huberty seconded the motion.
- Motion passed unanimously.

### **Treasurer's Report**

**Balance as of Oct. 31, 2018 - \$12245.87**

### **Financial Report -October Chapter Financials**

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

**October-** Revenue \$2125.00, Expenses \$3113.87 Balance \$12245.87, Net income -\$988.87

#### Revenue Highlights

\$1070.00 – October Chapter dues

\$1055.00 – October Meeting fees

#### Expense Highlights

\$806.84 – Chapter meeting

\$1543.73 - Officer Travel

\$110.00 – Region V Assessment

\$537.83 – Exhibitor Fee for South Dakota Safety Conf. 2019

\$35 - Web hosting

\$40.62 – Pay Pal/Credit Card Fees

\$39.85 Bank Fees

\$150.00 – Deposit-In-Transit for Oct. meeting registrations

**September Revised Treasurer Report** - A \$2.00 discrepancy was found in balance of the September treasurer report following its submittal and approval to the Board. The discrepancy was attributed to a paypal credit card fee math error. A corrected version of September Treasurer's report with a balance of \$13,234.74 was offered to the Board for review an approval. Following discussion, it was agreed that the corrected September Treasurer's report would be approved, with the requirement that the corrected report be identified as the "Revised September Treasurer's report" so that it can be identified from the original report. A copy of the re-titled September Revised Treasurer's report will be submitted to the Secretary for inclusion in the Chapter documents.



#### October Treasurer Report and September Revised Treasurer's Report Approval

- Chris Flegel made a motion to accept the October Treasurer's report as submitted and the September corrected Treasurer's report with updated notation of "Revised" in title.
- Victorio Angulo-Escudero seconded the motion to accept the October Treasurer's report and the September corrected Treasurer's report.
- Motion passed unanimously.

#### Other Treasurer Notes –

- Scott Huberty will provide mid-year budget analysis at the December meeting for Board review.

#### Chapter Financial Meeting Summary

- Scott Huberty provided Chapter Financial Summary through October 31, 2018.

#### Chair Reporting

**Program:** Kurt Von Rueden provided update on scheduled events (see below). It was noted that the joint meeting (Thursday, January 17<sup>th</sup>) is still identifying a topic.

**Scholarship:** No report.

**Outreach:** No report.

**Awards and Honors:** No report.

**Government Affairs:** No report.

**Professional Development:** No report.

**Nominations and Elections:** Chris Flegel reported. Canvassing for potential candidates continues for a variety of positions opening up this spring. Elections start in March. Email invite for voting is sent via Society. Approximately 40-60 members have voted previously in Chapter elections and based on information from Society that participation level is viewed as positive. Mark Nichols requested more details on member at large position information. Chris Flegel referred to Chapter by-laws information for the position description.

**Mentorship:** No report.

**Membership:** - Keith Lorenz reported. Membership is up 13 people from August. Requesting one more person for the membership committee to help with new member phone calls, reminder call or email (make personal contact) to those with membership in grace period. Roster still has many on the do not email list (50 members currently) and propose to call the member and explain what their current status is to see if they are interested in opening up communication further. Chris Flegel did indicate that there are three levels of communications at Society based on members selection and that it would help to ensure that the membership committee has a clear understanding of how to help the member get/change to a new level if interested. Some new members from North Dakota. Keith Lorenz is reaching out to Abby Ferri for additional support on recruiting opportunities through social media. Committee proposes setting membership goal of increase of 2%-3% in membership over the operating year. Will continue efforts on retention activities as well. Victorio Angulo-Escudero commented that it would be important to focus on recruiting new professionals entering the field. Mark Nichols remarked that Stout had made



contact for mentorship needs and may be able to get a list of the students there that could be engaged to help them understand how ASSP membership may benefit them. Question to consider is what else do our current members need from the NW ASSP Chapter? Mentorship offerings may spur membership. Committee will continue to develop a new-member orientation program/activities.

**By-Laws Chair:** No Report

**Sponsorship Chair:** No Report

**Northern Plains:** No Report.

**Student Sections:** Report offered to Board electronically by Jeff Jarvela on behalf of UMD Student Section. UMD Student section was choosing attendees for Future Safety Leaders Conference (4-5 participants are expected). \*Jeff Jarvela provided info following the Board meeting that Danielle Wright, Madelynne Zellman, Nicole Holden and Cameron Axberg attended this year's Future Safety Leadership Conference in Chicago. Jeff Jarvela will connect on any dollars that might be needed in support of the recent conference as well as that of the Nov. 2019 conference. Board needs to be more proactive to ensure that student sections are aware of the conferences so they can make plans for attendance.

**PDC Committee:** Chris Flegel reported that

- PDC committee has held two collaboration meetings. One exhibitor has signed up and the registration is open. Chris Flegel is working with Rick Johnson to improve the request fields to ensure the AV and exhibitor set-up/logistics are addressed within the exhibitor registration process.
- Chris Western located an AV Tech service support vendor for approximately \$3500 (note – Mystic Lake had quoted ~\$11K previously). They are familiar with the Mystic Lake venue and can support the PDC conference IT needs. Committee is pursuing contract.
- Diana Stegall is speaking as future ASSP president during lunch and Abby Ferri will speak on WISE (Women in Safety Engineering).
- PDC early bird registration pricing through January 15<sup>th</sup>.
- Still need 4-5 speakers yet for PDC. Speakers will be registering on a separate page. Kurt VonRueden indicated that Melissa Gill has indicated interest in speaking. Chris Flegel indicated that speaker registration process is now available. Adel Abrams and Aaron Dean will be requested as speakers. Mark Nichols offered some thoughts on possible community emergency event response topics and will circle back with Committee on possible presenter.

**Old Business - None**

**New Business –**

- **Best Christmas Ever** – Jason Kunz from 3M requesting collaboration/support from the Northwest Chapter Board for this event. Scott Huberty suggest that members of the board might be able to support. The event is Friday, December 7<sup>th</sup>. Scott Huberty is willing to connect with Jason to gather further information to bring back to the Board and attend the event.

**Monthly Programming**

- December 11th – Distracted Driving & the Safety Pro's Role in Legislation – Tom Geltz



- January 17th – AIHA/ASSP joint meeting.
- Feb. 13<sup>th</sup> PDC
- March – Ergodyne
- April – 3M Red Wing - Walking Working Surfaces and Ladder Safety Devices. 3M to host location and food covered.
- May –Bay West still under consideration for Fridley and topic suggested Ticks, Toxics Plants and Poisonous Animals.

### **Adjournment**

- Chris Flegel made a motion to adjourn.
- Janie Ritter seconded the motion.
- Motion passed unanimously.

Meeting adjourned at 11:32am

Respectfully submitted by  
Dawn M. Westin, CSP  
NW Chapter ASSP Secretary