



Minutes of ASSP Northwest Chapter Board Meeting

Date: January 17, 2019

Call to Order: Meeting called to order by Abby Ferri at approximately 10:15 am.

Roll Call

	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>
X	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>	X	David Abrams, <i>Awards & Honors Chair</i>
	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>
X	David Abrams, <i>Member at Large</i>	X	Mark Nichols, <i>Mentorship Chair</i>
	Adam Board, <i>Member at Large</i>	X	Chris Flegel, <i>PDC Chair</i>
X	Ethan Laubach, <i>Member at Large & Outreach Chair</i>		Keith Lorenz, <i>Membership Chair</i>
	Eric Heizman, <i>Member at Large</i>		Eric Hallerud, <i>Region V RVP</i>
X	John Breskey, <i>House Delegate</i>	X	John Breskey, <i>By-Laws Chair</i>
X on-line	Jeff Jarvela, <i>House Delegate</i>		Robert Feyen, <i>UMD Student Section Faculty Advisor</i>
X on-line	Megan Rooney, <i>House Delegate</i>	X on-line	Jeff Jarvela, <i>UMD Student Section Liaison</i>
	John Urban, <i>House Delegate</i>		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 December Board Meeting 12.11.2018 were sent to Board members and also reviewed during the meeting.



Secretary Report Approval

- Janie Ritter made a motion to approve the Northwest Chapter December Board 12.11.2018 meeting minutes as submitted.
- Ethan Laubach seconded the motion.
- Motion passed unanimously.

Treasurer's Report

Balance as of Dec. 31, 2018 - \$14315.77

Financial Report -December Chapter Financials

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

December- Revenue \$2749.00, Expenses \$1990.66, Balance \$14350.77, Net income \$758.34

Revenue Highlights

\$1485 – November Chapter dues

\$765 – December Meeting fees

Expense Highlights

\$700.27 – Chapter meeting

\$152.00 – Region V Assessment

\$35 - Web hosting

\$32.89 – Pay Pal/Credit Card Fees

\$60.43 Bank Fees

\$995.00 – May 2019 MN Safety Conference Exhibit fee

Chapter Financial Meeting Summary

- Scott Huberty provided Chapter Financial Summary through December 2018. Chapter meeting financial status including April/May/Sept./Oct./Nov./Dec. meetings is positive at \$983.63. Hosts and sponsors continue to be a key support for Chapter meeting financials.

December Treasurer Report Treasurer's Report Approval

- David Abrams made a motion to accept the December Treasurer's report as submitted.
- Chris Flegel seconded the motion to accept the December Treasurer's report.
- Motion passed unanimously.

Chapter Financial Budget/Spend Summary Observations (Information includes financial activities as of Dec. 31st. April 31st is end of NW Chapter ASSP fiscal year.

- Dues are tracking as anticipated.
- Monthly meeting fees are down but are off-set by sponsors



- Special Projects – Boat Cruise made a slight profit
- Advertising – Sept. Oct. – Revenue is falling short based on planned revenue
- Total revenue \$19,699.
- Expenses – Lunch/Dinner meetings on track
- Speaker gifts have not been purchased to date. Additional consideration will be given to refresh this area of expense.
- Credit card payment monthly fees have been stable. Suggestion is to evaluate alternate providers or process to manage credit card payments. Some companies are not able to process through Paypal.
- PDC budget was \$35,000
- Region assessment tracking
- Travel/Officer travel is almost fully accounted for and is on track.
- Publicity – exhibiting fees (MN Safety/SD &ND conferences) \$2700 spent against \$2200 budget but technically \$537 went to secure registration price breaks for 2019 SD Safety Conference.
- Safe Kids Collation payment is coming up May
- Admin. – Northern Plains Section fees for membership were paid and were slightly over plan. Consider increase to \$600-\$650 for 2019 budget to accommodate growth of section.
- Scholarship -\$2000 designated for Leadership support, NW PDC support, April Student Day. 10 UMD students – expect \$500 for hotels and \$500 for registrations. Still waiting for Stout and U of MN students. Proposing \$500 for Stout and \$500 for U of MN
- Bank Fees – on track
- Web Hosting – on track
- If PDC revenue and expenses track as planned, outcome would be a net neutral

Chair Reporting

Program: Abby Ferri reporting – Programming is on track.

Scholarship: Report offered to Board electronically by Tim Flint on behalf of Scholarship committee. Pending Actions:

- Deadline coming up.
- MN Safety Conference address will continue to be used as submittal address for scholarship.

Outreach: No report.

Awards and Honors: David Abrams reported that he will connect with Bill Wulu to complete the Chapter SPY award candidate submission.

Government Affairs: Scott Huberty reported on behalf of Terry Keenan.

Scott Huberty has been reappointed to the MN OSHA Advisory Council for three year term. Distracted driving bill is making another run and there is a call for what other advocacy opportunities for the Chapter to support. Chapter will pursue.

Professional Development: See PDC Committee report below.



Nominations and Elections: Chris Flegel reported, there is a potential candidate interested in member at large or delegate position. Continue to canvas for potential leaders.

Mentorship: Mark Nichols reported he will continue to pursue meeting with membership leadership in Jan./Feb. time frame.

Membership: No Report

By-Laws Chair: No Report.

Sponsorship Chair Report submitted by Tim Flint. Action – Communicate with UMD, UW Stout, and U of MN faculty information on the 2019 NW Chapter of ASSP Scholarship and that the application is now available.

Northern Plains: Chris Flegel provided report that Northern Plains section is gaining some momentum and alignment with ND Safety Council. MOE is in place. Northern Plains will be represented at the ND Safety Conference in Feb.

Student Sections: Report offered electronically by Alliah A. Gilman-Bey for UW-Stout Student Section. Recently organized site visit to Leinenkugel's Brewery for safety improvement tour guided by Matt Leinenkugel (Safety, Environmental, and Project Specialist). Alliah A. Gilman-Bey and Nancy Montanez are organizing a membership drive for the Stout section in February 2019 followed by a Chapter leadership information session in March 2019. They are focused on growing their membership, identifying future leaders for the student section and getting folks involved with ASSP.

PDC Committee: Chris Flegel reported.

- 30 out of 36 proposed sponsors have been tentatively secured.
- 115 Paid.
- Conference registration rate increase occurred - 1/15/2019. Price went from \$199 to \$250.
- Speakers cost expected at \$5000
- AB Tech. Services budgeted at \$3500.
- \$6000 minimum food payments are expected to be met. \$12.50 each for breakout sessions planned.
- Last pushes for sponsors/exhibitors and registrants.
- Resources for poster printing, promotion items will be reviewed at the next PDC planning committee meetings.

Old Business - None

New Business – None

Adjournment

- Abby Ferri 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
NW Chapter ASSP Secretary