



# Minutes of ASSP Northwest Chapter Board Meeting

**Date:** February 19, 2019

**Call to Order:** Meeting called to order by Kurt VonRueden at approximately 11:35 am.

## 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>
X	Scott Huberty, <i>Treasurer</i>	X	David Abrams, <i>Awards &amp; Honors Chair</i>
X online	Bill Wuolu, <i>ASP CHST, Member at Large</i>	X	Terry Keenan, <i>Government Affairs Chair</i>
X online	Victorio Angulo-Escudero <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</i>
	Adam Board, <i>Member at Large</i>	X	Chris Flegel, <i>PDC Chair</i>
X	Ethan Laubach, <i>Member at Large &amp; 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>		John Breskey, <i>By-Laws Chair</i>
	Jeff Jarvela, <i>House Delegate</i>		Robert Feyen, <i>UMD Student Section Faculty Advisor</i>
X	Megan Rooney, <i>House Delegate</i>		Jeff Jarvela, <i>UMD Student Section Liaison</i>
X	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>
X - online	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 January Board Meeting will be approved at March meeting.



## **Treasurer's Report**

Financial Report -January Chapter Financials will be sent prior to March meeting and will be delayed for approval until March Board meeting.

Board members were offered a proposed budget plan for 2019-2020 by the Treasurer along with a 2019 PDC Financial Summary (to date) for their review during the meeting.

Discussion were held on 2019-2020 proposed budget. Budget year runs from April 1<sup>st</sup> to March 31<sup>st</sup>. Plan is to review proposed budget and approve with changes before April 1<sup>st</sup>.

Proposed Revenue (Total) – \$65050

- PDC proposed - \$40,000

Proposed Expenses – \$65494

Proposed Net - \$556 dollars

### **Proposed Budget Notes:**

- 1) Request to raise the awards to \$700
- 2) Noted typo - \$32000 in Feb. meetings expense should be 30000.
- 3) Officer travel - \$7000 (delegates to National, Spring Rock, Leadership conference and fall Rock). Current expense was \$6500. Proposed to raise to \$7000.
- 4) Boat Cruise - \$3000 will off-set same expenses
- 5) Publicity – MN, SD and ND shows at \$2200 and will remain consistent for the 2019-2020 budget.
- 6) Special Projects - \$800 for new booth and \$2000 for Safe Kids (presented at the MN Safety Conference
- 7) Admin –proposed for label name tags, Chapter Officer name tags, additional consideration for an officer/board garment item with the Northwest Chapter logo.
- 8) Scholarships – Student Scholarships remaining at \$4000 – no change. The Society foundation scholarship/or an alternate endowment is planned at \$3000. Consider an alternate or new endowment for scholarship at \$30K over time. Suggestion is to consider a specific honoree. Text to donate is a new avenue that can be supported by National. Proposed \$2000 for Student support for Future Safety Leaders, support to PDC and other related support.
- 9) Bank Fees – raised to \$42 from ~\$30 to address general increase in fees.
- 10) Webhosting – fee remains the same at \$35 per month with no change expected from Society.

Request for current year and proposed budget comparison to address where to consider changes due to the expected increase in revenue from the 2018-2019 PDC.

## **Other Financial Actions**

Motion made by Abby Ferri to have Chris Flegel attend SD Safety Council on April 23<sup>rd</sup> 2019 at cost of \$125 to cover the registration fee. **David Abrams** seconded the motion. No discussion. Vote taken, with Chris Flegel abstaining and approved unanimously.



### **PDC Post Event Discussion**

1. Approximately 200 attendees, 3 walk-ins. Revenue of \$28503 for attendees, \$7995 exhibitor and sponsors at \$9000, not all expenses are in yet. \$6000 minimum for Mystic Lake was met and hotels were paid. Speakers were paid. Speaker gift cards were distributed, Waiting for Marnie on to provide total cost for gift cards - expect around \$500.
2. Mystic Lake AV related expenses included stage, electricity and table skirts for the exhibitors were total of \$1480. AVVR, Inc. has not yet invoiced for their service yet. Sales tax and Service fees were applied from Mystic Lake as we are a not for profit entity.
3. The majority of the increase in revenue for the PDC came in form of the reduced expenses associated with the venue, sponsorship support was down from previous year, attendee counts were in line with historic PDC's.
4. Sponsor spaces were all taken. Exhibitor spaces were all fulfilled.

Q1 – Do we move the venue back to the Commons or alternate with a downtown location?

Consensus is to stay at Mystic Lake based on price. The PDC attendee reviews with consideration of the venue specifically were positive, supporting staying at Mystic Lake. Need to also consider whether or not Mystic Lake's terms will remain similar in the coming year.

Q2 – Should we consider an alternate date?

A formal summary of the PDC will be prepared by the PDC Committee.

### **Other PDC comments and suggestions:**

- Noise between exhibitors and audience
- Hold PDC at a different time? Scott likes late Sept.
- Communicating the approaching PDC: have a Communications Coordinator on PDC Committee, rather than use Chapter Secretary.
- End the PDC with a General Session
- Future PDC: At end of day general session give away a trip to the Society PDC.
- Future "President's Address: Recognize past Chapter Presidents and other Chapter members that are leaders at Society level.
- Set up ability for there to be "corporate sponsors" of food or other things.
- Do more to develop corporate sponsors.
- Invite Region 5 RVP and any other Society leaders that we can get.
- Behind the stage: have a bigger backdrop or "visual".
- PDC Committee: "Wal Mart effect": have a greeter and a "system" in place, like what happened this year at the Registration Desk, where there was a plan.
- For next year: get Cargill CEO and Corp. Safety Director to speak at Lunch time.
- Website registration page: have a "box to check" giving permission to share name/info. with vendors.



- Teri Keenan brought up the need to reach out to the GEAPS (Grain Elevator and Processing Society) to target more participation from agriculture-related entities (i.e Land o Lakes). Contact info: 4800 Olson Memorial Highway, suite 150, Golden Valley, MN 55442, 763-999-4300 [info@geaps.com](mailto:info@geaps.com) [www.geaps.com](http://www.geaps.com)
- Consider shortening day, but also still need to consider the number of CEU's that attendees are looking for.
- Victorio Angulo raised being more purposeful in advertising the CEU's in connection with where attendees are coming from with respect to CEU value (i.e save by staying local, and still getting high number of CEU's).
- Cancellation policy will be addressed with the upcoming PDC committee.
- Construction track is also a suggestion.

Forming of the 2020 Planning committee will be a priority and is expected to start in the next month.

### **New Business**

1. Exhibitor booth for Northern Plains was shipped to Northern Plains at \$174 to ship to Northern Plains. Suggestion is to consider purchasing an additional booth and potentially get a new booth by May MN Safety Conference. A new case and booth items estimated at \$350.
2. Opportunity to exhibit at SD Safety Council event in Rapid City, SD was discussed and voted on during the Chapter financial portion of the meeting (see above).
3. David Abrahams provided feedback on the service award recognition plaques and shipping costs for those that are not presented at the PDC – it is expensive. Other options were discussed including: poster recognition, do the plaques important for people, find another overt and public recognition, post to website, post at PDC, awards and honor committee, choice for framed plaque, option for a free meeting, look for alternate ways to proceed with recognition. Award committee will take this on and propose a plan for 2020.

### **Adjournment**

- Chris Flegel made a motion to adjourn.
- David Abrams seconded the motion.
- Motion passed unanimously.

Meeting adjourned at 1:20PM

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