



Minutes of ASSP Northwest Chapter Board/Transition Meeting

Date: June 27, 2019

Call to Order: Meeting called to order by Abby Ferri at approximately 11:05 am. Note – the Roll Call below is based on the 2018-2019 operating year and board member positions as of June 27, 2019. The incoming new members of the 2019-2020 board and their positions are listed at the end of the roll call and are denoted with the year 2019-2020.

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 & Honors Chair</i>
X	Bill Wuolu, ASP CHST, <i>Member at Large</i> (on-line)	X	Terry Keenan, <i>Government Affairs Chair</i>
X	Victorio Angulo-Escudero (on-line) <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>
X	Adam Board, <i>Member at Large</i> (on-line)	X	Chris Flegel, <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>		John Breskey, <i>By-Laws Chair</i>
	John Breskey, <i>House Delegate</i>		Robert Feyen, <i>UMD Student Section Faculty Advisor</i>
X	Jeff Jarvela, <i>House Delegate</i>	X	Jeff Jarvela, <i>UMD Student Section Liaison</i>
X	Megan Rooney, <i>House Delegate</i>	X	Dr. Brian Finder, CIH, <i>UW-Stout Student Section Faculty Advisor</i> On-line
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> (on-line)		Chuck Clairmont, <i>ND Safety Council Rep</i>
	Anthony (Tony) Stoner, <i>Northern Plains Section - Secretary.</i>		



	Leif. Schonteich, <i>Northern Plains Section – Member at Large</i>		
X	Jennifer Ellinwood – <i>Incoming Vice President (2019-2020)</i>	X	Mark Nichols – <i>Incoming Member at Large (2019-2020)</i>
X	Christine Steman – <i>Incoming Member at Large (2019-2020)</i>	X	Jennifer Cougler – <i>Incoming Member at Large (2019-2020)</i>

Introduction of members present

Secretary’s Report

Meeting minutes from the Northwest Chapter May Board Meeting 5.14.2019 were sent to Board members and were also reviewed during the meeting.

Secretary Report Approval

- David Abrams made a motion to approve the Northwest Chapter May Board meeting 5.14.2019 minutes with name spelling correction for Ethan Laubach.
- Chris Flegel seconded the motion.
- Motion passed unanimously.

Treasurer’s Report

Financial Report – May Monthly Chapter Financials & Chapter Meeting Financial Summary (2019-2020)

*Note revenue and expenses listed below are highlights. A detailed report for May was submitted by the Treasurer and offered to the Board at the meeting for their review. In addition, the Treasurer offered the Annual Financial Report for period ending March 31, 2019 for the Board’s reference during the transition meeting discussions.

Balance as of May 31, 2019 - \$21,293.86

2019-2020 Chapter Meetings Financials – Operating at a net profit of \$601.30 to date, this balance includes April 2019 and May 2019 meetings.

April – No fees as hosted by 3M in Red Wing - \$629.50.

May – (\$28.20)

May- Revenue \$1750.00, Expenses \$10650.33, Balance \$21,293.86 Net income (\$8900.33)

Revenue Highlights

\$1080 – April Chapter dues

\$670 – May Meeting fees

Expense Highlights

\$720.52 – May Meeting



\$514.42 – Officer Travel
\$110 – Region V Assessment (April)
\$35 - Web hosting
\$28 – MN Safety Conference May
\$25.85 – Pay Pal/Credit Card Fees (May Mtg.)
\$43.73 – Bank Fees
\$172.03 – Administrative (Bluetooth Speaker)
\$2000 – MSC Safe Kids
\$7000 – Scholarships (\$4000) and ASSP Foundation contribution (\$3000)

May Treasurer’s Report Approval

- David Abrams made a motion to accept the May Treasurer’s report as submitted.
- Megan Rooney seconded the motion to accept the May Treasurer’s report.
- Motion passed unanimously.

Other Treasurer Notes

- May – only Safe Kids is associated with the \$2000 in the line item on Special Project.
- Minor difference between Chapter Financial Summary statement and May Financial Report for PayPal account due to a delayed registration payment, timing was noted and addressed.
- Annual Financial Report Discussion
 - Information offered on Special Projects to include \$2000 Safe Kids, \$3000 ASSP Foundation, and remainder was the Boat Cruise.
 - Administrative – Annual support for Northern Plains is majority of the expense in this area. Request by Board to the Treasurer to add annotation on the expenses in the annual report.
 - Scholarship note - \$1862 were expenses in relation to Student support to attend PDC and Chapter related events.
- General Chapter Financials are tracking in 2019-2020 operating year.
- Recommend a financial audit in 2019-2020 in August time frame. Scott Huberty to initiate audit process.
- Discussion on request from Northern Plains leadership to increase contribution from the Chapter to the Northern Plains Section (NP). Currently the dollars are associated with the roster numbers as of July 1st and 30% of standard dues (essentially \$6.00 per member). In July 2018, NP had 92 members. As of June 27, 2019, Chris Flegel reported there are 106 members in NP. There was discussion to request NP to put general budget items together in July at their NP operation meeting and Chapter Board will consider an increase at the next Chapter Board meeting. David Abrams raised question on the level of control the Chapter Board has of financials for a section. Chris Flegel indicated that Chapter would be expected to know expenditures and income monthly. NP will put budget on their July 9th meeting.



Chair Reporting

Program: Abby Ferri reporting for John Breskey

July - Transition meeting

July – Northern Plains meeting

Aug. 8th – Boat Cruise. Sponsors – 4 paid and several potential sponsors. Some registrations are already coming in. Capacity is 140. Abby Ferri is going to be seeing the president of AHMP and will connect on the Boat Cruise. Occupational Health Nurses and Occp. Physician and RIMS group were also extended an invitation for the cruise.

Sept. – OSHA Update - Jim Krueger will represent. Topic Q&A format will be used again for the meeting. Discussed option for mechanism to request topics/questions from members prior to the September meeting. Place item in the newsletter and send to questions to either John Breskey or Abby Ferri.

Oct. – Tour Joint Air Station. List must be prepared of the attendees to facilitate logistic requirements for the Station prior to the meeting date.

Nov. Dec. – Open. AON being considered with topic of Injured workers light duty/transition.

January – Joint meeting – ASSP is leading this year. Need topic. Suggestions of: Total Worker Health (NIOSH/Marsh McLellan), Active Assailant, Silica in General Industry, Confined Space Myths and Misconceptions considered but also thinking PDC session.

Feb – PDC.

March – Ergodyne to host, topic is open

April – 3M Red Wing offered to host – Confined Space Entry and Gas Detection

May – Open. PDR Clinics potential host.

General Program Notes:

- Members asked to bring additional topics forward, and ways to promote Chapter meetings
- PDC also needs input for session topics as well.
- Other topics - Hands Free regulatory changes, Use “Why I WISE” concepts for quotes and could be used for social media, newsletters, and other communication.

Scholarship: Chris Flegel reported that Dan Hannan is interested in doing another \$1000 one-time scholarship in honor of his father. It would be a similar process to that used in the first scholarship process and is asking for permission and collaboration with the Chapter Board. Consider approach to use a crowd sourcing or member-challenge opportunity to generate funds for the ASSP Foundation. Background: Foundation scholarships have generally been directed to only four-year programs. As our local sections are masters degree programs, our members were not eligible and that is why the Chapter has a separate student scholarship. Prior Foundation money was directed to Tom Pollock son’s scholarship, which is now fully funded. To fully endow a scholarship it must meet \$30K threshold for a \$1000 annual scholarship.

Outreach: Abby Ferri/Ethan Laubach reporting –

- Noted additional promotion of Safe Kids and how the Chapter is connected. Suggestion is to have Safe Kids at a Board meeting to provide summary to Board members. Consideration of making the donation at the Chapter PDC. Alternate plan could be to



have Safe Kids at a Chapter meeting, similar to a sponsor, to help members get more familiar with their mission and activities.

- New ideas on education outreach at high school career days for Safety career outreach. College programs – many are transferred in later in their college path. Increase the women outreach at these booths. Make sure we have men and women representing the Chapter. Ideas for engagement include PPE try-on, photo booth, confined space equipment, detectors, and other hands-on gear and activities.
- Need a new Outreach chair.

Awards and Honors: David Abrams reported and offered options in the agenda:

Long Term Service Awards:

- Decision is to let Society send the certificates directly to the long-term service award recipients.
- Recognize all service awardees at the PDC. Longer service could be considered for invite to luncheon.
- Chapter SPY – Bill Wuolu will be at the September meeting to receive the SPY award.
- Regional SPY – The Chapter did not have a candidate. Direct candidates to David Abrams.
- Publish SPY Criteria more intentionally on the Chapter Website and Newsletter.

Government Affairs: Terry Keenan reported that he has good connection established with Jim Krueger. There were no Government affairs update sat Safety 2019. Terry Keenan will take action to identify the new Society GA contact.

Professional Development: No report

Nominations and Elections: Abby Ferri reported that we need to be thinking about who can be coming into your shoes in the coming year and volunteer pipeline. MN Safety Council's young professional group is a potential resource. Apply emerging professional concept to the Chapter area students. Focus on how to initiate a ChapterWISE for the Chapter. Christine volunteered to be the ChapterWISE representative and help with initiative.

Mentorship: No Report

Membership: Mark Nichols and others noted reporting:

- Mark Nichols has been doing outreach to members whose membership has lapsed. Looking for the right balance of contact to those who are more recently lapsed.
- Chris Flegel - Rapid City, SD is a potential growth area for the Chapter section. SD Safety Council is interested in partnering. Continue with past practice of attending ND Safety Council and other similar types of events to promote membership. Currently NW Chapter is at 939 membership (Gulf Coast is largest Chapter). South Dakota School of Mines has a safety minor.
- John Urban brought up looking at professional designation as a way to promote CEU membership. ASSP members on the roster only convey a professional, associate member, student.
- Mark Nichols has contacted the leadership at the Student sections (Stout, UMD, UofMN) on membership outreach and converting their existing student memberships.



- Duluth suggested for a Chapter and Student focused meeting. Could possibly align this with the Northern Regional Safety Day in Duluth (late September). Also considering a Student connection day with NW Chapter Board members and a follow-on social.
- Brian Finder offered that an evening session with the Stout section would be of interest and likely a Mon./Wed./Thurs. night to get the most students available. Scott Huberty and Dawn Westin volunteer to go to Stout and will work with Brian Finder to coordinate a proposed day. Post the visit to NW Chapter and Stout linked in websites. Targeting mid-to late Sept. for the visit.
- Membership committee is trying to focus on enhancing the membership experience and targeting social events at the Society PDC. Scott Huberty has many members come up to him asking about a NW Chapter social event.
- Potential new section – Arrowhead?

By-Laws Chair: No Report.

Sponsorship Chair: No Report.

Northern Plains: No Report.

Student Sections: Scott Huberty indicated that a new liaison is needed for Stout and John Urban volunteered to represent and Dawn Westin will support.

PDC Committee: Date Tuesday, Feb. 20th, 2020 at Mystic Lake. Committee is forming and targeting to have PDC landing page up for sponsor registration. Need 35 room registrations minimum.

Website – No further action

New Business

- ROC meeting that NW Chapter is sponsoring in September needs additional focus. Eric Hallerud indicated that he wants to be included in planning process.
- Thurs. Friday, Sept. 12th and 13th).
- Board and Chapter meeting invites will be provided as placeholders and web-ex will be available for each meeting.
- Name Tags for every voting member of the board will be ordered by Chris Flegel. Send Chris your name and professional designation.
- Future leadership safety conference is coming up in Fall and we need to support. Student section liaisons and other board members need to get word out. July 2019 application will be available.
- Kurt Von Ruden is now transitioning into the MN Safety Council board.
- Chris Flegel requesting support for a Chapter like safety meeting for South Dakota area.
- Columbia Southern University is reaching out for potential students for their program and they are looking for possible partnership with NW Chapter ASSP.
- UW Stout is starting an on-line course option in Fall 2020. Academic liaison is a focus for the Stout program to ensure that students have adequate on-ground experience coming out of the program.
- Chapter received the Platinum award for operating year 2017-2018 at Safety 2019.

Adjournment

- David Abrams made a motion to adjourn.



- Dawn Westin seconded the motion.
- Motion passed unanimously.

Meeting adjourned at 2:09pm

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