



Minutes of ASSP Northwest Chapter Executive Committee Meeting

Date: September 10, 2019

Call to Order: Meeting called to order by Abby Ferri at approximately 10:40 am.

Roll Call

X	Abby Ferri, CSP, <i>President</i>		Julie Alcorn-Webb, <i>MCOHS Chapter Contact</i>
X (online)	John Breskey, CIH, <i>President Elect, Program Chair</i>		Rick Johnson, <i>Website Manager</i>
X	Jennifer Ellinwood, <i>Vice President</i>	X	Chris Flegel, CSP, <i>Professional Development Chair</i>
X	Dawn Westin, CSP, <i>Secretary</i>	X	Jennifer Cougler, <i>Outreach Chair</i>
	Scott Huberty, <i>Treasurer</i>	X	Mark Nichols, CSP, ARM, <i>Membership Chair</i>
X	Jennifer Cougler, <i>Member at Large</i>	X	Mark Nichols, CSP, ARM, <i>Mentorship Chair</i>
X	Mark Nichols, CSP, ARM, <i>Member at Large</i>	X	John Breskey, CIH, <i>By-Laws Chair</i>
X	Christine Steman, CHMM, <i>CSP Member at Large</i>		Tim Flint, <i>Scholarship Chair, Communications/Social Media</i>
	David Abrams, CIH, <i>Member at Large</i>		David Abrams, CIH, <i>Awards & Honors Chair</i>
X	Bill Wuolu, CSP, CHST, <i>Member at Large</i>	X	Terry Keenan, <i>Government Affairs Chair</i>
X	Victorio Angulo-Escudero, <i>Member at Large</i>	X	Abby Ferri, CSP, <i>Communications/Social Media</i>
	Megan Rooney, CSP, <i>House Delegate</i>		Eric Hallerud, CSP, <i>Region V - RVP</i>
X	Jeff Jarvela, CSP, OHST, <i>House Delegate</i>		Leif Schonteich, <i>Northern Plains Section Liaison</i>
X	Kurt VonRueden, CSP, CET, SMS, <i>House Delegate</i>		Robert Feyen, <i>CPE UMD Student Section Faculty Advisor</i>
X	Chris Flegel, CSP, <i>House Delegate</i>	X	Jeff Jarvela, CSP, <i>UMD Student Section Liaison</i>
X	Kurt VonRueden, <i>Past President</i>	X (on-line)	Dr. Brian Finder, <i>UW-Stout Student Section Faculty Advisor</i>
X	Kurt VonRueden, <i>Nominations & Elections Chair</i>		Garry Kroft, <i>UW-Stout Student Section Liaison</i>
X (on-line)	John Breskey, CIH, <i>Program Chair</i>		Janie Ritter, <i>MN/SD Safety Council Rep</i>
	Chris Western, <i>MCOHS Chapter Liaison</i>		Chuck Clairmont, <i>Executive Director / CEO, ND Safety Council Rep</i>



	Leif. Schonteich, <i>Northern Plains Section, Chair</i>	Anthony (Tony) Stoner, <i>Northern Plains Section, Secretary</i>
	Kara Felber, <i>Northern Plains Section, Vice Chair</i>	Kelly Cozby, <i>Northern Plains Section, Member at Large</i>
	Clint Young, <i>Northern Plains Section, Treasurer</i>	Auston Biles, <i>Northern Plains Section, Member at Large</i>
X	Bill Wuolu, <i>Northern Plains Section, Past Chair</i>	

Introduction of members present

Secretary's Report

Meeting minutes from the Northwest Chapter Transition Board Meeting 6.27.2019 were sent to Board members and were also reviewed during the meeting.

Secretary Report Approval

- Jennifer Ellinwood made a motion to approve the Northwest Chapter Transition Board meeting 6.27.2019 minutes with grammatic changes submitted by Abby Ferri.
- Jennifer Coughler seconded the motion.
- Motion passed unanimously.

Treasurer's Report

Balance as of August 31, 2019 = \$22,526.33

Financial Reports-June/July/August Chapter Financials

*Note revenue and expenses listed below are highlights. A detailed report for June, July and August reports were submitted by the Treasurer and presented to the Board via WebEx and shared screen at the meeting for their review.

June- Revenue \$2125, Expenses \$2742.62, Balance \$20,775.24, Net income (\$617.62)

Revenue Highlights

\$1175 – May Chapter dues

\$50 – May Meeting fees

\$900 – Erroneous deposit meant for MN Safety Council

Expense Highlights

\$873.41 – Officer Travel Safety 2019 House of Delegate Expenses

\$120 – Region V Assessment

\$1485 – Boat Cruise Deposit



\$182.64 – Transition Meeting Lunch
\$35 - Web hosting
\$44.85 - Bank Fees

June Treasurer's Report Approval

- Kurt VonRueden made a motion to accept the June Treasurer's report as submitted.
- Christine Steman seconded the motion to accept the June Treasurer's report.
- Motion passed unanimously.

July- Revenue \$1780, Expenses \$828.46, Balance \$21,726.78, Net income \$951.54

Revenue Highlights

\$1130 – June Chapter dues
\$650 – Summer Boat Cruise

Expense Highlights

\$120 – Region V Assessment
\$12.29 – Summer Boat Cruise expenses
\$35 - Web hosting
\$618 – Northern Plains (NP) - not all checks cashed yet
\$43.17 - Bank Fees

July Treasurer's Report Approval

- Bill Wuolu made a motion to accept the July Treasurer's report as submitted.
- Jennifer Coughler seconded the motion to accept the July Treasurer's report.
- Motion passed unanimously.

August- Revenue \$5455, Expenses \$4655.45, Balance \$22,526.33, Net income \$799.55

Revenue Highlights

\$885 – July Chapter dues
\$4570 – Summer Boat Cruise

Expense Highlights

\$3588.60 – Summer Boat Cruise Expenses
\$92 – Region V Assessment
\$35 - Web hosting
\$39.85 - Bank Fees
\$900 – Other MN Safety Council Errant deposit rectified

August Treasurer's Report Approval

- Jeff Jarvela made a motion to accept the August Treasurer's report as submitted.
- Kurt VonRueden seconded the motion to accept the August Treasurer's report.



- Motion passed unanimously.

Chair Reporting

Nominations and Elections: No update but suggestion is to make a standing newsletter item on elections with Kurt VonRueden as contact for Northwest Chapter and Bill Wuolu as contact for Northern Plains Section to indicate what roles are open and when the election process occurs. Abby Ferri will talk to Rick Johnson to explore adding a standing landing page for Nominations & Elections under the Chapter About section of the Chapter website to identify roles and what they entail.

Program: John Breskey reporting.

Sept. – OSHA Update - Jim Krueger. Topic Q&A format will be used. Newsletter item and link on registration page was established to take question requests from members prior to the September meeting.

Oct. – Tour Joint Air Station. Anthony Harris is coordinating the tour for us. Attendee names must be to base by Sept.23rd. Box lunches are planned.

Nov. – Exploring with Marsh McLennan and David Rumsey as a potential speaker for Fleet Risk. Abby Ferri will contact Lisa Kons from MN Safety Council is another possible speaker for Nov. meeting presenting on Winter Driving.

Dec. – Open. AON Emerging Trends in Absence Management is being considered with topic of injured workers light duty/transition.

January – Joint meeting – ASSP is leading this year. Still need topic and speaker.

Feb – PDC.

March (Team Approach) – Ergodyne is planned for host. Considering combining the March Chapter meeting with the Team Approach meeting instead of two separate meetings in the same month.

April – 3M Red Wing will Host. Topic is Confined Space Entry and Gas Detection.

May – Open. Email confirmation that PDR Clinics is available to host the session.

Outreach: Jennifer Cougler (new Outreach Chair) reporting.

- Jennifer has reached out to a few local companies with interest on supporting a Chapter meeting.

Membership: Mark Nichols reporting.

- Mark Nichols has contacted all three leaders from UMD, UW Stout and U of MN to encourage student membership.
- Contacted recent graduates from these programs as well and invited them to an upcoming meeting.
- Followed up on expiring membership members – not much return contact from these members to date.

Mentoring: Mark Nichols reporting that he has had some positive response with colleagues to provide mentorship. There is not as much request for mentors yet at this time. Abby indicated that there is a WISE Mentorship program and that it may be helpful to identify a representative from that group.



Scholarship: Abby Ferri reported that she contacted Dan Hannan to complete getting his father's scholarship link onto the Chapter website, but she has not heard back from Dan to date.

No report or activity in connection with annual Chapter scholarships at this time.

Awards and Honors: Abby Ferri reported that Chapter SPY information has a new landing page on the Chapter website so that it is more accessible in the "Awards and Honors" area under "About" the Chapter.

Long Term Service Awards

- Chapter SPY – Bill Wuolu to receive the SPY award at September Chapter meeting. David Abrams to complete order for the SPY statue.

Government Affairs: Terry Keenan reported – no update from Government Affairs and there was no update in New Orleans.

Northern Plains: Bill Wuolu reported continued difficulties with email communication to many Northern Plains members. Bill has been in contact with Society for additional assistance with limited to no success. Dawn Westin will connect with Tony Stoner (NP Secretary) to cover what tools she is using in Magnet Mail to get count on NP non-deliverables and provide assistance on sending their communications if needed.

Student Sections: Jeff Jarvela reported.

- Katie Schofield is now the director of the program at UMD. There are currently nine students in the program and student elections are underway.

PDC Committee: No Report

New Business

- Leadership Conference - Discussion on what is covered for expenses in relation to the conference. These items are covered: Hotel, Flight, Transportation, Meal, Parking. Chris Flegel is attending the conference. Auston Biles from NP and Jennifer Cougler are interested in attending and will confirm shortly.

Adjournment

- Jennifer Cougler made a motion to adjourn.
- Chris Flegel seconded the motion.
- Motion passed unanimously.

Meeting adjourned at 11:30am.

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