



# Minutes of ASSP Northwest Chapter Executive Committee Meeting

**Date:** October 8, 2019

**Call to Order:** Meeting called to order by Abby Ferri at approximately 10:30 am.

## Roll Call

X	Abby Ferri, CSP, <i>President</i>		Julie Alcorn-Webb, <i>MCOHS Chapter Contact</i>
X	John Breskey, CIH, <i>President Elect, Program Chair</i>	X	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, ARM, <i>Membership Chair</i>
X	Jennifer Cougler, <i>Member at Large</i>	X	Mark Nichols, ARM, <i>Mentorship Chair</i>
X	Mark Nichols, ARM, <i>Member at Large</i>	X	John Breskey, CIH, <i>By-Laws Chair</i>
	Christine Steman, CHMM, CSP <i>Member at Large</i>		Tim Flint, <i>Scholarship Chair, Communications/Social Media</i>
X	David Abrams, CIH, <i>Member at Large</i>	X	David Abrams, CIH, <i>Awards &amp; Honors Chair</i>
	Bill Wuolu, CSP, CHST, <i>Member at Large</i>		Terry Keenan, <i>Government Affairs Chair</i>
	Victorio Angulo-Escudero, <i>Member at Large</i>	X	Abby Ferri, CSP, <i>Communications/Social Media</i>
X	Megan Rooney, CSP, <i>House Delegate</i>		Eric Hallerud, CSP, <i>Region V - RVP</i>
	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>		Jeff Jarvela, CSP, <i>UMD Student Section Liaison</i>
X	Kurt VonRueden, <i>Past President</i>		Dr. Brian Finder, <i>UW-Stout Student Section Faculty Advisor</i>
X	Kurt VonRueden, <i>Nominations &amp; Elections Chair</i>		Garry Kroft, <i>UW-Stout Student Section Liaison</i>
X	John Breskey, CIH, <i>Program Chair</i>	X	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>
	Bill Wuolu, <i>Northern Plains Section, Past Chair</i>		



## **Introduction of members present**

### **Secretary's Report**

Meeting minutes from the Northwest Chapter September Board Meeting 9.10.2019 were sent to Board members and were also reviewed during the meeting.

### **Secretary Report Approval**

- Chris Flegel made a motion to approve the Northwest Chapter Transition Board meeting 9.10.2019 minutes with the change to remove “Transition” in the title of the minutes.
- John Breskey seconded the motion.
- Motion passed unanimously.

### **Treasurer's Report - No Report**

### **Financial Reports- September and October Chapter Financials**

\*A detailed report for September and October will be provided electronically to the Board for their review prior to the November Board meeting.

### **Chair Reporting**

**Nominations and Elections:** Kurt VonRueden reported – no significant activity on identifying potential candidates. Abby Ferri will leave a few minutes at the beginning of the Chapter meeting(s) for Kurt VonRueden to talk with attendees on volunteer leadership opportunities

**Program:** John Breskey reporting.

Nov. – Driver Safety: Winter, Fatigue and More! presented by Lisa Kons, MN Safety Council. Meeting to be held at Grumpys.

Dec. – Emerging Trends in Absence Management presented by Christina Bergman, AON  
January – Joint meeting ASSP/AIHA. David Abrams offered wildland fire fighting and implications to the community as a potential topic. Jim Kreuger was suggested as an initial contact for this topic area.

Feb – PDC.

March (Team Approach) – Ergodyne is planned for host unless space limitations are a problem (capacity: 50). Abby Ferri and Janie Ritter discussed that we forego our March Northwest Chapter meeting and focus on promoting the March Team Approach meeting instead of two separate meetings in the same month. Board agreed to forego the March Northwest Chapter meeting.

- Topic needs appeal to all the groups. Janie Ritter mentioned the Superior Fire and Police Chief's presentation around the Husky Oil event and that it has been well



received by Safety Council members. Board agreed to pursue this presentation for the Team Approach meeting.

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

May – Open for topic. PDR Clinics is confirmed to host the session at their Edina location.

**Outreach:** Jennifer Cougler reporting.

- Jennifer Cougler has identified some high schools in the southwest metro area who may be interested in safety related career day information/presentations. Mendota Heights specifically requested career day information. The thought is that Board members could do individual presentations. Abby Ferri suggested that members consider including information on the safety profession as well as a connection to the trades.

**Membership:** Chris Flegel reporting.

- No new members were signed up in person at the recent South Dakota Safety Conference. Currently there are 38 Northwest Chapter members in SD. Some current members stopped by the ASSP booth during the conference.
  - Janie Ritter indicated that she had about 40 more attendees at the South Dakota Safety Conference this year compared to last.
  - There is a potential to partner with the SD OSHA on a separate event.
  - Primary member targets in South Dakota would be in health care sector.
- There's been an increase in North Dakota members within the Northwest Chapter.
- Members in SD and ND tend to be organized into specific geographic locations.
- The question was raised – “does it make sense to continue to put effort or marketing dollars to gain potential members in SD?”. Generally, the Board indicated support for continued efforts in the SD area. Janie Ritter is willing to help promote the Chapter and ASSP when she travels to the SD Safety Council every couple of weeks.
- Discussion was held on whether to do a luncheon type event or an all-day event in SD.
  - The Chapter has some partnerships in place currently under a MOA. Poet and Sanford are organizations that would be a target for further collaboration on events/recruitment in the area. Chris Flegel will take lead to begin planning around a Northwest Chapter event to be held in 2020 in SD.

**Mentoring:** No Report.

**Scholarship:** Abby Ferri received information from Dan Hannan to complete getting his father's scholarship link onto the Chapter website. It will be posted by Rick Johnson and included in the October newsletter.

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

**Awards and Honors:**

- David Abrams ordered the SPY statue for Bill Wuolu.
- The Chapter SPY information is now on the website.
- Chris Flegel requests that we send Regional SPY candidate applications to him and/or Eric Hallerud. The deadline for the Region V SPY applications is 12/2/2019.
- Long term service awards will be recognized on a poster at the PDC and will offer the plaque if the awardee would like to receive in person at the PDC or if they would like certificates sent directly to them.



- Abby Ferri will work with Kurt VonRueden to locate the most recent long terms service certificates.

**By-Laws:** John Breskey reporting.

- The most recent version of Chapter By-Laws which included the transition to the ASSP name change, has been placed on the Chapter website.
- John Breskey provided the Orange County Chapter Standard Operating Guidelines as an example that may be used as a frame work to develop Northwest Chapter SOG's. Generally, SOG's are helpful for a Chapter in the following areas:
  - Detailed Committee Chair Descriptions
  - Travel Policy
  - Reimbursement Form
  - Treasurer accounting practices/financial review
  - Awards and honors (SPY and Scholarship)
- Abby Ferri, Megan Rooney and Dawn Westin volunteered to work with John Breskey on draft SOG's. Goal is to have at draft prepared and offered to Board in March and finalize by the June 2020 transition meeting.

**Government Affairs:** Abby Ferri reporting. Jim Krueger is now on the Government Affairs committee at ASSP. An ASSP government affairs (GA) newsletter was received by Abby Ferri recently. Abby Ferri will send GA newsletter to Dawn Westin to add to minutes/and the Chapter October newsletter.

**Northern Plains:** No report.

**Student Sections:** No Report

**PDC Committee:** No Report

**New Business**

- Monthly Meeting Greeting –Abby Ferri requests that we make sure that we are greeting members arriving for the meeting at 11:30am and let them know what volunteer positions are available.
- ChapterWISE – Diaper monetary collection receipts are available along with receipts for donations of diapers. MN has its own diaper bank for the community. The Chapter will continue to request diaper/money donations into November. Jennifer Ellinwood indicated the Chapter can do a delayed donation to help cover the need for sizes 6 and 7 diapers/pullups. Members will be asked to bring diapers and/or donations to the November meeting. Requests for donations will be added to the October newsletter. Megan Rooney suggested adding the donation request to the November Chapter meeting registration.
- Chris Flegel brought in the new display the Chapter purchased from ASSP. The observations are that the display is not able to retract very well and is not very stable. Janie Ritter will provide a contact for repair of the mechanism to Chris Flegel. Chris



Flegel will look into repairing the display. Abby Ferri and Chris Flegel will provide feedback to ASSP on the display.

**Adjournment**

- John Breskey made a motion to adjourn.
- Megan Rooney seconded the motion.
- Motion passed unanimously.

Meeting adjourned at 11:33am.

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