



Minutes of ASSP Northwest Chapter Executive Committee Meeting

Date: December 10, 2019

Call to Order: Meeting called to order by Abby Ferri at approximately 10:32 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>	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>
X 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 & Honors Chair</i>
Bill Wuolu, CSP, CHST, <i>Member at Large</i>	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>
X 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>
Kurt VonRueden, CSP, CET, SMS, <i>House Delegate</i>	Katherine Schofield, PhD, CSP, ARMUMD <i>Student Section Faculty Advisor</i>
X Chris Flegel, CSP, <i>House Delegate</i>	X Jeff Jarvela, CSP, <i>UMD Student Section Liaison</i>
Kurt VonRueden, <i>Past President</i>	Dr. Brian Finder, <i>UW-Stout Student Section Faculty Advisor</i>
Kurt VonRueden, <i>Nominations & Elections Chair</i>	Garry Kroft, <i>UW-Stout Student Section Liaison</i>
X 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>
Bill Wuolu, <i>Northern Plains Section, Past Chair</i>	



Introduction of members present

Secretary's Report

Meeting minutes from the Northwest Chapter November Board Meeting 11.12.2019 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 November Board meeting 11.12.2019 minutes with the following changes identified: – Katie Schofield is updated as the UMD faculty advisor in the roll call and the insert of “benefit” in reference to the recommendation for music at the PDC.
- Victorio Angulo seconded the motion.
- Motion passed unanimously.

Treasurer's Report – Chris Flegel reported for Scott Huberty on the September and October Chapter financials. A copy of the November and December financials will be offered for review either electronically prior to, or at the January Board meeting.

Balance reported as of October 31, 2019 = \$21,973.81.62

September - Revenue \$2339.73 Expenses \$1637.20, Balance \$23228.86, net income was \$702.53

Revenue Highlights

\$715 - Chapter dues (Aug)

\$1190 – Sept. (\$1090)/Oct. (\$100) meeting fees

Expense Highlights

\$1001.78 – Sept. Meeting Fees

\$434.73 – Other – ROC Hosting Expenses

\$76 – Region V Assessment

\$35 - Web Hosting

\$46.26 PayPal & CC (Sept, and Oct.)

September Treasurer Report Approval

- John Breskey made a motion to accept the September Treasurer's report as submitted.
- Mark Nichols seconded the motion to accept the September Treasurer's report.
- Motion passed unanimously.



October - Revenue \$3510.51 Expenses \$4765.56, Balance \$21973.81, net income was -\$1255.05

Revenue Highlights

\$910 - Chapter dues (Sept.)
\$615 – October meeting fees
\$350 – Conference/Seminar- NW PDC Exhibitor
\$20 – Advertising
\$1615.51 – Prepaid ROC Expenses

Expense Highlights

\$478.08 – October Meeting Fees
\$1425.00 – Officer Travel Expenses - Leadership Conference and SD Safety Conference
\$1045 – Publicity - Exhibitor Fee for 2020 SD Safety Conference (early bird registration)
\$92 – Region V Assessment (Sept.)
\$35 - Web Hosting
\$35.12 - PayPal & CC Fees (\$24.67 Meeting/\$10.45 PDC)
\$39.85 - Bank Fees
\$1615.51 – Reimbursement Prepaid ROC Expenses

Other – one outstanding check noted in report for \$795.81

October Treasurer Report Approval

- Mark Nichols made a motion to accept the October Treasurer's report with corrections noted in connection with the MN Safety Conference for 2020 submitted.
- Victorio Angulo seconded the motion to accept the October Treasurer's report.
- Motion passed unanimously.

Chair Reporting

Nominations and Elections: No Report

Program: John Breskey reporting.

Dec. – Emerging Trends in Absence Management presented by Christina Bergman, AON.

January – Joint meeting ASSP/AIHA. Dawn Errede, Assistant Manager, Industrial Hygiene, Joe Hennessey, Manager, Safety Management System and John Ostrom, Manager, Airside Operations will be presenting from the Metro Airport Commission (MAC) exploring the complexities and practices in safety and risk management of the Minneapolis-St Paul airport (MSP). Space is available for the Jan. ASSP/IH joint meeting to be held at the MAC General Office building and has been confirmed. The date has been changed to Tuesday, January 21st from 11:30am-1:30pm. John Breskey will verify if we can hold the NW Chapter January board meeting at the MAC General Office building earlier that morning.

Feb – PDC (see PDC update from Chris Flegel below)

March –At this time the MN Safety Council is not going to be participating in Team Approach this year and so decision was made to go back to a standard Chapter meeting in March. We are



moving back to holding the NW March Chapter meeting at Ergodyne. A topic is still needed for the March meeting. A suggestion was made to consider a Food Safety presentation. David Abrams, Jen Ellinwood, John Breskey and Mark Nichols will be reaching out to contacts they have in the Food Safety area.

April – 3M Red Wing confirmed Host. Topic remains as Confined Space Entry and Gas Detection.

May –PDR Clinics is confirmed to host the session at their Edina location and Beth Mayotte will be presenting. A short tour will be offered outside of the formal Chapter meeting.

Outreach: No report.

Membership: Mark Nichols reported that he is working with Scott Huberty on the ASSP membership system and activities. Abby Ferri will request access for Mark Nichols to the membership information.

Mentoring: No report.

Scholarship: Abby Ferri reported that the Dan Hannan scholarship has been awarded.

Awards and Honors: Chris Flegel reported that he has two prospects for Chapter SPY award.

By-Laws: No report.

Government Affairs: Abby Ferri reported that a second Government Affairs (GA) newsletter has been issued by ASSP. Abby will forward the newsletter to the NW Chapter board members. Abby also noted that an announcement regarding OSHA's rule making agenda was included in the GA newsletter.

Northern Plains: Chris Flegel reported that he talked to Leif Schonteich, Northern Plains Section, Chair and they did some ASSP marketing at the recent ND Safety conference. Chris will circle back with Leif to see how membership promotion went at the event.

Student Sections: No report.

Outreach – Jennifer Cougler reported. Jennifer would like to create a sub-committee to raise general discussion on how to involve smaller size business into participation in committees and other ways to engage as a sponsor for the NW Chapter.

PDC Committee: Chris Flegel reporting.

- Session speakers are close to finalized.
- The Committee is organizing to create a combined session at the end of the day.
- Diana Stegall has been requested from ASSP to speak at the PDC but has not been confirmed yet.
- Target has agreed to be a sponsor.
- A follow-on review of sponsorship as it relates to Chapter member benefits and the sponsor themselves, was suggested by Jennifer Cougler in connection with the PDC.
- PDC CEU's have been confirmed at .6 for the full day.
- Registration is open and a few members have registered.
- MSA has registered as a Bronze level for sponsor.
- Sheri Marcham is a suggested speaker and has presented on the life cycle of vaping. The condition to get her as a speaker for free is that she is allowed to provide some promotional information on the ABIH organization.
- Vivid Learning Systems is still being pursued for podcast activity at the PDC.



New Business

- Jennifer Cougler was the recipient of the professional education grant from ASSP.
- Chapter WISE reported that Xena Workwear is holding a holiday party event promoting their new safety footwear line.
- Chris Flegel indicated that the website was showing two payment prices at once yesterday in connection with the Dec. meeting registration. Chris also noted that there continues to be a need to get functionality in the registration process to handle entering more than one registrant name in connection with a single payer that is covering themselves, along with other guest attendees.

Adjournment

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

Meeting adjourned at 11:30am.

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