



# Minutes of ASSP Northwest Chapter Executive Committee Meeting

**Date:** February 11, 2020

**Call to Order:** Meeting called to order by Abby Ferri at approximately 11:38 am.

## Roll Call

<b>X</b>	Abby Ferri, CSP, <i>President</i>		Julie Alcorn-Webb, <i>MCOHS Chapter Contact</i>
	John Breskey, CIH, <i>President Elect, Program Chair</i>		Rick Johnson, <i>Website Manager</i>
<b>X</b>	Jennifer Ellinwood, <i>Vice President</i>		Chris Flegel, CSP, <i>Professional Development Chair</i>
<b>X</b>	Dawn Westin, CSP, <i>Secretary</i>		Jennifer Cougler, <i>Outreach Chair</i>
<b>X</b>	Scott Huberty, <i>Treasurer</i>	<b>X (on-line)</b>	Mark Nichols, ARM, <i>Membership Chair</i>
	Jennifer Cougler, <i>Member at Large</i>	<b>X (on-line)</b>	Mark Nichols, ARM, <i>Mentorship Chair</i>
<b>X (on-line)</b>	Mark Nichols, ARM, <i>Member at Large</i>		John Breskey, CIH, <i>By-Laws Chair</i>
<b>X</b>	Christine Steman, CHMM, CSP <i>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 &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>	<b>X</b>	Abby Ferri, CSP, <i>Communications/Social Media</i>
	Megan Rooney, CSP, <i>House Delegate</i>		Eric Hallerud, CSP, <i>Region V - RVP</i>
<b>X (on-line)</b>	Jeff Jarvela, CSP, OHST, <i>House Delegate</i>		Leif Schonteich, <i>Northern Plains Section Liaison</i>
<b>X</b>	Kurt VonRueden, CSP, CET, SMS, <i>House Delegate</i>		Katherine Schofield, PhD, CSP, ARMUMD <i>Student Section Faculty Advisor</i>
	Chris Flegel, CSP, <i>House Delegate</i>	<b>X</b>	Jeff Jarvela, CSP, <i>UMD Student Section Liaison</i>
<b>X</b>	Kurt VonRueden, <i>Past President</i>	<b>X (on-line)</b>	Dr. Brian Finder, <i>UW-Stout Student Section Faculty Advisor</i>
<b>X</b>	Kurt VonRueden, <i>Nominations &amp; Elections Chair</i>		Garry Kroft, <i>UW-Stout Student Section Liaison</i>
	John Breskey, CIH, <i>Program Chair</i>		Janie Ritter, <i>MN/SD Safety Council Rep</i>
<b>X</b>	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 January Board Meeting 1.21.2020 were sent to Board members and were also reviewed during the meeting.

### **Secretary Report Approval**

- Scott Huberty made a motion to approve the Northwest Chapter January Board meeting 1.21.2020 minutes with no changes.
- Christine Steman seconded the motion.
- Motion passed unanimously.

**Treasurer's Report** – Scott Huberty reported on the Nov. December 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 1.31.2020 = \$22943.01**

**November** – Revenue \$3325 Expenses \$5992.82, Balance \$23567.83, net income was -\$1255.05

#### Revenue Highlights

\$1135 - Chapter dues Oct..)

\$585 – Nov.. meeting fees

\$350 – 2020 Exhibitor Fee - Cintas

\$1255

\$1615.51 – Prepaid Keynote PDC

Error in MN Safety Council payment

#### Expense Highlights

\$478.08 – December Meeting Fees

\$814.16.00 – Officer Travel Expenses - Leadership Conference and SD Safety

Conference

\$133 – Publicity - Exhibitor Fee for 2020 SD Safety Conference (early bird registration)

\$92 – Region V Assessment (Oct.)

\$35 - Web Hosting

\$42.47 - PayPal & CC Fees (\$24.67 Meeting/\$10.45 PDC)

\$39.85 - Bank Fees

\$1615.51 – Reimbursement Prepaid ROC Expenses

\$245 – SPY Award



Revenue \$5368 Expenses \$5992.82, Balance \$22943.01, net income was -\$1255.05

Kurt Von Rueden made motion for November  
Jennifer Cougler is the second  
Approved unanimously

**December** - Revenue \$5368 Expenses \$5992.82, Balance \$22943.01, net income was -\$1255.05

Revenue Highlights

\$1340- Chapter dues (Nov.)  
\$1080 – Dec. meeting fees  
\$2448 – Conference/Seminar- NW PDC Exhibitor  
\$500 – Advertising  
\$1615.51 – Prepaid Keynote PDC profit)

Expense Highlights

\$478.08 – December Meeting Fees  
\$1425.00 – Officer Travel Expenses - Leadership Conference and SD Safety Conference  
\$133 – Publicity - Exhibitor Fee for 2020 SD Safety Conference (early bird registration)  
\$92 – Region V Assessment (Dec.)  
Speaker Fees  
\$35 - Web Hosting  
\$42.47 - PayPal & CC Fees (\$24.67 Meeting/\$10.45 PDC)  
\$39.85 - Bank Fees  
\$1615.51 – Reimbursement Prepaid ROC Expenses  
\$245 – SPY Award  
\$1255 – An autopayment was again deposited errantly into the NW Chapter account intended for the MN Safety Council in November and this was the paid back balance to MN Safety Council.

Other –PDC performance financial review in March Scott to prepare. Paypal does have a larger balance currently based on income from the PDC - \$21137.72

**December Treasurer Report Approval**

- Christine Steman
- Jennifer Cougler second
- Motion passes unanimously.

**January** - Revenue \$5368 Expenses \$5992.82, Balance \$22943.01, net income was -\$1255.05

Revenue Highlights

\$1340- Chapter dues (Nov.)  
\$1080 – Dec. meeting fees



\$2448 – Conference/Seminar- NW PDC Exhibitor

\$500 – Advertising

\$1615.51 – Prepaid Keynote PDC

Expense Highlights

\$478.08 – December Meeting Fees

\$1425.00 – Officer Travel Expenses - Leadership Conference and SD Safety Conference

\$133 – Publicity - Exhibitor Fee for 2020 SD Safety Conference (early bird registration)

\$493.46 Speaker gifts is holding the place for the AIHA share of the – Region V

Assessment (Dec.) Scott Huberty will add a note to indicate

Speaker Fees

\$35 - Web Hosting

\$42.47 - PayPal & CC Fees (\$24.67 Meeting/\$10.45 PDC)

\$39.85 - Bank Fees

\$1615.51 – Reimbursement Prepaid ROC Expenses

\$245 – SPY Award

\$80,68 – Name tag labels – remain in this category

\$119 – annual maintenance fee to retain a credit card payment capabilities.

Three checks outstanding have cleared.

Notes – Discussion on other credit card payment options. Chris Flegel will gather additional information on Square.

January Treasurer Report Approval

- Dawn Westin
- Christine Steman second
- Discussion – approve with the add the note about the AIHA reimbursement to the final January treasurers report.
- Motion passes unanimously with noted minor change.

Chapter Meeting Financial Report (Scott Huberty)

- Chapter meeting financials to date are tracking positive.
- Sponsored meetings and sponsorship in general helps
- Shared AIHA meeting was one of the best historically attended and made a profit \$493. Topic is the key.

PDC Financial Briefing

- Revenue- 3 buckets attendees, sponsors, vendors
- Expenses (\$3250 -key note speaker)
- February will have the share of the expenses.
- Generally tracking for a positive outcome but not likely to be at the 2019 levels (\$17K profit)

Checking information was offered for review.

Chapter Financial Performance for 2019 (April 1) to January 31, 2020 (Highlights)

- Dues on track



- 2/ of 5 chapter meetings had sponsors – so falling short there. Need to focus 2020 to retain meeting sponsors.
- Expenses – For meetings on track, PDC is
- Region assessment – tracking as expected
- Officer travel – ROC meeting hosted so forwent those expenses. Consider retaining similar expense for next budget
- Boat Cruise - Expense tracked with a ~\$150 profit
- Advertising (primarily showing at other Safety Conference events)
- Special Projects \$2800 budgeted, \$800 was to be spent on a new Chapter booth display. Remaining \$2000 is the MN Safe Kids Coalition. Discussion on adding additional \$2000 in 2020-2021 budget
- Admin- \$1600 (lunch meeting expense, labels, Northern Plains disbursement based on chapter member year. \$973 has been used to date with the NP disbursement paid for the year.
- Scholarships - \$4000 were dispersed for Chapter Student Scholarships, \$3000 for the ASSP Foundation. \$2000 remaining to support the Student participation for PDC and education etc.
- Request to have the summary cells colored to help denote where on track or not for the budget.

### **Chair Reporting**

**Nominations and Elections:** Kurt Von Ruden provided a written summary to board members at the meeting,

**Program:** John Breskey reporting.

Feb – PDC (see PDC update from Chris Flegel)

March – Kurt someone Department of Public Health on Food Born Disease Outbreak & Illnesses and has scheduling conflict, but Stephany Meyer will take place. Ergodyne is hosting. Website to be updated with a specific title.

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

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

**Outreach:** No report.

**Membership:** Abby Ferri reported – 5 new members to the Chapter recently. Ten members with membership expired. Mark Nichols will work to “revive” the membership. Current membership is 892 as of Feb. 3<sup>rd</sup>. Two members reported to transfer in to the Chapter. Transfers appear to be in association with address change.

**Mentoring:** No report.

**Scholarship:** No Report

**Awards and Honors:** No Report.

**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.

- Two weeks out – concern is 108 paid attendees. Sponsors/exhibitors at 26. and Chris Flegel have AV Tech is, with a dual screen and a GoBo with our logo displayed.
- Hotel registration numbers at 18 and need to get additional 12. If not, we will end up paying that cost..
- Revenue is about \$40k and Aldine will be about \$9K and Diana StegallAttendee registration up to 84 paid, 94 signed up, and 16 sponsors with 13 paid to date have registered. Polaris, PDR Clinics, Target, Baywest, JJ Keller have been early sponsors.
- Some area conference and outstate may be drawing some of our attendees.
- Date for next year is already spoken for at Mystic Lake,
- Send dedicated email to roster and last registration to hold at \$250 by Feb. 21 (that Saturday) so they can
- Scott Huberty is using an advertising approach with an intro letter and ASSP general info and drops off in person or shares with others.
- Suggestion is for Board members to maybe send a personal email or move information to encourage attending.
- Christine Western suggests to send an invite to previous attendee. Jennifer Cougler will prepare list and provide to Chris Western.

### **New Business**

- Jennifer Cougler suggested alternate outreach strategy for moving the sponsor highlighted on the main home page for a longer duration so that they get more visibility and perhaps could charge additional info in the future.
- Jennifer Cougler is moving so discussion to appoint a replacement for Member at Large for mid-March.
- Kurt Von Ruden offered written report on Nominations and Electrons and MN Safety Council Board meeting. Ensure that we are promoting the need for member volunteers. Suggestion for personal testimate or statement in a slide format that could be used in PDC and future advertisement. Request to board from Abby Ferri to send a note around being on the board or leadership opportunities. MN Safety Council is pushing further education around of over presc opiod prescription
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### **Adjournment**

- Scott Huberty made a motion to adjourn.
- Jennifer Coughler seconded the motion.
- Motion passed unanimously.

Meeting adjourned at 1:20pm.

Respectfully submitted by

Dawn M. Westin, CSP

ASSP Northwest Chapter Secretary