



Minutes of ASSP Northwest Chapter Executive Committee Meeting

Date: March 10, 2020

Call to Order: Meeting called to order by Abby Ferri at 10:41am

Roll Call

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| 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> |
| Dawn Westin, CSP, <i>Secretary</i> | Jennifer Cougler, <i>Outreach Chair</i> |
| X Scott Huberty, <i>Treasurer</i> | Mark Nichols, ARM, <i>Membership Chair</i> |
| Jennifer Cougler, <i>Member at Large</i> | Mark Nichols, ARM, <i>Mentorship Chair</i> |
| 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> |
| David Abrams, CIH, <i>Member at Large</i> | 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> |
| 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> |
| 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> | 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 & 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> | |



Secretary's Report

Meeting minutes from the Northwest Chapter February Board Meeting 2.11.2020 were sent electronically to Board members prior to the meeting.

Secretary Report Approval

- Scott Huberty made a motion to approve the Northwest Chapter February Board meeting 2.11.2020 minutes with no changes.
- Motion passed unanimously.

Treasurer's Report – Scott Huberty offered the February 2020 bank statement for review. Current checking account balance of \$49,041.33. A total revenue of \$14,351, expenses of \$6,333.79 and a net income of \$8,017.21.

We were assessed \$182.00 charge for membership from Society for the month of January. Other automatic deductions include \$35.00 web hosting monthly fee and bank fees of \$39.85.

Chapter donated/paid \$656.75 for college students to attend our PDC. Ten students attended from UMD, Stout and U of M. The chapter paid for travel expenses for them to attend PDC including hotel expenses.

\$131.35 was paid to Mystic Lake Hotel for a room reservation that was not used.

\$3,750.00 were travel expenses for the PDC main speaker Eldeen Pozniak.

We are currently tracking very close to last year's chapter financials. More updated information will be coming to the chapter closer to the end of the budget year which is on 3/31/20. \$1,760.00 was revenue from dues. PDC Conference revenue was \$12,571.00.

The Great Plains section will be asked to provide financial information on revenue. The NW Chapter currently provides \$600.00 to the Great Plains section each year. We currently do not know what the sections revenues are. Chris Flegel offered to verify whether or not Great Plains section financial information is required for annual Chapter financial report.

February Treasurer Report Approval

- John Breskey made a motion to approve the March financials.
- Victorio Angulo seconded the motion.
- No further discussion.
- Motion passes unanimously.

A separate Board meeting will be scheduled for April to discuss the 2020-2021 Chapter budget.

Chair Reporting

PDC Committee: Chris Flegel gave a report on our PDC in February. The chapter had a profitable conference. The PDC revenues are currently \$12,571.00. PDC YTD expenses are



\$4,512.17. There will be another invoice submitted to the chapter from Mystic Lake Convention Center for the 2020 PDC which will increase the PDC expense amount. He also explained some of the issues the multimedia equipment during the general session presentations. An initial estimation of the net income for the event is around \$9,000.

We need a proxy delegate for the HOD in Orlando in June. Delegate Jeff Jarvela is unable to attend this year.

Nominations & Elections Report: Need candidate's names into Society by May 1, 2020. Currently have two candidates to run for Member at Large positions and one candidate for VP. Chris Flegel might be running for Treasurer position. Candidates bios are currently being requested.

Finalize candidate's names by March 31st. Early April the names of candidates will be announced. Chapter voting will begin mid-April and last for 21 days.

Open Forum: The April 3M chapter meeting date is not finalized yet. One date we are considering is Friday, April 24th. The April meeting date is April 14th. A chapter budget meeting has been scheduled for Thursday, April 19th at 11:30 at TBG in Eagan.

Adjournment

John Breskey made a motion to adjourn meeting.

Meeting adjourned at 11:42am

Respectfully submitted by Dawn Westin with meeting notes provided by Kurt VonRuden and Victorio Angulo.