



# Minutes of ASSP Northwest Chapter Budget Meeting

**Date:** March 19, 2020

**Call to Order:** Meeting called to order by Abby Ferri at approximately 11:40am. Financial documents referenced below were provided electronically to Board members prior to the meeting.

## 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>	<b>X</b> Chris Flegel, CSP, <i>Professional Development Chair</i>
<b>X</b> Dawn Westin, CSP, <i>Secretary</i>	Jennifer Coughler, <i>Outreach Chair</i>
<b>X</b> Scott Huberty, <i>Treasurer</i>	Mark Nichols, ARM, <i>Membership Chair</i>
Jennifer Coughler, <i>Member at Large</i>	Mark Nichols, ARM, <i>Mentorship Chair</i>
Mark Nichols, ARM, <i>Member at Large</i>	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>
<b>X</b> David Abrams, CIH, <i>Member at Large</i>	<b>X</b> 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</b> 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>
<b>X</b> Chris Flegel, CSP, <i>House Delegate</i>	<b>X</b> 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 &amp; Elections Chair</i>	Garry Kroft, <i>UW-Stout Student Section Liaison</i>
John Breskey, CIH, <i>Program Chair</i>	<b>X</b> 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>
<b>X</b> 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>	



### **Chapter Meeting Financial Summary, 2019-2020.xlsx**

- Monthly meeting total profit was \$1917.56 without the PDC.
- Main goal is to break even.
- Key to success: offsite/hosted meetings and meeting sponsors are key to financials for the Chapter meetings.
- Attendance is down at Chapter meetings for variety of reasons: suggest Pres-Elect, VP, and other interested parties meet at another date/call to discuss. The April meeting will be cancelled, and we will not have expenses for the April meeting.
- Current version of this document has Treasurer's comments.

### **2020 PDC Financial Summary.xlsx**

- PDC made \$9349.57
- \$315.10 bill is outstanding for a speaker gift cards.
- AV issues resulted in \$250 credit.
- PDC planning committee to convene at a later date to discuss approach.
- The Chapter paid \$450 to PDC for student registration fees and reimbursed for student hotel bills = \$1106.75 for students to attend and stay at PDC (budgeted \$2000 for both the PDC and Future Safety Leaders Conference). The Chapter did not send anyone to Future Safety Leaders Conference.

### **Chapter Budget Performance for 2019-2020, as of 3-18-2020.pdf**

- Notes – missing the recent months Chapter dues, but dues are generally tracking to budget.
- Monthly meeting fees – slightly lower than budget.
- Conferences - PDC was very close on the revenue.
- Specialty Project is the Boat Cruise – this is not a normal revenue for the Chapter but is still being reflected.
- Wanted a sponsor for every meeting but only had for Dec. and January. We also had two meetings off-site and the sponsor hosted, so that allowed for a profit.
- Three times the Chapter received money that was designated to go to the MN Safety Council. \$3165 reflects the checks written to us that were for MN Safety Council. It was returned but is still included in the financial report.
- \$2050.24 noted is for ROC meeting expenses (we hosted, all expenses reimbursed). On average, \$500/person to go to the ROC. We know April 2020 ROC is not in person, so we will save at least \$1000 and be under budget.
- **Spending Notes –**
  - o Speaker gifts were not awarded for Chapter meetings in the financial year.
  - o January share of profit sent to AIHA for the joint meeting outcome.
  - o Fees for PayPal and credit cards were below anticipated amounts.



- **Chapter PDC** is a single line item in the Chapter financials. We had a lumpsum for \$28K for expenses originally. The final spend was 23,040.64 and add the \$315.10 for the speaker gift assessment.
- Question raised on whether or not alternate pay systems will be considered for the upcoming Chapter year. Abby Ferri indicated that she will be exploring some options and ASSP for alternatives. Around \$1000 of the PDC expense went to these fees. Chris Flegel offered that he had moved to another pay system for another organization he is affiliated with and had a very negative experience. Approximately 2% of our budget constitute these payment fees. Chris Flegel also offered that the fewest barriers to fee payment process is critical. Abby Ferri offered that PayPal also has a credit card swiper that has a rate of 2.7%.
- Monthly Assessments payment to Region V is tracking as expected (\$2.00 per member is assessed).
- MN Safety Council has been rescheduled for October 2020 and we expect to continue with participation at the conference.
- **Administration**-Northern Plains membership payment (paid in July), name tags, board/transition meetings lunch. \$245 went to purchase the SPY award. \$1600 was budgeted, spent \$1700. Potential change to SPY would be to open it to the award winner do they want the statue or look for an alternate award.
- **Bottom line surplus is about \$3000.**

#### **Chapter Budget for 2020 - 2021 – PROPOSED.xlsx “Pre-Coronavirus”**

- Revenue proposed to be \$65000.
- Anticipating about a \$10K profit for the PDC as proposed. David Abrams comment is that the PDC outcome generally funds the budgeted expenses for the general Chapter operations in the coming operation year.
- Scholarship proposal is \$7,700, down \$1000 from this year’s budget. Student scholarship is proposed for a reduction from \$4000 to \$3000. \$750 for future leadership conference in Fall and \$1000 for the 2020 PDC attendance support for Students. The reduction of scholarships is intended to help create a balanced budget. \$3000 is allotted for ASSP Foundation (specific designation of funds to be considered).
- \$63,249 against revenue of \$65,000 with a target surplus of \$1751.
- Scholarships: proposed \$3000 for student scholarships vs. \$4000, \$3000 to ASSP Foundation (suggest designating it somewhere). This line item also allows for student section members to attend PDC and Future Safety Leaders Conference in Fall 2020.
- Travel expenses reduced due to canceled April 2020 ROC, officer travel is proposed at \$7000. Recommendation is do not change in speculation of COVID-19 cancellation of Safety 2020 but realize that actual officer travel expenses may be much less.
- Event insurance: Needed for PDC. Boat cruise requires deposit, read fine print related to weather and other cancelations, involve sponsoring organizations and sharing of profit or loss via a memorandum of understanding.
- Special Projects – did not buy a chapter display booth. \$2000 for MN Safe Kids.
- Total revenues projected: \$65,000. PDC is the key to positive financial outcome!



- Meeting expenses reduced to reflect current year experience (lesser attendance), reality will be different due to no April 2020 meeting.
  - Speaker gifts - \$50/mo proposed for Oct-May (Sept is usually MNOSHA who can't accept gifts)
  - Admin: \$550 budgeted for SPY and long term service awards, SPY statue = \$240. Propose to give the SPY winner the option to receive the statue or money.
  - The budget target is small surplus.
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- Abby Ferri made a motion to accept the budget as proposed.
  - Jen Ellinwood seconded the motion.
  - Discussion was held on retaining the Scholarship amount at \$4000 and reduce the travel expense by \$1000.
  - Chris Flegel made a motion to amend the proposed budget to reduce the travel expense by \$1000 and increase the Scholarship amount by \$1000.
  - Abby Ferri seconded the motion to accept the amendment to the proposed budget.
  - Vote was called to approve the proposed budget as amended.
  - Motion passed unanimously.

#### Other Financial Items:

**2020 MN Safe Kids donation** - Discussion was held on the distribution options for 2020 MN Safe Kids donation. For the 2020 MN Safe Kids donation, the Chapter is choosing Option C, pasted below, and the check can be sent to MN Safety Council at any time:

#### FUNDING OPTION C (\$1,000-\$2,000)

A growing number of businesses consider off-the-job safety critical to good management of health care costs, productivity and profits. More importantly, off-the-job safety programs help save the lives of employees and their families. Funding requested to support the continued development of off-the-job safety materials for Minnesota Safety Council member companies focused on top injury topics and trends.

Recognition: ASSP, NW Chapter recognized on materials as well as in Minnesota Safety Council's Annual Report and on Safe Kids Minnesota's web page.

**ASSP Foundation Donation** - For our annual \$3000 donation to the ASSP Foundation, \$1000 will go to the general ASSP Foundation fund, and \$2000 will be marked for the WISE Professional Education Grant. This will involve two separate checks with the directions in the "memo" line for the "parade of checks" at the Safety 2020 House of Delegates, or by end of June 2020 if for some reason Safety 2020 is postponed or canceled.

#### Adjournment

Meeting adjourned at 1:05pm.

Respectfully submitted by

Dawn Westin