



Minutes of ASSP Northwest Chapter Executive Committee Meeting

Date: April 14, 2020

Call to Order: Meeting called to order by Abby Ferri at approximately 10:34am.

Roll Call

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| X Abby Ferri, CSP, <i>President</i> | | | Julie Alcorn-Webb, <i>MCOHS Chapter Contact</i> |
| John Breskey, CIH, <i>President Elect, Program Chair</i> | X | | Rick Johnson, <i>Website Manager</i> |
| X Jennifer Ellinwood, <i>Vice President</i> | | | Chris Flegel, CSP, <i>Professional Development Chair</i> |
| X Dawn Westin, CSP, <i>Secretary</i> | | | Jennifer Cougler, <i>Outreach Chair</i> |
| X Scott Huberty, <i>Treasurer</i> | X | | Mark Nichols, ARM, <i>Membership Chair</i> |
| Jennifer Cougler, <i>Member at Large</i> | X | | Mark Nichols, ARM, <i>Mentorship Chair</i> |
| X Mark Nichols, ARM, <i>Member at Large</i> | | | 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> |
| 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> |
| Chris Flegel, CSP, <i>House Delegate</i> | X | | Jeff Jarvela, CSP, <i>UMD Student Section Liaison</i> |
| Kurt VonRueden, <i>Past President</i> | X | | 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> |
| 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 March Chapter Board Meeting 3.10.2020 minutes and the March Budget Meeting 3.19.2020 minutes will be sent to Board members with April meeting minutes.

Treasurer's Report –Scott Huberty reported on the March Chapter financials. The March financial report was offered for review during the Board meeting.

Balance reported as of 3.31.2020 = \$34,992.28

March – Revenue \$3,610 Expenses \$24,050.43, Balance \$34,992.28, net income was -\$20,440.43

Revenue Highlights

\$1455 - Chapter dues (Feb)

\$455 – March Meeting

\$1700 – PDC Conference

Expense Highlights

\$21,979.46 – PDC

\$17.49 – CC Fees PDC

\$1358.79 – Speakers Expenses (PDC)

\$450 – Student support to attend PDC

\$150 – Region V Assessment (Jan.)

\$35 - Web Hosting

\$19.82 - PayPal & CC Fees

\$39.87 - Bank Fees

\$315.10 - One outstanding check to Marnie has still not been cashed.

March Treasurer's Report Approval

- David Abrams made motion to accept the March treasurer's report.
- Christine Steman seconded
- Motion Approved unanimously

Treasurer Notes:

Chapter Meeting Overview - Overall was to operate in a fashion that does not lose money. Without PDC included the regular Chapter meeting. 185 was the final count with attendees and exhibitors. Summary of PDC was provided in the budget meeting and the final financial aspects – \$41,182 revenue, expenses were \$31,832.43 with a profit of \$9349.57.

Chapter Annual financial summary – Chapter has a profit of \$4,199.89. The original budget goal was approximately \$1500 profit. Dues in March and Regional Assessment was included. In general, the financials were on track as budgeted.



Nominations & Elections: Abby Ferri reported several members have been identified for Northwest Chapter Executive Board roles. VP – Scott Huberty, Mark Lenling, Treasurer – Chris Flegel (maybe if Scott Huberty runs for VP). Diana Nelson was interested in a non-executive board opening. Jen Ellinwood has prospective candidate, Jennifer Carlson. Jen is returning to the area in late April. Three member at large positions are open. Potential candidates for Member at Large: Nick Rivetto (Egan), David Schlutte, Diana Nelson (Abby Ferri will contact). Abby Ferri will post position openings on the MN SC Young Professionals forum as well. Need to identify and get bios in by April 24th so that request can go to ASSP the final week of April and get the ballot out by May 1. That will allow for 21 days of voting.

Programs: ASSP all in person events are cancelled until May. Last two Northwest Chapter in person meetings have been cancelled. Potential for a Region V collaboration but is asking for payment. We will advertise but also consider a virtual Chapter meeting in the next two months. April was scheduled for 3M, so perhaps they may be interested in still speaking or we will look for another speaker. Could consider promoting content from ASSP or others that have content that are already available. David Abrams suggested he could contact Lisa Brosseau or an alternate from CIDRAP. Abby Ferri indicated that the specialty interest group meeting platforms could be leverage within a collaboration. April or May dates are open and can be recorded and accessed later by members. May – PDR Clinics is still available on May 5th or the 12th for a meeting. Safety 2020 will likely shift from an in person to a virtual experience and will have more information out by the end of April. Safety 2021 is still planned for Denver.

Outreach: Abby Ferri indicated that Jennifer Cougler will no longer be covering outreach so a new chair will be sought.

Membership: Abby Ferri indicated that there is a new member roster format that ASSP came out with and will explore.

Mentoring: No report.

Scholarship: Abby Ferri reported that no word from Tim Flint on the scholarship awards. Janie Ritter was asked if they had received any applications yet from students and she reported that no applications have been received. Abby Ferri indicated that we may need to extend the deadline for the scholarship applications. Brian Finder and Jeff Jarvela indicated they would promote the scholarship if the deadline is extended.

Awards and Honors: Abby Ferri reported that the SPY nomination forms are on the website. No nominations or solicitations have come in yet to David Abrams. Abby will add to her President's message. Board members are asked to consider those who might be good candidates.

By-Laws: Abby Ferri suggested that we might be able to leverage some ASSP information and develop additional SOG's for the Chapter. This will be a goal for next Chapter.

Government Affairs: No report.

Northern Plains: No report.

Student Sections: Jeff Jarvela reported that the UMD student section is not able to meet in person and he expects that they will be less active. Idea was raised for an online type Student Highlight Showcase event or something less formal is also encouraged and could be considered.

Outreach: No report. With the job transitions resulting from COVID, direct people to job postings on MN Safety Council and ASSP NW Chapter websites.



MN Safety Council Board Report – Janie reported that they are meeting this Friday and will address budgeting (fiscal year starts July 1st). National safety council is leading in the COVID info and MN Safety Council also has space covered and are also hosting weekly large company. National Safety council has some revenue information. Attendance on some calls have reached 14,000 members. MN Safety Council membership is holding at this point and revenue is coming in. Virtual training is being developed for MN Safety Council by their educators. Many MN members are searching for COVID information and the Council is focusing on being the hub of support. The changes in MN businesses in response to COVID has resulted in position changes and there are posting on the Council jobs page. There are limited employees at the Councils physical location. The Council is involved in a pilot to offer recertification courses.

Adjournment

- David Abrams made a motion to adjourn.
- Jeff Jarvela seconded the motion.
- Motion passed unanimously.

Meeting adjourned at 11:39am.

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