



Minutes of ASSP Northwest Chapter Executive Committee Transition Meeting

Date: August 11, 2020

Call to Order: Meeting called to order by John Breskey at approximately 10:05am.

Roll Call

X John Breskey, CIH, <i>President</i>	X Rick Johnson, <i>Website Manager</i>
X Jennifer Ellinwood, <i>CSP President Elect</i>	X Chris Flegel, <i>CSP, Professional Development Chair</i>
X Dawn Westin, <i>CSP, CHMM Secretary</i>	Open, <i>Outreach Chair</i>
X Scott Huberty, <i>ARM Vice President</i>	Mark Nichols, <i>ARM, Membership Chair</i>
X Chris Flegel, <i>Treasurer</i>	Mark Nichols, <i>ARM, Mentorship Chair</i>
X Marni Hogan, <i>Member at Large</i>	X John Breskey, <i>CIH, By-Laws Chair</i>
X Mark Nichols, <i>ARM, Member at Large</i>	Tim Flint, <i>Scholarship Chair</i>
Christine Steman, <i>CHMM, CSP Member at Large</i>	X David Abrams, <i>CIH, Awards & Honors Chair</i>
X Nick Ravetto, <i>CSP Member at Large</i>	Mark Lenling, <i>Government Affairs Chair</i>
Bill Wuolu, <i>CSP, CHST, Member at Large</i>	X Abby Ferri, <i>CSP, Communications/Social Media</i>
X Victorio Angulo-Escudero, <i>Member at Large</i>	Eric Hallerud, <i>CSP, Region V - RVP</i>
X Megan Rooney, <i>CSP, House Delegate</i>	Kara Felber, <i>Northern Plains Section Liaison</i>
X Jeff Jarvela, <i>CSP, OHST, House Delegate</i>	Katherine Schofield, <i>PhD, CSP, ARM, UMD Student Section Faculty Advisor</i>
Kurt VonRueden, <i>CSP, CET, SMS, House Delegate</i>	Jeff Jarvela, <i>CSP, OHST, UMD Student Section Liaison</i>
X Abby Ferri, <i>CSP, House Delegate</i>	X Dr. Brian Finder, <i>CIH, UW-Stout Student Section Faculty Advisor</i>
X Abby Ferri, <i>CSP, Past President</i>	Garry Kroft, <i>UW-Stout Student Section Liaison</i>
X Abby Ferri, <i>CSP, Nominations & Elections Chair</i>	Janie Ritter, <i>MN/SD Safety Council Rep</i>
X Jennifer Ellinwood, <i>CSP Program Chair</i>	Chuck Clairmont, <i>Executive Director / CEO, ND Safety Council Rep</i>
Chris Western, <i>MCOHS Chapter Liaison</i>	Alanna Lee, <i>ASSP Northwest Chapter Rep to MN Safety Council</i>
Kara Felber, <i>Northern Plains Section, Chair</i>	Anthony Stoner, <i>Northern Plains Section, Secretary</i>
X Michael Scarski, <i>CSP, Northern Plains Section, Vice Chair</i>	Auston Biles, <i>Northern Plains Section, Member at Large</i>
Clint Young, <i>Northern Plains Section, Treasurer</i>	Jennifer Seibel, <i>CSP, ASP, CSP, Northern Plains Section, Member at Large</i>



Introductions

Secretary's Report

Meeting minutes from the Northwest Chapter July Board Transition Meeting 7.9.2020 were sent to Board members and were also reviewed during the meeting.

Secretary Report Approval

Northwest Chapter July Board Transition Meeting Minutes 7.9.2020

- Scott Huberty made a motion to approve the Northwest Chapter July Board Transition Meeting Minutes 7.9.2020 minutes as submitted.
- Jen Ellinwood seconded the motion.
- Motion passed unanimously.

Board Roster updates

- Chris Western will address should we pay for her
- Mark Lenling agreed to take over the Government Affairs Chair. Support will be given for the transition by Scott Huberty and Terry Keenan.
- Alanna Lee was appointed to the Northwest Chapter Rep to MN Safety Council. She will be added to the Northwest Chapter Executive committee roster and invite for future meetings.
- Update to roster requested by Scott Huberty for his contact information. Dawn Westin/John Breskey will update the roster as requested.

Treasurer's Report –Chris Flegel reported that he was unable to get access to the account. The July financial report documents will be offered electronically for review and approval at the next executive committee.

Treasurer Notes:

- Taxes were filed on 8.6.2020 meeting reporting deadline.
- Abby Ferri and Scott Huberty need to be removed from the bank account.
- John Breskey and Chris Flegel are on the account now and can arrange for payments as needed.

Previous Meeting Business

Chapter Operation Planning Tool

- Review of goals and items
- Online leadership training – Mark Lenling,
- Leadership Conference – Chapter leaders have given notice that they will be attending the leadership conference (Scott Huberty, Abby Ferri, Mark Lenling, John Breskey, others?)



- Leadership Training – Elected officers are asked to complete the leadership training modules and send the certificates in an email to John Breskey when completed.
- John B will submit to COMT by 8/15/20.

Chair Updates Programs

- Chapter Meetings – Jen reporting tentative schedule below:
 - Sept. – (Sept. 15th) September meeting will be a panel discussion with a broader reach of the Chapter membership to include Jim Krueger, Mary Bauer, ND and South Dakota will also have representatives. It will be a hot topic focus with regional flavor to cover areas. TBG has offered their platform and Chris Flegel will be setting up and will provide link to RJ. Scott Huberty raised the question of whether or not to charge a fee. David Abrams suggested that we like to have meetings be run to break even (be free) and if there are expenses for platform then charge a nominal fee for expense off-set or request a donation to scholarships. Abby Ferri commented that we may also need to consider that our members are paying their fee and that if we don't have expenses then should remain free. Could try a specific approach to the September meeting and see how that goes. Off setting costs and donations to scholarship generally has a consensus. For Sept. use suggested donation options similar to the joint meeting and allow members to select their option. RJ commented that we would communicate that the meeting is free, and be clear on the donation options and why they might be compelled to donate. Jen Ellinwood will work on the meeting announcement with the details for the September meeting including donation specifics.
 - Oct – tentatively planned Ladder Safety update
 - Nov – TBD
 - Dec – North Plains Chapter to organize the meeting with support
 - Jan, - Joint Meeting with AIHA and they will be leading this year
 - Feb. – PDC
 - March – Career progression, International Woman's month (WISE engaged) and Mentoring focus
 - April/May - TBD
- Meeting Platforms – John Breskey has reached out to Region V for a potential solution/account for a cooperative platform but has received limited feedback so at this point believes the Chapter needs to arrange for a meeting platform for Chapter meetings/PDC.
- Previous experience with external provision of the platform has had some challenges and Jen Ellinwood indicated that the recommendation would be to get our own platform established. Abby Ferri provided feedback on her research on platforms.
 - Zoom – Has engagement tools for the attendees and break out rooms to add a social dimension to our meetings. The free version has the breakout version. You can activate other tools. If you want more people to be engaged real time, then



there is a pro version with 9 hosts at \$150 per year. Some organizations (governments) are resistant to Zoom and in some cases are reluctant to use (hacking is a raised concern). Chris Flegel remarked that there have been improvements with password structure and added control if you don't have the password in which the administrator has to allow you into the meeting. He also believes that at the ROC meeting this could be pursued again.

- Go To Meeting – Meeting can be recorded and event expresso can be used in connection with Go To Meeting and direct link can be sent to prospective attendees. There is a business plan option with one license for the Chapter and is only \$192 per year, but is limited to 250 guests.
- Microsoft Teams – maybe free for a 501 3c entities. Jen Ellinwood will research further.
- Suggestion is to include as part of the Chapter Survey to understand what platform may be most accepted by membership. Survey to go out with limited questions and suggestion is to have a two week period for response.
- Regions will not meet until the end of September. Chris Flegel indicated that likely the cooperative platform Regional approach could be added to the agenda and potentially be voted on at the ROC meeting. Region could also look at the limitations of Zoom for government related entities.
- At this point, the focus will be on Zoom, Go To Meeting and Microsoft Teams.

Membership

- Chapter Member Survey - Suggestion is to include a question as part of the Chapter Survey to understand what platform may be most accepted by membership. Survey to go out with limited questions and suggestion is to have a two week period for response.
- - Timeline – Aug. /early Sept.
 - Data sought? (use example from society) – discussed, reduce the number of questions.
 - Incentives like gift cards or other items – Abby, Scott and Mark Nichols to explore. Suggestion is to purchase gift cards for incentive item to get members to participate.
 - Abby Ferri made a motion to purchase (1) \$50 and 2 (\$25) dollar gift certificate prizes for a total of \$100 to be awarded as incentives for member survey returns. Scott Huberty seconded the motion, Discussion was called for, no discussion presented. A call was made for objections to the motion, there were no objections, motion passes unanimously. It was noted that to be entered into the drawing, members would have to provide their email at the end of the survey.
 - Abby, Scott H and John B and Mark Nichols will be meeting as a sub-committee to develop the survey and deliver to members.
 - Mark Nichols reported 882 Chapter members, no new members in the last 30 days, 16 expiring, 2 transfers. Mark Nichols will contact to encourage expirees to rejoin. Mark Nichols will connect with John Breskey on the previous poll daddy information related to prior member survey information to ensure we have a way to communicate survey information in the future. Marni Hogan suggested that if



meeting is free in September then it could be a good outreach opportunity for prospective new members/participation and those that may be struggling with membership renewal. Suggestion is to add announcements in the Chapter slide deck to include membership benefits.

Mentoring - Mark Nichols reported that we have a small group of mentors identified, but at this time we do not have any current solicitations from mentees. Rick Johnson will confirm that with Mark Nichols.

Scholarship – No Report

Awards and Honors – David Abrams reported that Chapter will be nominating Abby Ferri for Chapter SPY and also for Regional SPY. David also reported that Long term member awardees will be notified and plaques will be sent directly from ASSP. The Chapter will take the awardee information and communicate at the Chapter level (newsletter/Chapter website or similar).

By-Laws – No report

Government Affairs – Mark Lenling will now be chairing this committee. Scott Hubert reported:

- MN OSHA Advisory Council has quarterly meetings and Carol Keyes and Scott Huberty are attending from the Chapter. Next meeting is second week of Nov.
- Fed OSHA office in Eau Claire has new leadership. A welcome newsletter article is being prepared.
- MN Safety Council - our new Northwest Chapter ASSP representative is Alanna Lee.
- OSHA Safe and Sound (this week) – how can the Chapter be involved/support?
 - Promote on social media and ask members to post how they may be participating in the week
 - Federal website - can view what companies have signed up to participate and then try to highlight/salute them on our Chapter social media platforms. This information is available for each state. Scott Huberty to pursue and get information over to Abby Ferri for social media posting.

Northern Plains – No report

Student Sections – Brian Finder reported for Stout that delivery of classes will be on-campus and online for the Risk Control program this fall but with full option for students to distance learn if they need. Asking Student Section to run their meetings in Microsoft Teams so that potentially more students will be able to attend the Northwest Chapter Student section meetings. With the degree changes, it may be more challenging to identify students to volunteer to lead the Northwest Chapter Student Section. Brian Finder as made the ask to current students. School starts Sept. 7. John Breskey also indicated that they may be offered information on the future leadership conference to encourage their involvement with the organization.

Jeff Jarvela reported that he has reached out to Katie Schofield at Uof MN Duluth and is waiting for response. Considering how to facilitate an introduction to ASSP in this coming year. Schools starts Aug. 31.

PDC – Abby Ferri will be taking over to chair the PDC this year. Scott Huberty indicated that Region 6 is holding their PDC and suggested that maybe someone from the board attend to see their approach.

Outreach – No current chair. Suggestion is to define outreach at the next board meeting.



New Business – Next Chapter Board meeting will be held on Wednesday, Sept. 16th

Adjournment

- Scott Huberty made a motion to adjourn.
- Victorio Angulo seconded the motion.
- Motion passed unanimously.

Meeting adjourned at 11:44am

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