



# Minutes of ASSP Northwest Chapter Executive Committee Transition Meeting

**Date:** September 16, 2020

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

## Roll Call

<b>X</b> John Breskey, CIH, <i>President</i>	Rick Johnson, <i>Website Manager</i>
<b>X</b> Jennifer Ellinwood, <i>CSP President Elect</i>	<b>X</b> Chris Flegel, <i>CSP, Professional Development Chair</i>
<b>X</b> Dawn Westin, <i>CSP, CHMM Secretary</i>	Open, <i>Outreach Chair</i>
<b>X</b> Scott Huberty, <i>ARM Vice President</i>	Mark Nichols, <i>ARM, Membership Chair</i>
<b>X</b> Chris Flegel, <i>Treasurer</i>	Mark Nichols, <i>ARM, Mentorship Chair</i>
Marni Hogan, <i>Member at Large</i>	<b>X</b> John Breskey, <i>CIH, By-Laws Chair</i>
Mark Nichols, <i>ARM, Member at Large</i>	Tim Flint, <i>Scholarship Chair</i>
Christine Steman, <i>CHMM, CSP Member at Large</i>	<b>X</b> David Abrams, <i>CIH, Awards &amp; Honors Chair</i>
Nick Ravetto, <i>CSP Member at Large</i>	<b>X</b> Mark Lenling, <i>Government Affairs Chair</i>
<b>X</b> Bill Wuolu, <i>CSP, CHST, Member at Large</i>	Abby Ferri, <i>CSP, Communications/Social Media</i>
<b>X</b> Victorio Angulo-Escudero, <i>Member at Large</i>	Eric Hallerud, <i>CSP, Region V - RVP</i>
<b>X</b> Megan Rooney, <i>CSP, House Delegate</i>	Kara Felber, <i>Northern Plains Section Liaison</i>
<b>X</b> Jeff Jarvela, <i>CSP, OHST, House Delegate</i>	Katherine Schofield, <i>PhD, CSP, ARM, UMD Student Section Faculty Advisor</i>
<b>X</b> Kurt VonRueden, <i>CSP, CET, SMS, House Delegate</i>	<b>X</b> Jeff Jarvela, <i>CSP, OHST, UMD Student Section Liaison</i>
Abby Ferri, <i>CSP, House Delegate</i>	Dr. Brian Finder, <i>CIH, UW-Stout Student Section Faculty Advisor</i>
Abby Ferri, <i>CSP, Past President</i>	Garry Kroft, <i>UW-Stout Student Section Liaison</i>
Abby Ferri, <i>CSP, Nominations &amp; Elections Chair</i>	Janie Ritter, <i>MN/SD Safety Council Rep</i>
<b>X</b> 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>
<b>X</b> 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 August Board Meeting 8.11.2020 were sent to Board members and were also reviewed during the meeting.

### **Secretary Report Approval**

Northwest Chapter August Board Meeting Minutes 8.11.2020

- Scott Huberty made a motion to approve the Northwest Chapter August Board Transition Meeting Minutes 8.11.2020 as submitted.
- Jeff Jarvela seconded the motion.
- Motion passed unanimously.

**Treasurer's Report** –Chris Flegel reported that he was unable to get access to the bank account until 9.15.2020. The July and Aug financial report documents will be offered electronically for review and approval at the next executive committee.

#### **Treasurer Notes:**

- Scott Huberty and Chris Flegel completed account arrangements for future payment transactions as needed.
- Chris Flegel indicated that he will end the Chapter's arrangements with First Data (electronic payment system) at this time to eliminate the approximately \$44 fees they are charging each month and based on the limited use by the Chapter. Chris Flegel proposed that the Chapter move over to a new credit card payment system – Square. Chris will provide further details on the Square system at the next Board meeting prior to initiating sign up and use of the system.
- Check to Northern Plains will need to be issued.

### **Previous Meeting Business**

- The COMT plan was submitted.
- We will continue to use TBG's Zoom access for upcoming meetings at this time. Restricted to 100 people per session.
- Chapter member survey – plan was to develop the survey and get it out by the September meeting. The sub-group met to try to pare down the number of question/content in the survey. There was discussion but survey questions were not finalized so did not go out. John Breskey requested input from the group on the Sept. meeting. Scott Huberty offered that it would be helpful to understand how members are experiencing virtual meetings. Solicitation for specific topics of interest to the members was also seen to be important. John Breskey will take the lead to complete the survey and get it out by the next meeting.



## **Chair Updates**

### **Programs**

- Chapter Meetings – John Breskey and Jen Ellinwood reporting.
- September Meeting –
  - John Breskey commented that generally it went well and he thought the exchanges between the speakers was good.
  - Chris Flegel - Add pre-slides for welcome and other Chapter items
  - Closed Caption is an option that may be useful. A couple of connection drops but Chris Flegel was able to open the meeting to them.
  - Attendee list is being prepared by Chris Flegel and Rick Johnson. Number of attendees was about 65 members with about 90 signed up.
  - Rick Johnson commented that he was able to send a note to the folks that were not able to register and was able to send out a note to these members and one was able to get on after all. Could consider allowing for over booking with the expectation that there will be people that will not attend even though registered. Consider charging a nominal fee to potentially reduce no shows and generate some funds for virtual meeting platforms in the future or could put them toward scholarships. John Breskey thought a \$10 registration fee with a potential for a wait list in Event Espresso. Event Espresso may have had a delay that the members experienced. Rick Johnson will watch for similar delay and will explore a potential wait list process.
  - Scott Huberty commented that the demographics of the attendees where varied and that the virtual meeting is allowing for a broader group of attendees.
  - John Breskey and Scott Huberty will work on opening meeting slide-deck.
  - Jen Ellinwood commented that she reached out to some of the member attendees at the September meeting and has some leads on potential volunteers.
- October – Ladder Safety topic is being reconsidered based on the availability of presenter. Bill Wuolu has a Ladder Safety presentation contact that may be viable and will get information to Jen. Jen is also considering an alternate presenter on a forensic investigation topic recommended by the Kitty Hawk Chapter.
- November – TBD, may move up Northern Plains sponsored meeting.
- December – Considering pursuit of Sheila Stanley for NP meeting. Northern Plains covers North Dakota counties, but some members have requested to cross over from another state. Chris Flegel indicated that under the current membership structure, members from South Dakota are automatically added to Northern Plains section.
- 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

**Membership** – Scott Huberty reported:



- Scott Huberty has not been in contact recently with Mark Nichols but he has personally been reaching out to some professional non-members to encourage participation and to become members. John Breskey commented that we could be more intentional with additional welcome slides at the beginning of the virtual meetings to help those in attendance understand the benefits of membership.
- Scott Huberty has been engaged with a group in Wisconsin representing the NW Chapter and there are opportunities to identify potential members.

**Mentoring** – No report

**Scholarship** – No Report

**Awards and Honors – No Update** - David Abrams will be nominating Abby Ferri for Chapter SPY and Regional SPY.

**By-Laws** – No report

**Government Affairs** – Mark Lenling reported the MN Department of Labor and Industry has a new commissioner, Rosalyn Robertson (formerly Wade) replacing Nancy Leppink.

**Northern Plains** – Mike Scarski reports no new updates for the section. Next board meeting proposed for week of Sept. 21.

**Student Sections – UW Stout** - Brian Finder reported for Stout – The Stout modified Risk Control masters program is up and running. Enrolment at Stout is solid at this time.

**U of MN Duluth** - Jeff Jarvela reported that he has been in contact with Katie Schofield at Uof MN Duluth to get an introduction meeting set with the new students. Katie requested that something be recorded by Jeff, but he is asking if an in-person exchange may be possible. Jeff is waiting for response from Katie on the proposed and potential dates. Jeff indicated that ASSP student materials have been offered to the students.

**PDC** – John Breskey confirmed that Abby Ferri will be taking over to chair the PDC this year. Scott Huberty refreshed that the current by-laws has the president elect responsible for chairing the PDC, but in past years we have moved to identifying a separate PDC chair and that will continue with this year. Virtual platform options are being evaluated by Abby Ferri. AIHA is doing their PDC in November on a virtual platform and it may be helpful to attend and/or reach out to gather information from their experience.

**Outreach** – No current chair. Discussion on what the outreach chair might entail. Scott Huberty offered that perhaps it may include coordinating events that get our NW Chapter name out in the community. Examples offered:

- Extreme Home Make Over event in Duluth– members were invited to volunteer and support the site safety at the build
- Career exploration events Highschool
- Other Safety Groups – GLASH
- Boat Cruise

#### **New Business –**

- Chris Western is retiring from the Midwest Center in October. She has provided an enormous amount of support to the Chapter over the years in connection with CEU's, work on Chapter meetings, PDC's etc. Dawn Westin will coordinate gift with request to current and past board leaders. Scott Huberty will create recognition for Chris Western at the next meeting and will ensure that Chris attends.



- ASSP is stating March 30, 2021 before in person meetings. Following discussion, the general consensus for programing at this time will be no in person meetings and no specific date will be offered for the resumption of in person meetings
- Next Chapter Board meeting tentatively proposed for Wednesday, October 14<sup>th</sup> to avoid being held the same day as the Chapter virtual meeting date.

**Adjournment**

- Bill Wuolo made a motion to adjourn.
- Scott Huberty seconded the motion.
- Motion passed unanimously.

Meeting adjourned at 11:24am

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