



Minutes of ASSP Northwest Chapter Executive Committee Transition Meeting

Date: November 17, 2020

Call to Order: Meeting called to order by John Breskey at approximately 10:04am.

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>
Dawn Westin, <i>CSP, CHMM Secretary</i>	Open, <i>Outreach Chair</i>
X Scott Huberty, <i>ARM Vice President</i>	X Mark Nichols, <i>ARM, Membership Chair</i>
X Chris Flegel, <i>Treasurer</i>	X 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>	X 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>	X 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>
Julie Alcorn-Webb, <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 September Board Meeting were sent to Board members and were also reviewed during the meeting. There was no October Board Meeting.

Secretary Report Approval

Northwest Chapter September Board Meeting Minutes 9.16.2020

- Scott Huberty made a motion to approve the Northwest Chapter September Board Meeting Minutes 9.16.2020 as submitted.
- Chris Flegel 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:

- July Treasurer's Report: June dues posted, ASSP Scholarship donation also posted. One outstanding check for donation made to food service industry organization.
 - Scott Huberty made motion to approve the July Treasurer's Report, Jeff Jarvela seconded the motion, motion passed unanimously.
- August Treasurer's Report: July dues posted, usual monthly fees posted as well. Net income of \$499.15.
 - Janie Ritter made motion to approve August Treasurer's Report, Scott Huberty seconded the motion, motion passed unanimously.
- September Treasurer's Report: August dues posted, Region assessment posted, usual monthly fees posted as well.
 - Scott Huberty made motion to approve the September Treasurer's Report, Janie seconded the motion, motion passed unanimously.
- October Treasurer's Report: will be provided electronically at later date.
- PayPal is now our only online form of payment.

Previous Meeting Business

- Chapter member survey – per John, the subgroup will regroup to pare down the questions and get the survey out to the members.

Chair Updates

Programs

- Chapter Meetings – John Breskey and Jen Ellinwood reporting.



- December (12/8/2020) – Scott provided update: Kevin Weaver from U.S. Compliance Corp will speak on environmental aspects for safety professionals. Rick Johnson posted info on our website and registration is open. Meeting registration is free. As date gets closer, Scott and Jen will coordinate on who will host the meeting by kicking it off.
 - Abby suggested that as Board members register for the meeting that they share on social media to amplify and market.
 - The event date will need to be updated on the website, it currently says 12/16/2020 which is incorrect. Rick fixed during the meeting.
- Jan (1/XX/21) - Joint Meeting with AIHA and they will be leading this year. Topic and date are not set yet, Jen is coordinating with them.
- Feb (2/9/2021) – PDC, tabled until later in the meeting.
- March – Career progression, International Woman’s month (WISE engaged) and Mentoring focus
- April – Northern Plains Section is coordinating the meeting and will gear towards early career safety professionals and those with dual roles in safety. Per Mike Scarski, there will be information on the Northern Plains Section as well and how it is there for our colleagues in the Dakotas.
- May – TBD. Scott noted that he has talked to Roger Cullen, safety manager at Lund Crestliner Boats, and MNOSHA Consultation about presenting on hazards of a manufacturing environment and utilizing consultation. There is another tie in to Oregon OSHA Consultation as well, a video was produced at the Lund site out there that could be used in marketing this meeting.

Membership

- Report from Mark Nichols: 858 members, compared to 822 in Aug, 872 in Sept. Average between May 2019-2020 was 876. Holding a reasonable amount of members, but anticipating loss due to members having their hours reduced or lost jobs. Looking for strategies to retain members who would rely on employer to support their membership.
 - Abby suggested highlighting the resources ASSP has for unemployed members, this can be shared in an upcoming newsletter and at the next meeting.
 - Janie suggested highlighting job postings on the chapter website and posts available on the MN Safety Council site.
 - John noted that the meeting intro slides can be updated with the MN Safety Council job board info.
- In the past 30 days: 5 new members and 3 transfers, 14 expired members (Mark called them, received some feedback)
- Scott Huberty has been engaged with a group in Wisconsin representing the Northwest Chapter and there are opportunities to identify potential members. [WITC](#) is another entity to engage with for potential members.
- Scott is in communication with safety pros at Kwik Trip and Puris about membership.

Mentoring

- Mark Nichols has been in contact with two members: one that was seeking a mentor, the other is currently mentoring.



- Mark is looking for insurance risk control members to consider generating new members from their clients who may have dual safety roles or are new to safety.

Nominations – Committee consists of Abby (Chair), Jen E., and Megan Rooney.

- Need to reconcile Society's Leadership Report with what was submitted by Abby and the list Rick has.
- Slate of positions needing candidates will be discussed next month or before virtually.
- Aim for nominations by end of March so the slate can be posted by the deadlines for Platinum for the Leadership Report.

Scholarship – No report on Chapter Scholarship, however there was discussion about the new deadline for ASSP Foundation scholarships and grants, it is 1/1/2021 instead of 12/1/2020.

- Discussion about Tim Flint and involvement with Scholarship Committee. Jeff and Gary are usually on the subcommittee to review the scholarships.
- The anonymized email address for receiving scholarship applications goes to Tim Flint, per Rick, it cannot be mapped to multiple email addresses.
- John Breskey will reach out to Tim Flint and go from there as deadline is in March 2021.

Awards and Honors – David Abrams noted that Abby Ferri needs to turn in her paperwork to him ASAP.

By-Laws – No report

Government Affairs – No Report, related discussion only.

- Janie Ritter noted that legislature approved medical and recreational marijuana and there are differences in how they were passed depending on the state. Abby noted this would be a good topic for the Northern Plains hosted meeting. Mike is aware of a doctor who would be a great speaker on this.

Northern Plains – Report from Mark Scarski.

- Treasurer position is open due to a member leaving the area for their job. The Section is working on signature/approval updates.
- Check from the chapter was received but has not yet been cashed.
- Note from Chris Flegel that Northern Plains Section only covers North Dakota and does not cover South Dakota.

Student Sections

- **UW-Stout - Brian Finder**
 - With virtual programming, Brian looking to include alumni in future sessions during the winter.
 - The school has a NIOSH training program improvement grant for student travel and professional development usually for ASSP PDC or WI Safety Council Conference. Due to travel ban, Brian has offered that students can enroll in online ASSP short courses instead, students must join ASSP to participate. John offered



to market this to the greater membership, Ben Wood of MNOSHA is the first guest speaker.

- **UMD - Jeff Jarvela**

- Student Section finalized officer elections and Jeff sent info to Northwest Chapter Officers this week.
- There's a UMD MEHS "alumni and friends" group on LinkedIn and per Katie, they will use that as their monthly platform for communication and news. The group is at <https://www.linkedin.com/groups/13918748/>

PDC – Abby Ferri

- Budget is \$30,000 per Chris Flegel and the PDC Committee is responsible for managing this.
- Janie noted that MN Safety Council used Microsoft Teams via Office 365. There is a "Teams Live Event" option as well that includes a chat format. This format allows up to 1,000; in a regular Teams meeting the limit is 300. The MN Safety Council had about 1/3 the amount of attendees at the virtual event compared to the in-person event.
 - The biggest challenge was not technology, it was with the Speakers getting into the platform as speakers due to email/login challenges.
 - Janie offered to talk offline about this.

Outreach – No current chair, no report.

New Business –

- Janie Ritter noted that MN Safety Council furloughed people in April and permanently laid off those people as of last week. Steve Rauh is a person many members of the Board would be familiar with is one of the personnel impacted and is on the job market. Janie can help direct requests for resources to other staff. Steve's contact information steven.rauh@gmail.com.
- CEUs: Julie Alcorn-Webb is recovering from COVID and Rick Johnson has been in touch with her. A CEU worksheet was provided prior to her going out sick and Rick will follow up next week.

Adjournment

- Abby Ferri made a motion to adjourn.
- Janie Ritter seconded the motion.
- Motion passed unanimously.

Meeting adjourned at 11:35am

Respectfully submitted by
Abby Ferri for



Dawn M. Westin, CSP, CHMM
ASSP Northwest Chapter Secretary