



Minutes of ASSP Northwest Chapter Executive Committee Meeting

Date: December 17, 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>	Abby Ferri, <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>	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>
X Christine Steman, <i>CHMM, CSP Member at Large</i>	David Abrams, <i>CIH, Awards & Honors Chair</i>
Nick Ravetto, <i>CSP Member at Large</i>	X Mark Lenling, <i>Government Affairs Chair</i>
Bill Wuolu, <i>CSP, CHST, Member at Large</i>	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>
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>
Abby Ferri, <i>CSP, House Delegate</i>	X 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 & 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>
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>
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 November Board Meeting were sent to Board members and were also reviewed during the meeting.

Secretary Report Approval

Northwest Chapter November Board Meeting Minutes 11.17.2020

- Scott Huberty made a motion to approve the Northwest Chapter November Board Meeting Minutes 11.17.2020 with the spelling correction “pst” to “past” and deletion of the duplicate Government Affairs section.
- Chris Flegel seconded the motion.
- Motion passed unanimously.

Treasurer's Report –Chris Flegel reported. Financial report documents were reviewed during the December board meeting for October 2020 and November 2020. Highlights are offered below.

October Treasurer's Report – Balance as of Oct. 31, 2020 is \$31171. Revenue \$1335 - Expenses \$192.98 = Income \$1142.42

Revenue

Meeting dues (Sept.) - \$1025

Meeting Fees (Oct. meeting) - \$310

Expenses

Paypal/Credit Card Fees – \$8.73

Region V Assessment - \$104 (based on 52 members at \$2.00 per member).

Bank Fees - \$44.85

Web Hosting - \$35 Expenses

Treasurer Notes: Northern Plains check was not cashed in Oct.

October Treasurer's Report Approval

Scott Huberty made a motion to accept the October treasurers report as submitted.

Marni Hogan seconded the motion.

Vote called; motion approved unanimously.

November Treasurer's Report - Balance as of Nov. 30, 2020 is \$31744.37. Revenue \$1340 - Expenses \$160.63 = Income \$1179.37

Revenue

Meeting dues (Oct.) - \$1090

Meeting Fees (Nov. meeting) - \$250



Expenses

Paypal/Credit Card Fees – \$15.63

Region V Assessment - \$110 (based on 55 members at \$2.00 per member)

Web Hosting - \$35 Expenses

Treasurer Notes: Northern Plains check was not cashed in Nov.

November Treasurer's Report Approval

- Marni Hogan made a motion to accept the November Treasurer's report with one correction to the Region V assessment formula to reflect \$2 per member.
- Mark Lenling seconded the motion.
- Vote called; motion approved unanimously.

Previous Meeting Business

- Chapter member survey – no update.

Chair Updates

Programs

- Chapter Meetings –Jen Ellinwood reporting.
- Jan (1/21/21) - Joint Meeting with AIHA leading this year and handling all of the meeting logistics. Presentation will be from a member of the Los Alamos national lab and COVID exposure management. NW Chapter will use the direct link to AIHA registration landing page. Rick Johnson indicated that we can use a third-party registration site in event expresso so that we can still monitor our member registrations. Rick Johnson will connect with the local AIHA contact to address the question of CEU distribution.
- Feb (2/9/2021) – PDC updated tabled until later in the meeting.
- March – Career progression, International Woman's month (WISE engaged) and Mentoring focus
- April – No update. Northern Plains Section is coordinating the meeting. Planned topic focus early career safety professionals and those with dual roles in safety.
- May –Placeholder on May 11th for the meeting date. Lund Crestliner Boats Roger Cullen, safety manager at Lund Crestliner Boats and MNOSHA Consultation will be presenting on hazards of a manufacturing environment and utilizing consultation. Scott Huberty is pursuing a give away from Lund Crestliner.

Membership

- Mark Nichols Reporting: 833 members, compared to 822 in Aug, 872 in Sept. and 858 in October. Average is 846 and is slightly down from average of 876 for similar time frame in 2019-2020.
 - In the past 30 days: 3 new members and 0 transfers, 25 expired members. It was noted that 17 of the expired members are from the military. Mark is continuing to reach out to expired members.



- Pursuing additional communication and posting to highlight resources available to members at a Chapter level with a focus on positions on NW ASSP Chapter websites, the MN Safety Council and job resources at Society.

Mentoring

- Mark Nichols is working closely with a member seeking mentorship and continuing efforts to identify and foster new mentor/mentee opportunities.

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

- John Breskey reported that he provided Nominations committee information to Chapter Services.

Scholarship – No update.

Awards and Honors – No update. SPY is in process for Abby Ferri.

By-Laws – No update.

Government Affairs – Mark Lenling reported that application for the Arthur E. McCauley, Jr. Award is open and nominations are due by March 30th and will be awarded at the MN Safety Council Conference (May 4/May 5, 2021).

MNOSHA Advisory Council is meeting next in February and the meetings are being held virtually. Scott Huberty provided newsletter items for upcoming newsletters.

Northern Plains – No Update.

Student Sections

- **UW-Stout - Brian Finder**
 - Challenged to get student's engagement with NW Chapter/ASSP in general. Many are working professionals and are less focused on professional development and more on completing course content. Enrollment is looking stronger, but spring will be the true test for the program.
- **UMD - Jeff Jarvela**
 - A couple of new items on the LinkedIn page. Final student plan reviews are being conducted to fulfill graduation requirements. No other significant updates at this time.

PDC – Abby Ferri

- Marketing information is out for the PDC. Abby asking all to get the word out in all communication methods/channels and encourage emails by Board members directly to colleagues/professional networks.
- Practice Zoom hosting runs have been successful and PDC committee members are getting more experienced with key breakout rooms. A sponsor lounge is to be included



in the PDC. Volunteers will be pursued to host the various chat rooms. A technology practice session will be put together to get all volunteers prepared for Zoom hosting responsibilities.

- At least one registration to date.
- PDC brochure will be sent to AGC and to Region V (Abby Ferri) and Society (John Breskey) for further distribution.

Outreach – No current chair.

New Business – None.

Adjournment

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

Meeting adjourned at 10:43am

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