



# Minutes of ASSP Northwest Chapter Executive Committee Meeting

**Date:** May 12, 2020

**Call to Order:** Meeting called to order by Abby Ferri at approximately 10:31am.

## Roll Call

<b>X</b> Abby Ferri, CSP, <i>President</i>	Julie Alcorn-Webb, <i>MCOHS Chapter Contact</i>
<b>X</b> John Breskey, CIH, <i>President Elect, Program Chair</i>	<b>X</b> Rick Johnson, <i>Website Manager</i>
<b>X</b> Jennifer Ellinwood, <i>Vice President</i>	<b>X</b> Chris Flegel, CSP, <i>Professional Development Chair</i>
<b>X</b> Dawn Westin, CSP, <i>Secretary</i>	Jennifer Cougler, <i>Outreach Chair</i>
<b>X</b> Scott Huberty, <i>Treasurer</i>	<b>X</b> Mark Nichols, ARM, <i>Membership Chair</i>
Jennifer Cougler, <i>Member at Large</i>	<b>X</b> Mark Nichols, ARM, <i>Mentorship Chair</i>
<b>X</b> Mark Nichols, ARM, <i>Member at Large</i>	<b>X</b> John Breskey, CIH, <i>By-Laws Chair</i>
<b>X</b> Christine Steman, CHMM, CSP <i>Member at Large</i>	Tim Flint, <i>Scholarship Chair, Communications/Social Media</i>
<b>X</b> David Abrams, CIH, <i>Member at Large</i>	<b>X</b> David Abrams, CIH, <i>Awards &amp; Honors Chair</i>
<b>X</b> Bill Wuolu, CSP, CHST, <i>Member at Large</i>	Terry Keenan, <i>Government Affairs Chair</i>
<b>X</b> Victorio Angulo-Escudero, <i>Member at Large</i>	<b>X</b> Abby Ferri, CSP, <i>Communications/Social Media</i>
<b>X</b> Megan Rooney, CSP, <i>House Delegate</i>	Eric Hallerud, CSP, <i>Region V - RVP</i>
<b>X</b> Jeff Jarvela, CSP, OHST, <i>House Delegate</i>	Leif Schonteich, <i>Northern Plains Section Liaison</i>
<b>X</b> Kurt VonRueden, CSP, CET, SMS, <i>House Delegate</i>	Katherine Schofield, PhD, CSP, ARMUMD <i>Student Section Faculty Advisor</i>
<b>X</b> Chris Flegel, CSP, <i>House Delegate</i>	<b>X</b> Jeff Jarvela, CSP, <i>UMD Student Section Liaison</i>
<b>X</b> Kurt VonRueden, <i>Past President</i>	<b>X</b> Dr. Brian Finder, <i>UW-Stout Student Section Faculty Advisor</i>
<b>X</b> Kurt VonRueden, <i>Nominations &amp; Elections Chair</i>	Garry Kroft, <i>UW-Stout Student Section Liaison</i>
<b>X</b> John Breskey, CIH, <i>Program Chair</i>	<b>X</b> 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>
<b>X</b> Bill Wuolu, <i>Northern Plains Section, Past Chair</i>	



## **Secretary's Report**

Meeting minutes from the April Chapter Board Meeting 4.14.2020, March Chapter Board Meeting 3.10.2020 minutes and the March Budget Meeting 3.19.2020 minutes were sent to Board members and were also reviewed during the meeting.

## **Secretary Report Approval**

### **March Chapter Board Meeting 3.10.2020**

- Chris Flegel made a motion to approve the Northwest Chapter March Chapter Board Meeting 3.10.2020 minutes as submitted.
- Scott Huberty seconded the motion.
- Motion passed unanimously.

### **March Budget Meeting 3.19.2020**

- Scott Huberty made a motion to approve the Northwest Chapter March Budget Meeting 3.19.2020 minutes as submitted.
- Chris Flegel seconded the motion.
- Motion passed unanimously.

### **April Chapter Board Meeting 4.14.2020**

- Scott Hubert made a motion to approve the Northwest Chapter April Chapter Board Meeting 4.14.2020 with the following changes to the attendance list removing Kurt VonRueden and Chris Flegel as they were not at the meeting.
- Megan Rooney seconded the motion.
- Motion passed unanimously.

COMT Report Summary – Abby Ferri provided an overview of the NW Chapter COMT report and various areas of points we achieved and other opportunities for next year's operations. Abby Ferri will send out the report to solicit any additional input from the Board on any other items that may not have been accounted for to date. The report is due June 30<sup>th</sup>. Abby Ferri advised that there is a document available as a partner to the COMT report to help as a delegation tool for the Chapter leadership identifying champions earlier in the planning process to focus on specific COMT activities. Abby will assist John Breskey and Jen Ellinwood in the COMT process in the coming Chapter year.

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



**Balance reported as of 4.30.2020 = \$34,409.33**

**April** – Revenue \$805 (special project donation), Expenses \$1387.95, Balance \$34,992.28, net income was -\$582.95

Revenue Highlights

\$0 - Chapter dues (April payment did not arrive until May so there is no Chapter dues noted in April financials)

\$805– Donations from April Zoom Meeting attendees for MN Central Kitchen

Expense Highlights

\$508.80 – Safety 2020 HOD Travel

\$839.30 – Donation MN Central Kitchen & associated PayPal and CC Fees

\$39.8 - Bank Fees

Note – \$805 check outstanding is the one that was delivered to MN Central Kitchen.

**April Treasurer's Report Approval**

- Chris Flegel made motion to accept the April treasurer's report.
- Christine Steman seconded.
- Motion Approved unanimously

Treasurer Notes:

**Chapter Meeting Monthly Summary** – Zero balance, overall plan was to operate in a fashion that does not lose money (PDC not included) on the regular Chapter meeting.

**Chapter Annual financial summary** – Report is completed and will submit by Scott Huberty into COMT report. Total revenue was \$73,604.24, expenses \$69,097.35 and balance of \$34,992.28.

Question was raised on whether or not Northern Plains financials need to be included or reviewed as a part of the overall Chapter financial assessment.

**MN Safe Kids check for \$2000 has been sent 5/12/2020.** Janie Ritter offered her thanks on behalf of the MN Safety Council. A formal communication will be arranged for in the fall.

Region V sent \$350 to each Chapter to use for COVID-19 related charity donations. Abby Ferri offered a suggestion to identify an area of support to service workers. Board was asked to supply any suggestions for organizations to Abby Ferri and we will do a vote on where to

**Nominations & Elections:** Abby Ferri reported that we posted the Chapter candidates on May 6<sup>th</sup> and our election will start on June 6<sup>th</sup>. Chapter members will then have 15 days to vote, June 21<sup>st</sup> and July 1<sup>st</sup>, 2020 the new leadership takes over. Society (Chapter Services) will set up the vote weblink. Abby Ferri will use a variety of communication methods to reach members.



Mark Lenling/Scott Huberty-Vice President, Chris Flegel – Treasurer, Dave Sublette and Nick Ravetto, Bill Wuolu, David Abrams, Victorio Angulo- Member at Large, Jeff Jarvela and Megan Rooney for House Delegates. There may be by-law changes considered to extend the delegate positions for two-year terms. Collectively the Board needs additional support to fill leadership positions.

Northern Plains section slate of candidate will go out on May 15<sup>th</sup>.

**Programs:** Abby Ferri and John Breskey reported that May PDR Clinics webinar is set up and ready for registrations.

June 18<sup>th</sup> - David Abrams and Abby Ferri reported that AIHA local section is going to host a webinar with the MN Department of Health and we will support by communicating the education session on June 18<sup>th</sup> to our members in a separate notice. Rick Johnson will add it to our NW Chapter calendar.

July 9 - Transition meeting proposed for 11:00am and 2:00pm.

Aug. – Boat Cruise – Scott Huberty reported, no reservation made at this time. There is an adhoc group connecting on the cruise. A suggestion was made that we move the boat cruise out into late Sept./October meeting. An additional program committee meeting will be convened to start planning and looking at both a virtual and in-person approach to future meetings (Jen Ellinwood (Program Chair), Abby Ferri, David Abrams, Scott Huberty, Rick Johnson volunteering to help on Program sub-committee).

**Membership:** Mark Nichols reported 902 members. Five members transferred recently, and Mark will reach out to welcome them personally. Mark Nichols reached out to BSCP and insurance industry members of ASSP to identify members to nominate. Non-renewed members are going to be contacted to attempt to encourage re-join.

**Mentoring:** No report.

**Scholarship:** Discussion initiated on the logistics of the current scholarship process. Potentially there are alternate ways to submit (on-line process). Suggestion was to move up the scholarship process to earlier in the year. Eligibility for the ASSP scholarships limit the. An option was offered to consider changing to a grant and then requirements could be more flexible. David Abrams indicated that when AIHA offered money to U of MN, that the University

**Awards and Honors:** Abby Ferri asked Board to start thinking about SPY candidates.

**By-Laws:** Abby Ferri suggested earlier in the meeting agenda that there may be opportunities for changes to the by-laws in connection with our current leadership positions and duration.

**Government Affairs:** Scott Huberty attended the MN OSHA Advisory committee meeting. Focus was on COVID related agenda. Fed. OSHA oversight in Wisconsin is retiring.

**Northern Plains:** No report.

**Student Sections:** Abby Ferri indicated the new leadership for Student sections will be identified in the fall. Some students have had difficulties with securing internships. Abby Ferri focusing on a communication in that regard. Brian Finder indicated that in lieu of attending the ASSP conference, the students may be able to substitute for the virtual ASSP conference education events. University of MN has had increased engagement and Abby Ferri suggested that we look to establish a Student section at the U of MN.



**PDC:** Chris Flegel reported that we do not have a date for the 2020 conference at Mystic Lake and the situation is unsettled at this point.

**Outreach:** Chris Flegel reported that he is not traveling for the West River Safety event at this time and expects that there may be a reschedule into fall.

### **New Business**

- Scott Huberty reported seeing an item in the AIHA newsletter on the Safety and Health Historical Society. Suggestion is that we could consider preparing something similar for the Northwest Chapter.
- MN Safety Council Board Meeting – Janie Ritter reported that they had a recent meeting for full board on May 8<sup>th</sup>. Budget discussion/vote were moved to the end of May.

### **Adjournment**

- Dawn Westin made a motion to adjourn.
- David Abrams seconded the motion.
- Motion passed unanimously.

Meeting adjourned at 12:04pm.

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