



Minutes of ASSP Northwest Chapter Executive Committee Meeting

Date: June 9, 2020

Call to Order: Meeting called to order by Abby Ferri at approximately 10:35am.

Roll Call

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



Secretary's Report

Meeting minutes from the May Chapter Board Meeting 5.12.2020, May Chapter Board Meeting minutes were sent to Board members and were also reviewed during the meeting.

Secretary Report Approval

May Chapter Board Meeting 5.12.2020

- David Abrams made a motion to approve the Northwest Chapter May Chapter Board Meeting 5.12.2020 minutes with correction to PayPal spelling and last names of David Sublette and Nick Ravetto, Bill Wuolu.
- Chris Flegel seconded the motion.
- Motion passed unanimously.

Treasurer's Report –Scott Huberty reported on the May Chapter financials. The May financial report documents were offered electronically to the board prior to the Board meeting and were reviewed during the meeting.

Balance reported as of 5.31.2020 = \$34,712.98

April – Revenue \$2463.13, Expenses \$2159.48, Balance \$34,409.33, net income was \$303.65

Revenue Highlights

\$1980 - Chapter dues (April and May)

\$350– Region V Assessment Refund

Expense Highlights

\$204.00 – Region V Assessment

-\$508.80 – Refund Safety 2020 VonRueden HOD airfare

-\$133.13 – Refund West River Safety Day

\$2000.53 – MN Safe Kids (\$2000), Central Kitchen Donation cc Fee (\$0.53)

\$353.90 – Banner for Northern Plains Section

\$39.85 - Bank Fees

\$70 - Web Hosting (April & May)

May Treasurer's Report Approval

- Chris Flegel made motion to accept the May treasurer's report with the change to have the \$133.13 refund placed back into the appropriate expense category to be



consistent with the refund noted for the HOD airfare and balances adjusted in the revenue and expenses accordingly.

- Abby Ferri seconded.
- Motion Approved unanimously

Note - The change noted above was addressed by Scott Huberty and the final May Treasurer's report was sent to the Board members on 6.10.2020.

Treasurer Notes:

- Checks are being mailed to scholarship recipients this week.
- Chapter completed a total donation of \$3000 to ASSP (\$1000 to general fund and \$2000 went to Wise Professional Grant) by the deadline for special recognition by ASSP.
- The \$350 Region V refund and subsequent donation was discussed. A couple of options were considered for local tip jar focusing on service work force. Abby Ferri will provide a list of options for the Board to vote on. These options are focused on service industry workers that have been impacted by COVID-19.
- PayPal balance is at \$0.00
- The treasurer's information for COMT was submitted on time and achieved additional COMT associated points.

Nominations & Elections: Abby Ferri reported that ballots were issued on Saturday, June 6th, 2020. The email used was that listed with ASSP in the member profile. Chris Flegel had input from a student from the Stout student section that had a concern with the use of for/against/abstain voting options in situations of a single candidate and uncontested and the use of this language specifically for each of the candidates for the House of Delegate candidates. The voting needs to be completed by June 20th. The leadership report then will be submitted by the June 30th deadline. Student section will not be included at this time as they will complete elections in the fall. Abby will request leadership position information from Northern Plains Section for inclusion in leadership report as well.

MN Safety Council – Kurt Von Rueden reported that there is a new MN Safety Council board member process being established with an application, selection and then selected candidate fills a three-year term. The Council is trying to be purposeful in cross representation of those on the Board to be more balanced in fully representing their membership. One-year term has not been seen as sufficient from the Council's perspective. Jeff Jarvela and Abby Ferri are interested candidates. Janie Ritter offered that they would like to have the prospective names from the Northwest Chapter sooner than later as they are targeting transition in June/July with the larger board change in August and first meeting in October. Janie Ritter will provide some additional information on who will be transitioning off the board so that the NW Chapter can further consider. Decision was made to have the NW Chapter nominations and elections committee take the lead on identifying prospective candidates based on the criteria put forth from the Council with the intent for the board to finalize at the July transition meeting. David Abrams indicated



that local AIHA made an open call for those interested in serving on the MN Safety Council board and the candidates reached directly to Paul Aasen at the Council.

COMT: Abby Ferri reported after review of current year criteria the total points identified were 6100 points, threshold is 6090 to obtain platinum. The leadership report is the last item to complete by June 30, 2020. Chapter/Regional SPY and member survey will be a focus for additional activities in the coming operations year.

Membership: *Note - this information was provided by Mark Nichols on 6/11/20 and is included as information relevant to the June meeting.*

- 1) Initiated contact, this time by phone (or more commonly, voicemail) with 10 additional members identified with the insurance/risk management industry – for the purpose of soliciting their contacts with client company personnel who would benefit from ASSP membership
- 2) Initiated contact with 10 former members whose membership in ASSP has lapsed – via email
- 3) Welcomed 3 transferees into the Chapter.

The intention is to repeat these activities – and increase them- on an ongoing basis, to continue to grow and/or recover our membership numbers. There is a concern with the loss of 22 members in the last 30 days* based on a recent membership report and how COVID and other crises may be impacting renewal of membership.

*Mark noted that the expiration date is listed in the report as 2/29/20 for all 22 however, he believes that with the grace period employed, their “clock” actually ran out about 4/29/20.

Further, effort will be made to review the COMT document to identify additional opportunities to add value and discuss with the leadership group the development and use of a Chapter survey instrument.

New Business

- Scott Huberty reported no boat cruise arrangements have been made for August but suggesting that a fall cruise late September may be possibility. Scott indicated that Minnetonka was the next rotation for location. In the event we have a virtual September Chapter meeting, the possibility of an in-person event such as the cruise might be well received. The other option is to do nothing in terms of the cruise. Abby Ferri mentioned that it also would be important to consider what provider would be most in-line with our expectations for safety protocols in connection with the event. Also need to consider what the ASSP is recommending. The cruise will be added as an item for discussion at the transition meeting.

Adjournment

- David Abrams made a motion to adjourn.
- Victorio Angulo seconded the motion.
- Motion passed unanimously.

Meeting adjourned at 11:41pm.



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