



# Minutes of ASSP Northwest Chapter Executive Committee Meeting

**Date:** January 21, 2021

**Call to Order:** Meeting called to order by John Breskey at approximately 10:02am.

## Roll Call

<b>X</b> John Breskey, CIH, <i>President</i>	<b>X</b> Rick Johnson, <i>Website Manager</i>
<b>X</b> Jennifer Ellinwood, <i>CSP President Elect</i>	Abby Ferri, <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>	<b>X</b> Mark Nichols, <i>ARM, Membership Chair</i>
<b>X</b> Chris Flegel, <i>Treasurer</i>	<b>X</b> Mark Nichols, <i>ARM, Mentorship Chair</i>
<b>X</b> Marni Hogan, <i>Member at Large</i>	<b>X</b> John Breskey, <i>CIH, By-Laws Chair</i>
<b>X</b> 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>
<b>X</b> Nick Ravetto, <i>CSP Member at Large</i>	Mark Lenling, <i>Government Affairs Chair</i>
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>
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>
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 December Board Meeting were sent to Board members and were also reviewed during the meeting.

### **Secretary Report Approval**

Northwest Chapter December Board Meeting Minutes 12.17.2020

- Chris Flegel made a motion to approve the Northwest Chapter December Board Meeting Minutes 12.17.2020 with the correction to remove Chris Flegel's name and replace with Abby Ferri as the PDC chair in the roll call section, change to the document title to remove the word 'Transition' and noting the procedural error of Mark Lenling exercising second power in the November Treasurer's Report Approval motion when he is not a voting member. A point of order will be used to correct future similar situations.
- Scott Huberty seconded the motion.
- Motion passed unanimously.

**Treasurer's Report** –Chris Flegel reported. Financial report for December 2020 was provided to the board members for review prior to the meeting and were also reviewed during the January board meeting. Highlights are offered below.

**December Treasurer's Report** – Balance as of Dec. 31, 2020 is \$32,579.37. Revenue \$1205 - Expenses \$370 = Income \$835

#### **Revenue**

Meeting dues (Nov.) - \$1205

Meeting Fees (Dec. meeting) - \$0

#### **Expenses**

Speaker Gifts - \$200

Postage Fees - \$11

Paypal/Credit Card Fees – \$0

Region V Assessment - \$124(based on 62 members at \$2.00 per member).

Bank Fees - \$0

Web Hosting - \$35

Treasurer Notes: Northern Plains check was not cashed as of December statement. Check was cashed finally in January. Scott Huberty made purchases of stamps and PDC speaker gift cards. Generally, the Chapter account balance is growing.

### **December Treasurer's Report Approval**

Scott Huberty made a motion to accept the December 2020 Treasurer's report as submitted. Megan Rooney seconded the motion.



Vote called; motion approved unanimously.

### **Previous Meeting Business**

- Chapter member survey – John Breskey reported that he has prepared a survey based on the input from the survey sub-committee. John will send proposed survey to the board members and ask for their final comments so that it can be issued to the members in the next few weeks and be completed by 2/17/21. Language around the incentive drawing of a gift card will be included with the thought that the winner would be drawn on 2/18/21 at the next scheduled board meeting.

### **Chair Updates**

#### **Programs**

- Chapter Meetings –Jen Ellinwood reporting.
- Jan (1/21/21) - Joint Meeting with AIHA. Jen requested feedback from Board on whether to take the Chapter's registration proceeds from the Joint Meeting and combine with local AIHA to be donated to Second Harvest or redirect them to the Chapter. Decision was made to combine donations with the AIHA to be donated to Second Harvest.
- Feb (2/9/2021) – PDC update below.
- March – Career progression, International Woman's month (WISE engaged) and Mentoring focus. Jen Ellinwood is connecting with speakers for this event.
- April – No update. Northern Plains Section is coordinating the meeting.
- May –Placeholder on May 11<sup>th</sup> for meeting. Roger Cullen, Safety Manager at Lund Crestliner Boats and MNOSHA Consultation will be presenting on hazards of a manufacturing environment and utilizing consultation. Connection with the MN Fishing opener. Scott Huberty is still pursuing a give away from Lund Crestliner.

### **Membership**

- Mark Nichols Reporting: 847 members.
  - In the past 30 days: 7 new members and 9 transfers, 10 expired members. Mark reached out to the new members and continues to reach out to expiring members.
  - Pursuing additional communication with a 20-member risk group that could potentially offer information on the Northwest Chapter to their clients that may have professionals practicing in safety areas.
  - Working with Nicholas Johnson who is interested in potentially pursuing a student chapter at the South Dakota School of Mines. Mark is connecting Nicholas to Katie Schofield (Duluth) and Brian Finder (Stout) and student chapter support staff at ASSP.
  - Reached out to Geri Golonka to consider information on a large data solution that ASSP might be interested in/evaluate to help identify students and other members that may be moving toward changes in their society memberships.



- Exploring what support ASSP is giving in terms of membership fees for those that may be experiencing financial difficulty. David Abrams added that we may need to be more purposeful and push Society and/or the delegates to facilitate better communication about what help there may be available.
- Suggestion to create an expired member post survey to check in with the member and determine what may be the reasons for not renewing their membership. Mark Nicholas will develop a short questionnaire and will provide to Board for their review and future use with expired members.
- Scott Huberty reported that a representative from the Greater Lakes Area Safety and Health Council is taking forward a proposal to move the GLAS Health Council meetings to an alternate day (currently same as the NW Chapter meetings) so that members of that organization may be able to also participate in the Northwest Chapter ASSP meetings. Scott also reported that he is working with the Northern Region Association of Safety Professionals (<http://www.nrasp.org>) organization to try to raise the profile of the Northwest Chapter and membership benefits that might be of interest to the group.

### **Mentoring**

- See above notes.

**Nominations** – Committee consists of Abby Ferri (Chair), Jen Ellinwood and Megan Rooney.

- John Breskey reported that the goal is to get the slate of candidates by April. The Nominations committee is asking for the Board's support to get candidates identified.
- David Abrams suggested looking at past meeting registrations to determine if there are some members that are regularly attending and might be contacted to consider positions.

**Scholarship** – John Breskey reported that he made contact with Tim Flint and he indicated that he has the information prepared on the scholarship just about completed. The information is usually sent out in December. Information on the website will be changed to reflect a January date for 'application available' and will retain the submission deadlines as stated with a change of year from 2020 to 2021.

**Awards and Honors** – David Abrams reported that Region V will still accept a SPY application for Abby Ferri. He will prepare and submit.

**By-Laws** – No update.

**Government Affairs** – Scott Huberty reported that the MN Department of Labor is still looking for applications for the McAuley award.

**Northern Plains** – No Update.

### **Student Sections**

- **UW-Stout - Brian Finder**
  - No report.



- **UMD - Jeff Jarvela**
  - Students are just back in session, no further update.

#### **PDC – Chris Flegel reported**

- As of 1/21, there are 121 registrations, 3 sponsors have been secured. Targeting \$3200 for the PDC revenue. Communications system/speaker run through tests are going to be conducted on Friday, January 29<sup>th</sup>.
- Zoom hosting limit for TBG is 100. John Breskey may be able to have 400 from his company and will explore this further with Chris Flegel.
- A virtual happy hour has been added at the end of the PDC. Sponsor information can be communicated at that time.
- Continued call for Board to reach out to professional colleagues and through their communities to share information and invites to the PDC.

**Outreach** – No current chair.

#### **New Business**

- Abby Ferri requesting that the Board start to identify assistance with Social Media communications. Jen Ellinwood volunteered to assist.
- Summer boat cruise is not being pursued based on the current COVID conditions.

#### **Adjournment**

- Scott Huberty made a motion to adjourn.
- Jen Ellinwood seconded the motion.
- Motion passed unanimously.

Meeting adjourned at 11:10am

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