



Minutes of ASSP Northwest Chapter Executive Committee Meeting

Date: February 18, 2021

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

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 Abby Ferri, <i>CSP, Professional Development Chair</i>
X Dawn Westin, <i>CSP, CHMM Secretary</i>	Open, <i>Outreach Chair</i>
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>
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>	David Abrams, <i>CIH, Awards & Honors Chair</i>
Nick Ravetto, <i>CSP Member at Large</i>	X Mark Lenling, <i>Government Affairs Chair</i>
X Bill Wuolu, <i>CSP, CHST, Member at Large</i>	X Abby Ferri, <i>CSP, Communications/Social Media</i>
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>
X 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>	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>



Member Visitors: Paul Gammelgaard and Steve Gauger	
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Introductions

Secretary's Report

Meeting minutes from the Northwest Chapter January Board Meeting were sent to Board members and were also reviewed during the meeting.

Secretary Report Approval

Northwest Chapter December Board Meeting Minutes 1.21.2021

- Abby Ferri made a motion to approve the Northwest Chapter January Board Meeting Minutes 1.21.2021 with two corrections 1) Add postage fee of \$11 dollars to Expenses listed and 2) Change Paypal fee from \$8.73 to \$0 noted in the minutes.
- Jen Ellinwood seconded the motion.
- Motion passed unanimously.

Treasurer's Report –Chris Flegel reported. Financial report for January 2021 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.

January Treasurer's Report – Balance as of Jan. 31, 2021 is \$32,579.37. Revenue \$0 - Expenses \$0 = Income \$0

Treasurer Notes: All transactions for the PDC will be in the month of February.

January Treasurer's Report Approval

Abby Ferri made a motion to accept the January 2021 Treasurer's report as submitted.
Jen Ellinwood seconded the motion.
Vote called; motion approved unanimously.

Previous Meeting Business

- Chapter member survey – John Breskey reported the member survey was sent out and 65 surveys had been returned to date. The results of the survey were provided and reviewed at a high level.
 - Chapter communications frequency okay.
 - Social Media – Email, and LinkedIn were the top two for communication avenues.
 - PDC attendance –63% responded that they have attended a PDC in last three years. Time to travel, and topic of interests were the two key areas of feedback.



- Lunch meeting and morning meetings were preferred and Thursday, Tuesday and Wed. for the days of the week for meeting.
- Nineteen respondents offered their names as having interest in potential volunteer opportunities/further engagement with the Chapter.
- Individual Feedback - Potential networking events by sectors (i.e. health care, construction), hold outstate meetings, events rotated to different states involved. Virtual Chapter meeting offerings are seen as a benefit to some members and could be helpful to hold at different times of the year.
- Of respondents, 92% were satisfied or extremely satisfied with their Chapter membership, and 8% indicating they were dissatisfied.
- Gift card drawn was completed on 2/18/21 during the board meeting by John Breskey based on 43 respondents using a random number selection where by three board members offered a number. Numbers 36, 21, and 13 were chosen at random by Abby Ferri, Jeff Jarvela and Rick Johnson respectively. John Breskey will identify the respondent winners who correspond to the numbers selected and will arrange for the \$50 and (2) \$25 awards.

Chair Updates

PDC – Abby Ferri reported that the survey outcomes were not yet available, however general feedback has been positive. She is getting requests from other Chapters to get mentoring on conducting Zoom meetings/events.

- Consider using the webinar function in the future.
- Preparations were key and experienced virtual speakers were important to the outcome of the PDC
- Feedback from vendors is still needed to help understand the value of the planned activities, swag bag, breakout rooms etc. Three sponsors were secured, two sponsors at the silver level and one at the bronze level.
- The number of attendees was 151 and came from across the country.
- Attendees remained on-line and engaged throughout the event.
- Overall, the PDC was felt to be a successful event for the Chapter.
- Abby is engaged at Society level on future approaches to in-person/virtual events.
- Rick sent survey results to Abby Ferri during the meeting and they will be reviewed with the rest of the board at the next meeting
- Abby Ferri will send a speaker gift in the form of a Target gift card of \$30 to each of the speakers with the exception of Tom Wilson, who was a paid speaker.

Programs

- Chapter Meetings –Jen Ellinwood reporting.
- March 9th – Jen Ellinwood is getting alternate speakers based on a couple of recent cancellations for the March meeting. International Woman’s month (WISE engaged) and Mentoring is the topic focus.
- April – Jen Ellinwood is sending note to Northern Plains Section to confirm the meeting details for April.
- May –Scott Huberty confirmed to Jen Ellinwood that everything is in place for the May 11th meeting with Roger Cullen, Safety Manager at Lund Crestliner Boats and MNOSHA



Consultation presenting on hazards of a manufacturing environment and utilizing consultation.

Membership

- Mark Nichols Reporting: 847 members as of Feb.14th, 2021.
 - On par with recent months, but some decline. Three new members, 3 transfers and 10 expired members in the past 30 days: Mark will reach out to the new members and continues to reach out to expiring members.
 - Mark is preparing a survey for expired members to allow for feedback, and include other information (i.e. member benefits, forgiveness of dues, etc.).
 - Contacted Society to see if they do something similar and at this point based on their response, we will go forward with our Survey.
 - Survey will be prepared and sent to members who's memberships have expired within the recent 90-day period.
 - John Breskey and Dawn Westin will help to do an initial review of survey.
 - Mark reached out to MN South Dakota School of Mines and has not heard back yet. After exploring the school website there is a minor safety program. Scott Huberty has been working on connections with the two groups in WI.

Mentoring

- Mark Nichols is working with a mentee currently and is encouraging others that may be willing to mentor to connect back with him directly.

Nominations – Abby Ferri reported that she is continuing to make contact with potential candidates. The following candidate positions need to be filled:

- Secretary
- Vice President
- (3) Members at large
- (3) Delegate

Scholarship – John Breskey reported Tim Flint sent an email on 2/18. March 6th is the final day to submit scholarship applications.

Awards and Honors – No update.

By-Laws – No update.

Government Affairs – No update.

Northern Plains – Mike Scarski reported:

- Northern Plains members participated in the PDC.
- The Northern Plains Board and Annual meetings are coming up in the next week. They are working on preparations for the April Chapter meeting.



Student Sections

- **UW-Stout - Brian Finder**
 - Brian Finder reported that there has been limited movement with the UW-Stout Student section. He is working on getting in speakers to the Section.
- **UMD - Jeff Jarvela**
 - Students participated in the PDC through presentations and their presentations were well received.

Outreach – Social Media discussed. Based on the recent Member Survey and how members are accessing information about the Chapter, the board discussed and made a decision to inactivate the Facebook and Twitter accounts for the Chapter and archive the Linked in Northwest Chapter ASSP group. The approach would be that Board members who are comfortable with it could use personal accounts to communicate to networks. Rick Johnson raised the issue that the social media links are on all the existing Chapter communication templates and would need to be removed. Rick will reach out to Society and other Chapters to understand how to further deal with the proposed change.

New Business

- MN Safety Conference Booth
 - Kurt VonRuden was contacted by Linda McNurlin at the MN Safety Council on whether or not we want to have a Virtual booth at the MN Safety Council on May 4th. A \$1000 credit for the booth is in place as we prepaid, so there would be no additional dollars needed to cover the cost for the virtual booth. John Breskey will respond to Linda by the required Feb.19 that the Chapter confirms that they want the booth and get full details on the event and expectations for the exhibitors.
- Chris Flegel indicated from past experiences that the booth does not have to be manned.
- Abby Ferri, Mark Nichols, Dawn Westin volunteer to help with the booth and additional volunteers will be recruited.
- The Northwest Chapter is confirmed for a booth at the South Dakota Safety Council in Oct. 2021. It was noted that this is currently slated to be an in-person event.

Adjournment

- Abby Ferri made a motion to adjourn.
- Jen Ellinwood seconded the motion.
- Motion passed unanimously.

Meeting adjourned at 11:30am

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