



# Minutes of ASSP Northwest Chapter Executive Committee Meeting

**Date:** March 18, 2021

**Call to Order:** Meeting called to order by John Breskey at approximately 10:07am.

## 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>
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>
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>	<b>X</b> 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>



Member Visitors: Steve Gauger and Cole Wynveen	
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## Introductions

### Secretary's Report

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

### Secretary Report Approval

Northwest Chapter February Board Meeting Minutes 2.18.2021

- Chris Flegel made a motion to approve the Northwest Chapter February Board Meeting Minutes 2.18.2021 with corrections to Abby Ferri's and Jeff Jarvela's last names in Previous Meeting Business section of the minutes.
- Jen Ellinwood seconded the motion.
- Motion passed unanimously.

**Treasurer's Report** –Chris Flegel reported. Financial report for February 2021 was provided to the board members for review during the March board meeting. Highlights are offered below.

**February Treasurer's Report** – Balance as of February 28, 2021 is \$43,719.66.  
Revenue \$14,895 – Expenses \$3754.71 = Income \$ 11,140.29

#### Revenue

Meeting dues (Dec.20 & Jan.21) - \$ 3,550

Meeting Fees - \$0

PDC 2021 - \$11,345

#### Expenses

PDC Speaker expense - \$3000 (included wire transfer)

PDC Paypal/Credit Card Fees – \$322.71

Region V Assessment (Dec.20 & Jan. 21) - \$362 (based on \$2.00 per member).

Web Hosting (Dec. 20 & Jan.21) - \$70 Expenses

#### Treasurer Notes:

- All transactions for the PDC will be in the month of February
- Region V assessments represent Dec.2020 and Jan. 2021
- Website fees are for Dec. 2020 and Jan. 2021 at \$35 per month
- Estimating a net of approximately \$7,000 for PDC, a few misc. expenses still pending (~\$300) and should complete within the month. Complete summary of PDC financials will be offered at the April meeting.
- \$1000 check is still missing from SFS – Chris Flegel to follow-up.



### **February Treasurer's Report Approval**

- Scott Huberty made a motion to accept the February 2021 Treasurer's report with update to the note on the Region assessment line to state both Dec. and Jan. assessments.
- Jeff Jarvela seconded the motion.
- Vote called; motion approved unanimously.

### **Previous Meeting Business**

Gift card drawn was completed on 2/18/21 during the board meeting by John Breskey and the following winners were drawn:

- \$50 – Lucy Carlson
- \$25 – Kurt Kumlin
- \$25 - Steven Norris

### **Chair Updates**

#### **Programs**

- Chapter Meetings –Jen Ellinwood reporting.
- April – Jen Ellinwood is sending note to Northern Plains Section to confirm the meeting details for April.
- May –Scott Huberty reported that things are in place for the May 11<sup>th</sup> meeting with Roger Cullen, Safety Manager at Lund Crestliner Boats and MNOSHA Consultation presenting on hazards of a manufacturing environment and utilizing workplace consultation.
- Other – Scott Huberty has been in contact with David Rumsey on a May 25<sup>th</sup> event they are preparing to present on mental health in the construction industry. NW Chapter asked to consider being a potential partner in the event. They are pursuing CEU's and working with MN Extension, so NW Chapter would not be responsible for CEU process. Chapter would need to have a headcount report to use it as a COMPT event. Chapter would provide a registration link basically from our website in support of the event.
  - Scott made motion to support on behalf of Northwest Chapter co-sponsoring MMA mental health in construction event.
  - Jen Ellinwood second.
  - Vote called; motion approved unanimously.

### **Membership**

- Mark Nichols Reporting: 846 members as of March 18, 2021.
  - Nine new members, 1 transfer and 13 non-renewal members in the past 30 days. Mark N. continues to reach out to the new members.
  - Mark N. prepared survey for expired members to allow for feedback and is working with Rick Johnson to finalize a survey format for the communication.
  - Mark N. had contact with a potential volunteer candidate and was forwarded to John Breskey who moved it on to the elections committee.
  - Mark will be covering the May 4 & 5 MSC Conference NW Chapter booth for the chapter with support from Dawn Westin and Abby Ferri as needed. Mark N. will complete final arrangements with MSC conference representative.



### **Mentoring**

- Mark Nichols continues to explore is working with a mentee currently and is encouraging others that may be willing to mentor to connect back with him directly. Scott Huberty is working with a Stout student who has an interest in loss control. Scott H. will let Mark know the name of the student to capture it as a mentoring experience.

**Nominations** – Jen Ellinwood reported that she and Abby Ferri have a google doc list of potential volunteers and are splitting the name set to make personal contacts to each for the various open positions and stated interest. The following candidate positions need to be filled:

- Secretary
- Vice President
- (3) Members at large
- (2) Delegate (previously noted in error as 3)

**Scholarship** – No update at this time.

**Awards and Honors** – David Abrams reported that he submitted Abby Ferri for Region V SPY, but no further communication has come back from Regional SPY at this time. David Abrams will send the Ferri Region V SPY package to Chris Flegel to forward to Eric Hallerud.

David Abrams also reported that Abby Ferri won the WISE SPY award. This will be added to the March-April newsletter.

David Abrams indicated that he is open to offer the awards and honors volunteer opportunity to a new volunteer member.

**By-Laws** – No update.

**Government Affairs** – Scott Huberty reported that there will be an upcoming quarterly OSHA Advisory Council meeting in the month of April.

**Northern Plains** – No update.

### **Student Sections**

- **UW-Stout - Brian Finder**
  - Brian Finder reported that there has been limited activities with the UW-Stout Student section in this year. Enrollment and applications are on an up-tick. Budget situations are still difficult and at this time, Brian is the only non-adjunct faculty at this time with four adjunct staff supporting the program and expect it may remain. Brian will be limited to only one class release for program director activities so he will be stretched in terms of time. He continues to complete updates to the risk control minor based on program transitions.
- **UMD - Jeff Jarvela**
  - Jeff Jarvela reported that he focused on encouraging student scholarship submissions in the recent month.



**Outreach** – Rick Johnson reported that he is using a Google survey platform and he is concerned that there may be an access issue. Rick asks for input on any other alternate platform that board has experience with and might be preferable.

## **New Business**

### **Budget versus Actual 2020-2021 Review**

- Dues – close to budget at \$13K
- Meeting Income – limited due to non-in person meetings.
- Special Project – estimated actual revenue of \$12K for PDC and instead of \$65K
- Meeting fee expenses – low compared to what was budgeted.
- Speaker gifts – spent as planned.
- PayPal fees – near budget and expect similar allotment for future budget.
- Region Assessment – Less than expected revenue- will be lowered to align with current membership trend in proposed budget.
- Special Project – Safe Kids contribution were as budgeted, expect to remain at a similar level for next years proposed budget.
- Admin. – Annual \$606 is the Northern Plains support payment.
- Scholarships - \$8700 budgeted, \$4000 for student scholarships and \$3000 for ASSP foundation was spent. Remaining was to support students to come to in-person PDC and was not spent). Expect to continue with similar amount for next year’s budget.
- Bank Fees – As expected, but amount will be lowered in the proposed budget.
- General Discussion – Board will need further consideration of the meeting and PDC planning process in terms of the budget and will continue to need to be flexible based on COVID implications.

### **Proposed Budget Discussion**

- PDC – expected to be in person and budget reflects
- Sponsorship –increased expected revenue in this item
- Travel – reduced to \$1500
- Officer Travel – adjusted to \$2500
- Publicity (Exhibiting) – similar support budgeted \$1800
- Special Project - Safe Kids will remain same \$2000.
- Admin. - SPY award and Annual support for Northern Plains included and adjusted for potential membership. Transition planning meeting is included in this expense area.
- Scholarships – will remain the same as prior budget year \$8700. Student scholarships (\$4000) and Foundation donation (\$3000) will remain at the same level.
- Proposed balanced budget is expected to result in a slight profit for the Chapter.

### **Other discussion notes:**

- If not in person for PDC, then the expectation would be that we would have less profit than a virtual PDC profit outcome.
- It was noted in terms of potential ways to increase revenue, that we could consider an option to request donations to a scholarship for example in connection with a Chapter meeting.



- Summer boat cruise was not budgeted as it is not expected to be a go this year.
- Scott Huberty made a motion to accept the proposed budget with changes as discussed during the March meeting.
- Jen Ellinwood seconded the motion.
- Vote called; motion approved unanimously. Final version of proposed budget to be sent to the Board by Chris Flegel.

### **Adjournment**

- Chris Flegel made a motion to adjourn.
- Jeff Jarvela seconded the motion.
- Vote called; motion approved unanimously.

Meeting adjourned at 11:23am

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