



# ASSP Northwest Chapter Executive Committee Meeting Minutes

**Date:** September 30, 2021

**Call to Order:** Teams Meeting called to order by Chapter President, Jen Ellinwood at 10:05am.

## Roll Call

<b>X</b>	Jennifer Ellinwood, CSP	<i>President</i>		Rick Johnson, CSP	<i>Website Manager</i>
<b>X</b>	Scott Huberty, ARM	<i>President Elect</i>	<b>X</b>	John Breskey, CIH	<i>PDC Chair</i>
	Jennifer Carlson, CSP	<i>Secretary</i>		Open Position	<i>Outreach Chair</i>
	Alanna Lee, CSP	<i>Vice President</i>		Mark Nichols, ARM	<i>Membership Chair</i>
<b>X</b>	Chris Flegel, CSP	<i>Treasurer</i>		Mark Nichols, ARM	<i>Mentorship Chair</i>
	Jesse Narr, MS, CHMM, PMP	<i>Member at Large</i>	<b>X</b>	John Breskey, CIH	<i>By-Laws Chair</i>
<b>X</b>	Paul Gammelgaard, CSP	<i>Member at Large</i>		Tim Flint	<i>Scholarship Chair</i>
<b>X</b>	Carol Keyes, CSP	<i>Member at Large</i>	<b>X</b>	Abby Ferri, CSP	<i>Awards &amp; Honors Chair</i>
	Nick Ravetto, CSP, CESC	<i>Member at Large</i>		Mark Lenling	<i>Government Affairs Chair</i>
	Bill Wuolu, CSP, CHST	<i>Member at Large</i>	<b>X</b>	Abby Ferri, CSP	<i>Communications/Social Media Chair</i>
<b>X</b>	Victorio Angulo-Escudero	<i>Member at Large</i>		Todd Loushine, Ph.D, PE, CSP, CIH	<i>Region V RVP</i>
	Megan Rooney, CSP	<i>House Delegate</i>		Katherine Schofield, PhD,CSP,ARM,	<i>UMD Student Section Faculty Advisor</i>
<b>X</b>	Jeff Jarvela, CSP, OHST	<i>House Delegate</i>	<b>X</b>	Jeff Jarvela, CSP, OHST,	<i>UMD Student Section Liaison</i>
<b>X</b>	John Breskey, CIH	<i>House Delegate</i>	<b>X</b>	Dr. Brian Finder, CIH	<i>UW-Stout Student Section Faculty Advisor</i>
<b>X</b>	Abby Ferri, CSP	<i>House Delegate</i>		Garry Kroft, UW-Stout Student Section Liaison	
<b>X</b>	John Breskey, CIH	<i>Past President</i>		Janie Ritter	<i>MN/SD Safety Council Rep</i>
<b>X</b>	John Breskey, CIH	<i>Nominations &amp; Elections</i>		Chuck Clairmont, Executive Director / CEO	<i>ND Safety Council Rep</i>
	Scott Huberty, ARM	<i>Program Chair</i>		Alanna Lee, CSP	<i>ASSP NW Chapter Rep MN Safety Council</i>
<b>X</b>	Michael Scarski, CSP	<i>Northern Plains Section, Chair</i>		Julie Alcorn-Webb, MCOHS Chapter Liaison	
	Auston Biles	<i>Northern Plains Section, Vice Chair</i>		Randy Niles,	<i>Northern Plains Section, Member at Large</i>
	Anthony Stoner, CSP	<i>Northern Plains Section, Secretary</i>		Jennifer Seibel, CSP	<i>Northern Plains Section, Member at Large</i>
	Brian Kleespies, OHST	<i>Northern Plains Section, Treasurer</i>		Kara L Felber, ASP	<i>Northern Plains Section, Past Section Chair</i>
	Member Visitors:				



### **President's Message:**

### **Approval of Minutes:**

Chris Flegel noted COMT Report spelling correction for Transition Meeting minutes. John Breskey moved to approve the Transition Meeting minutes, Chris Flegel seconded – unanimously approved.

### **Treasurer Report:**

Chris Flegel (CF) noted that we only need to review the Monthly Financial Report docs.

Chris reviewed the June 30, 2021 Monthly Financial Report:

- Dues received and assessments paid to Region 5.
- Special Project is boat cruise check written to Scott Huberty (SH).
- Net income is loss of \$540.

Scott Huberty moved to approve the June 30, 2021 Treasurer Report, Jeff Jarvela seconded – unanimously approved.

Chris reviewed the July 30, 2021 Monthly Financial Report:

- Dues and assessments paid to Region 5.
- One expense, \$194.77 for Abby Ferri's SPY award statuette.
- Net positive income of \$861.23

Scott Huberty moved to approve the report, John Breskey seconded – unanimously approved.

Chris reviewed the August 30, 2021 Monthly Financial Report:

- Dues received and assessments paid to Region 5.
- Net income \$516
- \$42,122.07 cash balance.

Scott Huberty moved to approve the report, John Breskey seconded – unanimously approved.

Scott Huberty asked about financial support to Northern Plains Section.

- Chris is auditing the member roster to ensure only ND residents are included in the Section.

Other Treasurer notes from Chris:

- CF noted that the Chapter donated \$3000 to the ASSP Foundation to take advantage of the Liberty Mutual match they offered at Safety 2021. This was done through the Foundation app.
- CF noted that our bank is changing names from TCF to Huntington Bank, this takes place in October and won't impact the chapter much at all.
- CF noted that the chapter had budgeted more for September 2021 for a chapter meeting and meals. We are on pace for our budget even with some high months that are balanced by lower months.
- We will be way off on expenses and income because we may not meet in person for monthly chapter meetings.



- Some travel expenses forthcoming for CF and SH due to travel to the ROC in Kansas City, budgeted \$2,500 for travel.
- \$1500 was budgeted for Austin TX and Delegate travel which was not required due to the meeting being virtual.
- September 2021 Chapter meeting had 80-90 attendees and will be reflected in September report we'll discuss in October.
- SH and CF will discuss final boat cruise expenses as well.
- CF filed the 2020 taxes within the IRS deadline after responding to paperwork received from IRS related to amending the 2019 return.
- The chapter has money set aside for the Future Leaders Conference, Jeff Jarvela (JJ) has not had a chance to speak with the UMD students to encourage them to register.

**Previous Meeting Business:** None per Jen Ellinwood.

## **Chair Updates**

### **Chapter Program**

September 2021: the meeting had 100 registrations with over 90 people on the call at one time. Very successful to include other states besides MN in our chapter.

October 2021: Aerial Lift Safety & Hazards, Matthew Wells from Sunbelt Rentals. SH is gathering more info from the speaker to complete the CEU form. JB is finalizing the website for promotion.

November 2021: EHS Manager at Puris, Lockout/Tagout. SH gathering more info to finalize the speaker and topic.

December 2021: Kirk Wulf, topic is management role in safety culture, SH gathering more info to finalize the speaker and topic.

January 2022: combined meeting with AIHA of Upper Midwest Chapter, SH will get in touch with their leadership to identify topic and speaker. Early discussions about PPE "back to basics," AF suggested including PPE stockpile to the topic. Eye protection speaker from Waldman Optical after SH's connection at Northern Safety Day in Duluth. A panel about PPE is another idea.

February 2022: historically is PDC month.

March 2022: SH has several speakers interested in presenting.

April 2022: Electrical Safety Month presentation from Joe and Kam from CINTAS.

May 2022: Jill James with HSI, testimonial message based on her OSHA compliance experience, this would coincide with worker memorial day at the end of April.



Discussion and agreement to charge \$10 for registration to ensure people show up for the virtual events. This can also add to our scholarship fund.

**Membership:** per SH, last roster he viewed had 832 members.

**Mentoring:** no report

**Chapter Elections:** no report

**Scholarships:** no report

**Awards and Honors:** AF asked for nominations, including self-nominations for Chapter SPY that can be elevated to Region SPY if interested.

**By-Laws:** AF noted that Society would write model bylaws for Chapters if the House of Delegates vote to move forward with the Advisory Group structure in January.

JB noted that the HOD meeting was earlier this week and included presentations from Task Force members, past ASSP leaders, and questions from delegates. AF and JJ added comments about educating members further on what the Advisory Group and Oversight Committee structure would look like. AF pointed to [www.assp.org/governance](http://www.assp.org/governance) which should be pushed out in future email newsletters to members. Carol Keyes pointed out the compliance issue with the state of Illinois and agility aspects of the proposed change, and the ability to get more people involved in shorter time commitments.

**Government Affairs:** no report

**Northern Plains:** Mike Scarski noted that the Section has been meeting monthly, working with NRASP (Northern Region Association of Safety Professionals) to assist with programming. They coordinated a speaker for the NRASP July 2021 event on PPE and testing, and coordinating a speaker for their December 2021 event (Red Cross speaker). They are sponsoring a hybrid safety conference in Fargo area with a booth. The Section coordinates with Julie Alcorn-Webb at the U of MN to secure CEUs for these events.

SH mentioned the NRASP conference 11/30-12/1/2021. NRASP is a large and active group. SH asked if it is a good place to market ASSP membership. Per MS, the Section has collaborated with NRASP over the years, sponsoring their golf outing, and several Section members have been on the NRASP board. They are the most prominent group for safety networking in the Fargo area.

MS noted that the Section will likely sponsor the ND Safety Council Conference as well. SH noted that the Chapter should get involved more with these events and market ASSP membership. MS noted that they post a lot in their LinkedIn Group: [ASSP Northern Plains Section ND](#)



### **Student Sections**

- **U of MN Duluth:**

Per JJ, there are five students registered with the MEHS program this year and they are not yet registered as ASSP student members. JJ is working with Dr. Katie to meet with the students. There are 3 traditional and 2 non-traditional students, recruitment was hampered by COVID last year as students were virtual. A few students were at the Northern Safety Day in Duluth.

- **UW-Stout:**

Per Brian Finder, he is pulling in alumni to be virtual guest speakers for students.

**Outreach:** no report

### **New Business:**

Timing of monthly board meetings: per Jen Ellinwood, the current time is not ideal. JE proposed 1-2pm the same day as monthly chapter meetings to allow for a break between the chapter meeting and our board meeting. Due to JE's commitment on those days, the board meeting will need to end promptly at 2pm.

Discussed the possibility of conducting hybrid monthly chapter meetings and the tools and equipment needed to do that well. SH noted that the chapter used to do this, and we were "before our time." CF mentioned livestreaming as an option as well. Carol Keyes suggested a subcommittee form to discuss this. AF suggested those attending the ROC bring this up and inquire about what other chapters are doing and if there is a way to have region support to do something like this.

**Adjournment** – Jen Ellinwood adjourned the meeting at 11:23am with the Board's unanimous consent!

Respectfully submitted by  
Abby Ferri on behalf of  
Jennifer Carlson, Secretary  
ASSP Northwest Chapter