



ASSP Northwest Chapter Executive Committee Meeting Minutes

Date: October 12, 2021

Call to Order: Teams meeting called to order by Chapter President, Jen Ellinwood at 01:05pm.

Roll Call (quorum is five voting members)

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

- Agenda will be provided going forward starting at November 2021 meeting

Approval of Minutes:

- Jenn C emailed the Board the September 30, 2021 meeting minutes
 - Minor update was made to the spelling of a last name
 - Jenn C confirmed with the Board that there were no approvals made of disbursement of funds that would generate a motion log
 - *Chris F moved to approve the September 30, 2021 meeting minutes; Scott H seconded – motion passed unanimously*

Treasurer Report:

- Jen E sent out the treasure's report to the Board
- Chris F provided an overview on the September 30, 2021 Treasurer Report
 - Dues came in at \$705, 37 renewals are going to Region V, webhosting was \$35 with a net income \$596 and new cash balance \$42,718.07
 - Transition from TCF Bank to Huntington so far has gone well
 - *Jenn C moved to approve the September 30, 2021 Treasurer Report; Megan R seconded – motion passed unanimously*
- Scott H asked if we should move some of our funds to an account with higher return; can explore further in the future
- Scott H provided an update on the 2021 Boat Cruise Financial Summary
 - 40 in attendance with 13 sponsorships resulting in \$569.44 in revenue after expenses were paid
 - Expenses included deposit (\$1,215, final payment \$1,670.20, crew gratuity \$100, Paypal fees \$128.40, printer ink cartridges \$86.96
 - Need to collect sponsorship form MN Safety Council and 3M and may have a few refunds to process so we will have a final financial summary in October
 - Discussion on what we should do with revenue from Boat Cruise – we need to get AIHA's input before a decision is made
- Chris F requested to purchase 100 postage stamps for ASSP Northeast Chapter use at \$58
 - *Alanna L made a motion for Chris F to purchase 100 postage stamps for ASSP Northeast Chapter use at \$58; Scott H seconded the motion - motion passed unanimously. **Motion 211201***

Previous Meeting Business:

- None

PDC Planning:

- Kick-off meeting occurred
- Largest discussion made around virtual platform due to current uncertainties with COVID; team is trying to think outside of the box to determine what that virtual platform would look like
- Next steps to build a request for proposal



- Team is still considering an in-person networking event for those comfortable
- Chris F mentioned Jennifer McNally from ASSP was mentioning Society is seeing issues around increase in virtual content and prices being driven down – we need to consider how we can remain competitive with this in mind; last year’s keynote cost \$3,000
- Next PDC planning meeting is scheduled for October 22, 2021 at 11am CST

Chair Updates

- **Chapter Program:**
 - Scott H noted the ability for us to gather after the program meeting is a good thing
 - A request from the October 12, 2021 speaker if she could send a complimentary demo to those on the meeting; John B to send Jenn C attendee list for speaker to include complimentary demo with content from speaker
 - Chris F to provide Scott H gift cards and thank you cards for speakers from last year’s events
 - Scott H provided an update to program schedule
 - November 9: Kirk Wulf from Great River Energy on Human factors
 - John B will get the website set up for registration
 - December 14: Matt Sisbach from Puris on LOTO
 - January: typically, joint meeting with AIHA; AIHA will be discussing potential dates/topics/presenters; proposal from ASSP for January 18, 2022
 - February: PDC
 - March 8: Maria Sall on Ergonomics (not confirmed)
 - April 12: Electrical Safety featuring area consultants
 - May 10: Jill James on fatality testimonial
- **Membership:** no update
- **Mentoring:** no update
- **Chapter Elections:** no update
- **Scholarships:** no update
- **Awards and Honors:** no update
- **By-Laws:**
 - John B provided an update that HOA vote is being pushed to January
- **Government Affairs:** no update
- **Northern Plains:** no update
- **Student Sections**
 - **U of MN Duluth:** no update
 - **UW-Stout:**
 - Brian F provided an update that program changes and updates are taking place at UW-Stout
 - 30 students currently in the program and are working to have them engaged with Alumni and have ASSP involvement
- **Outreach:** no update

New Business:



- Jen E mentioned there was previous discussion around re-naming our Chapter – this will be discussed in our November 2021 meeting

Next meeting will be November 9, 2021 at 1:00pm

Adjournment – John B made a motion to adjourn the meeting; Chris F seconded - motion passed unanimously. Meeting adjourned at 1:55pm.

Respectfully submitted by
Jennifer Carlson, Secretary
ASSP Northwest Chapter