



# ASSP Northwest Chapter Executive Committee Meeting Minutes

**Date:** December 14, 2021

**Call to Order:** Teams meeting called to order by Chapter President, Jen Ellinwood at 2:04pm.

**Roll Call** (quorum is five voting members)

<b>X</b>	Jennifer Ellinwood, CSP	<i>President</i>	(duplicate)	John Breskey, CIH	<i>Website Manager</i>
<b>X</b>	Scott Huberty, ARM	<i>President Elect</i>	(duplicate)	John Breskey, CIH	<i>PDC Chair</i>
<b>X</b>	Jennifer Carlson, CSP	<i>Secretary</i>		Open Position	<i>Outreach Chair</i>
<b>X</b>	Alanna Lee, CSP	<i>Vice President</i>	<b>X</b>	Mark Nichols, ARM	<i>Membership Chair</i>
<b>X</b>	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>
<b>X</b>	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 &amp; Honors Chair</i>
<b>X</b>	Nick Ravetto, CSP, CESCO	<i>Member at Large</i>	<b>X</b>	Mark Lenling	<i>Government Affairs Chair</i>
<b>X</b>	Bill Wuolu, CSP, CHST	<i>Member at Large</i>	(duplicate)	Abby Ferri, CSP	<i>Communications/Social Media Chair</i>
<b>X</b>	Victorio Angulo-Escudero	<i>Member at Large</i>	<b>X</b>	Todd Loushine, Ph.D, PE, CSP, CIH	<i>Region V RVP</i>
<b>X</b>	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>
	John Breskey, CIH	<i>House Delegate</i>	<b>X</b>	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 &amp; 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:** N/A

**Approval of Minutes:**

- Jenn C emailed the Board the October 12, 2021 meeting minutes
  - *Scott H moved to approve the October 12, 2021 meeting minutes; Alanna L seconded – motion passed unanimously*

**Treasurer Report:**

- Chris F provided an overview on the October 31, 2021 Treasurer Report
  - Revenue of \$5,920 (dues \$840, meeting fees \$1,250, special project-boat cruise \$3,830)
  - Expenses of \$7,573.14 (postage and mailing \$23.20, other-44 renewals \$88, officer travel \$1,662.95, special project-boat cruise \$2,019.72, admin \$534, scholarship \$3,000, bank fees \$92.70, web hosting \$35, other-flowers for Cary Swenson \$1,17.57)
  - Net income (loss) of \$1,653.14; bank balance \$41,064.93
  - *Jenn C moved to approve the October Treasure Report; Alanna L seconded – motion passed unanimously*
- Chris F provided an overview on the November 30<sup>th</sup>, 2021 Treasurer Report
  - Revenue of \$1,400 (dues \$1,090, meeting fees \$310)
  - Expenses of \$196 (other-55 renewals \$110, special project-boat cruise refund \$25, bank fees \$26.04, web hosting \$35)
  - Net income of \$1,203.96; bank balance \$42,268.89
  - *Jen E moved to approve the November 30<sup>th</sup> Treasure Report; Bill W seconded – motion passed unanimously*
- Upcoming expenses for purchasing May 2022 MSC Booth and travel to Annual South Dakota Safety Council

**Previous Meeting Business:**

- Jen E mentioned there was previous discussion around re-naming our Chapter – this will be discussed in our January 2022 meeting

**PDC Planning (John B):**

- Conference is being held on February 8
- Important Dates:
  - January 7, 2022 – deadline for presenter applications
    - Two applications have been submitted to the google form
  - January 12, 2022 – final speaker notifications
  - January 25, 2022 – speaker agreements due
  - February 4, 2022 - final presentations dues
- Other topics:
  - Chalkbites VR demonstration did not go ideally; will ask them to give either a video presentation or other content for the PDC



- Aiming for a four-hour live event and then supplement content with on-demand videos or other programming hosted for attended
- Topics being considered
  - Shark Tank style pitches from startup safety companies
  - Telemedicine and how it impacts claims processes
  - Whistle blower protection
  - PPE in depth session (ex: respiratory protection, helmets)
  - Safety resilience during COVID
- Next planning meeting is 12/17

### **Chair Updates**

- **Chapter Program (Scott H):**
  - Upcoming Events:
    - December 14: event went well today
    - January: January 20<sup>th</sup> with AIHA; AIHA will be hosting the meeting and managing registrations and virtual technology; facilitated discussion on ventilation
    - February 8: PDC
    - March 8: Maria Sall on Ergonomics (not confirmed)
    - April 19: Electrical Arc Flash Hazards and PPE Solutions
    - May 10: Jill James on Fatality Testimonial
    - August 4: Boat Cruise on St. Croix River
- **Membership (Mark N):**
  - 806 member's totals
  - 16 expired membership and Mark has reached out
  - Four new members and three transfers and Mark has reached out to welcome
- **Mentoring (Mark N):**
  - Working with a Southeast Oklahoma State junior student and is coming to an end; Mark found the process to be rewarding; will reach out to program to obtain feedback on how it went, and then approach other local universities/colleges to potentially replicate
- **Chapter Elections (John B):** no update
- **Scholarships (Tim F):** no update
- **Awards and Honors (Abby F):** no update
- **By-Laws (John B):** no update
- **Government Affairs (Mark L):**
  - Heat Stress Policy update coming from OSHA; comments due February
  - Brief discussion on OSHA Vaccine Mandate
- **Northern Plains:** no update
- **Student Sections**
  - **U of MN Duluth:** no update
  - **UW-Stout:** no update
- **Outreach:** no update



**New Business:**

- Spring ROC will be held in Milwaukee, WI
  - Travel/dinner April 27<sup>th</sup>, 2022
  - Half day meeting on April 28<sup>th</sup> (PM)
  - Half day meeting on April 29<sup>th</sup> (AM) and travel
- Cary Swenson Memorial Scholarship Fund set-up and Northwest Chapter was contacted asking for support and donation
  - Will be established through ASSP Foundation and proposing the scholarship would go to a UMD Student only
  - Northwest Chapter discussed and has concerns limiting the opportunity to UMD Student only and discussions if it could be used for continuing education
  - Jen E will reply to the email advising there is interest, but we need further clarification on above topics; Scott H will reach out to the Foundation to get additional clarity as well

**Next meeting will be January 11, 2022 at 1:00pm**

**Adjournment** – Jenn C made a motion to adjourn the meeting; Bill W seconded - motion passed unanimously. Meeting adjourned at 2:59pm.

Respectfully submitted by  
Jennifer Carlson, Secretary  
ASSP Northwest Chapter