



ASSP Northwest Chapter Executive Committee Meeting Minutes

Date: February 8, 2022

Call to Order: Teams meeting called to order by Chapter President, Jen Ellinwood at 2:05pm.

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>
	Jennifer Carlson, CSP	<i>Secretary</i>		Open Position	<i>Outreach Chair</i>
x	Alanna Lee, CSP	<i>Vice President</i>	x	Mark Nichols, ARM	<i>Membership Chair</i>
x	Chris Flegel, CSP	<i>Treasurer</i>	(duplicate)	Mark Nichols, ARM	<i>Mentorship Chair</i>
x	Jesse Narr, MS, CHMM, PMP	<i>Member at Large</i>	(duplicate)	John Breskey, CIH	<i>By-Laws Chair</i>
x	Paul Gammelgaard, CSP	<i>Member at Large</i>		Tim Flint	<i>Scholarship Chair</i>
x	Carol Keyes, CSP	<i>Member at Large</i>	(duplicate)	Abby Ferri, CSP	<i>Awards & Honors Chair</i>
x	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>
x	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>
x	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>		Dr. Brian Finder, CIH	<i>UW-Stout Student Section Faculty Advisor</i>
x	Abby Ferri, CSP	<i>House Delegate</i>		Garry Kroft, UW-Stout Student Section Liaison	
(duplicate)	John Breskey, CIH	<i>Past President</i>	x	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>
x	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:				



Chapter Program (Scott H):

- **Recap of Chapter Meeting Today**
Panel discussion on COVID and Work Comp with different perspectives of a claims rep, attorney, and loss control rep
- Upcoming Events:
 - March 15: Electrical Arc Flash Hazards and PPE Solutions
 - April 12: Maria Sall on Ergonomics (Having an Ergonomics Program Without Having a Program)
 - May 10: Jill James on Fatality Testimonial
 - August 4: Boat Cruise on St. Croix River

Treasurer Report:

- Chris F provided an overview on the January 31, 2022 Treasurer Report
- We received \$1800 for dues renewal
- There was a deposit of \$735 in error from MNDOT that was intended for MSC. Chris wrote a check to MSC to reimburse them for the error
- Detail
 - Revenue of \$2,535 (dues \$1,800 meeting fees \$0, Other (check error) \$735)
 - Expenses of \$851 (93 renewals \$186, Chris going to South Dakota safety day \$630, web hosting \$35)
 - Net income of \$1,684; bank balance \$45,366.98
- Other:
 - Chris is starting to work on the budget for next year. We are ahead in dues income, but income from meetings is below budget. We may have a small loss or break even by the end of the year.
 - Scott will provide gift cards for the speakers, as budgeted.
 - *Scott H moved to approve the January 31, 2022 Treasure Report; Alanna Lee seconded – motion passed unanimously*

Region V Caucus meeting (Abby, Jen, Jeff)

The Region V Caucus discussed the upcoming HOD vote. ASSP received an unsolicited offer from a company that wants to purchase the building, which would result in a \$900,000 profit. Acceptance of that offer is the first vote. The second vote is regarding the change in the HOD. Abby has been on the governance task force, commenting that Region V had a great discussion about the issues.

The Governance Task Force was comprised of members who expressed interest in volunteering. This is indicative of how task forces will come about—members who express interest in being an advisory group around a specific issue. The vote is open now until sometime in March. We had a HOD meeting that determined to have the vote open for a month.

An advisory group, which is a Board adjacent committee, would likely be formed around membership value.



In terms of ASSP office space, assuming the building is sold and ASSP moves, new space would allow more co-working space, and be smaller.

The Board unanimously supports Delegates to vote in favor of both motions: for the change in HOD and to sell the building.

Approval of Minutes:

- Jenn C emailed the Board the January 11, 2022 meeting minutes
 - *John B moved to approve the January 11, 2022 meeting minutes; Chris F seconded – motion passed unanimously*

Previous Meeting Business:

Cary Swenson Memorial Scholarship Fund set-up and Northwest Chapter was contacted asking for support and donation

- There was considerable discussion around the issue of the Chapter making a donation to this fund through the ASSP Foundation. However, there were more questions raised than answered.
- When the MN Safety Council approached the Foundation about setting up a scholarship they were told that to fund a \$1000 annual scholarship, a minimum of \$30,000 would be required. The Scholarship Fund had to choose one school for the scholarship; UMD was chosen.
- It was recently discovered that UMD students may not be eligible for scholarships through ASSP Foundation. Raised the question of the Chapter donating directly to UMD
- The Chapter provides up to \$4000 a year for scholarships for students in local school programs. The Chapter also donates \$3000 a year to the ASSP Foundation for undesignated scholarships.
- Victorio suggested we may want to consider other ways to support students and the research they do.
- Two issues were identified:
 - Does the Chapter want to donate to the Cary Swenson Memorial Scholarship Fund? As part of that issue, are UMD students actually eligible for the scholarship?
 - The second is the scholarships and donations that the Chapter provides, including what we fund and when we give scholarships. For Chapter scholarships, any changes would be for 2023.
- Any changes to Chapter scholarships or donations to the Cary Swenson Memorial Scholarship Fund would be for 2023.
- Janie R will follow up with David Downs to get additional information if we can open up scholarship to all schools within our Region versus limited to UMD
- A subcommittee of Jeff, Janie, David Downs, and Katie may be formed to flush out the issues of eligibility for UMD students before reporting back to the Board.
- No action has been taken yet on reviewing the Chapter scholarship program
- Spring ROC will be held in Milwaukee, WI April 27-April 29



- If you have interest in attending the ROC, let Jen E know
- Scott H is interested.

There were no Chair updates and no discussion around re-naming our Chapter

New Business: none

Next meeting will be March 8, 2022 at 1:00pm

Adjournment – Alanna made a motion to adjourn the meeting; Chris seconded - motion passed unanimously. Meeting adjourned at 3:09 pm.

Respectfully submitted by
Carol Keyes, Member at Large on behalf of Jennifer Carlson, Secretary
ASSP Northwest Chapter