



ASSP Northwest Chapter Executive Committee Meeting Minutes

Date: April 12, 2022

Call to Order: Teams meeting called to order by Chapter President, Jen Ellinwood at 1:05pm.

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>	X	Whitney Larson	<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>
	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>
	Nick Ravetto, CSP, CESCO	<i>Member at Large</i>	X	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>	X	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>
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>
	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: N/A

Approval of Minutes:

- Jenn C emailed the Board the March 8, 2022, meeting minutes
 - *Scott H moved to approve the March 8, 2022, meeting minutes; Paul G seconded – motion passed unanimously*

Treasurer Report:

- Chris F provided an overview on the March 31, 2022, Treasurer Report
 - Revenue of \$1,325 (dues \$1,325)
 - Expenses of \$171 (68 renewals \$136, web hosting \$35)
 - Net income of \$1,154.00; bank balance \$45,997.45
 - *Jenn C moved to approve the March 31, 2022, Treasure Report; Scott H seconded – motion passed unanimously*
- 2021-2022 Fiscal Year Wrapped-Up March 31, 2022
 - Profited \$1,664.42
- 2022-2023 Fiscal Year Proposed Budget
 - Additional discussion led to:
 - Budgeting \$100 for postage / mailing
 - Keeping placeholder for Special Projects
 - Budgeting \$1,000 for networking budget
 - Meeting Fees were adjusted for September and now reflect \$500 (this also adjusts Lunch/Dinner under Cash Disbursements)
 - Looking to reduce costs in some area and increase scholarship funding
 - Refer to spreadsheet for estimated revenue and expenses
 - Total revenue estimated at \$59,490
 - Total expenses estimated \$64,726
 - Expected loss of \$5,236
 - **Motion 220412a:** *Carol K moved to approve the 2022-2023 Budget as modified in our working meeting; Scott H seconded – motion passed unanimously*

Previous Meeting Business:

- Cary Swenson Memorial Scholarship Fund through ASSP Foundation
 - UMD students will be eligible - if they are a Spring student, they would need to show registration and apply before deadline
 - Previous meeting minutes reflected a request in the range of \$2,500-\$5,000 range for donation; this would be a onetime donation from Northwest Chapter, but MN Safety Council needs to raise \$30,000 to be fully funded and realized
 - Discussion:
 - MN Safety Council has offered up \$5,000 to start the fund
 - Concerns that this limits scholarship to UMD only students
 - There is value in supporting this as the scholarship lasts into the future
 - **Motion 220412b:** *Scott H made a motion that the Northwest Chapter pledges a onetime donation of \$1,000 to support the Cary Swenson Memorial Scholarship*



Fund; Chris F seconded. Jeff J and Alanna L abstained from voting – motion passed unanimously.

- Discussion around re-naming our Chapter – *did not discuss today*
- Challenges of the school programs (UMD, Stout, Whitewater) – *did not discuss today*

Chair Updates

- **Chapter Program (Scott H):**
 - April 12 Meeting Recap: concluded April program with around 20 participants; Scott will get thank you card out and gift
 - May 10: Speaker is Jill James of Vivid Learning Systems; details are developing
 - August 4: Boat Cruise on St. Croix River
 - Will try to push to hybrid meeting for September – potentially at the Builders Group or 3M Innovation Center
- **Membership (Mark N):** Current member count is 814 (down two); average is 810 so we appear to remain stable. Four new members, no transfers and 15 expired memberships.
- **Mentoring (Mark N):** Currently working with two individuals on mentorship. Scott H has a potential mentor he may be taking on soon.
- **Chapter Elections (John B):**
 - VP: we have a few feelers out for potential candidates
 - Treasurer: Chris F will be running again
 - Member at Large: several candidates for Member at Large
 - Delegate: need to determine at ROC what the path forward will be for filling these
- **Scholarships (Tim F):** no update today
- **Awards and Honors (Abby F):** no update today
- **By-Laws (John B):** no update today
- **Government Affairs (Mark L):** no update today
- **Northern Plains:** no update today
- **Student Sections**
 - **U of MN Duluth:** no update today
 - **UW-Stout:** no update today
- **Outreach (Whitney L):** Scott H represented the Northwest Chapter at a Risk Control class at UW-Stout on 04/07 on safety from insurance point of view.

New Business: none today

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

Adjournment – Jenn C made a motion to adjourn the meeting; John B seconded - motion passed unanimously. Meeting adjourned at 2:07pm.

Respectfully submitted by,
Jennifer Carlson, Secretary
ASSP Northwest Chapter