



# ASSP Northwest Chapter Executive Committee Meeting Minutes

**Date:** August 02, 2022

**Call to Order:** Teams meeting called to order by Chapter President, Scott Huberty at 1:02pm.

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

<b>X</b>	Scott Huberty, ARM	<i>President</i>	(duplicate)	John Breskey, CIH	<i>Website Manager</i>
<b>X</b>	Alanna Lee, CSP	<i>President Elect</i>			<i>PDC Chair</i>
<b>X</b>	Jon Eichman	<i>Vice President</i>	<b>X</b>	Whitney Larson	<i>Outreach Chair</i>
<b>X</b>	Jennifer Carlson, CSP	<i>Secretary</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>
<b>X</b>	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>
<b>X</b>	Carol Keyes, CSP	<i>Member at Large</i>	(duplicate)	Abby Ferri, CSP	<i>Awards &amp; Honors Chair</i>
<b>X</b>	Bill Wuolu, CSP, CHST	<i>Member at Large</i>		Mark Lenling	<i>Government Affairs Chair</i>
	Jason Hunter, CSP, SMS	<i>Member at Large</i>	(duplicate)	Whitney Larson	<i>Communications/Social Media Chair</i>
<b>X</b>	Tyler Murphy, CSP	<i>Member at Large</i>	<b>X</b>	Todd Loushine, Ph.D, PE, CSP, CIH	<i>Region V RVP</i>
<b>X</b>	Victorio Angulo-Escudero, PE, CSP, CIH	<i>Society Advisory Board Member</i>		Katherine Schofield, PhD,CSP,ARM,	<i>UMD Student Section Faculty Advisor</i>
<b>X</b>	Jeff Jarvela, CSP, OHST	<i>Society Advisory Board Member</i>	(duplicate)	Jeff Jarvela, CSP, OHST,	<i>UMD Student Section Liaison</i>
<b>X</b>	John Breskey, CIH	<i>Society Advisory Board Member</i>		Dr. Brian Finder, CIH	<i>UW-Stout Student Section Faculty Advisor</i>
<b>X</b>	Jamison Harrell-Latham, CSP	<i>Society Advisory Board Member</i>		Garry Kroft, UW-Stout Student Section Liaison	
<b>X</b>	Jen Ellinwood, CSP	<i>Past President</i>		Janie Ritter	<i>MN/SD Safety Council Rep</i>
(duplicate)	Jen Ellinwood, CSP	<i>Nominations &amp; Elections</i>		Chuck Clairmont, Executive Director / CEO	<i>ND Safety Council Rep</i>
(duplicate)	Alanna Lee, CSP	<i>Program Chair</i>	(duplicate)	Alanna Lee, CSP	<i>ASSP NW Chapter Rep MN Safety Council</i>
<b>X</b>	Auston Biles	<i>Northern Plains Section, Chair</i>		Julie Alcorn-Webb, MCOHS Chapter Liaison	
	Andrew St. John	<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>		Josh Hocker	<i>Northern Plains Section, Member at Large</i>
	Member Visitors:		<b>X</b>	Michael Scarski, CSP	<i>Northern Plains Section, Past Section Chair</i>



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

- Welcome
- Message that we are in a transpiratory period
- Introductions across the team

### **Region V Vice President Comments:**

- Introduction and background
- Liaison for any Society related questions
- Reviewed most recent COMP data – achieved Platinum level for 2021-2022 year; congrats!
- Fall ROC scheduled for Wednesday, September 14-16 at Des Moines, Iowa
- Working on getting Regional website up and going
- Reminder that Annual Operations Planning is due by August 15
- Work this year to engage with smaller Chapters to support them and our Student Sections
- Advisory Committee
  - During pandemic the Board lacked capacity to make major decisions with Membership and Society with House of Delegates
  - Investigation and advisement to sunset House of Delegates and create the Advisory Committee
  - Will make recommendations to the Board for faster decision making
  - Initially moved House of Delegates into these roles, but open to additional volunteers – can go online to apply
- ASSP Foundation Scholarship and PD grant applications are due around December 1<sup>st</sup>

### **Approval of Minutes:**

- Jenn C emailed the Board the May 10, 2022, meeting minutes
  - *Carol K moved to accept the May 10, 2022, meeting minutes; Chris F seconded – motion passed unanimously*

### **Treasurer Report:**

- Chris F provided an overview of the May 31, 2022 Treasure Report; reference emailed May report for additional details
  - Revenue of \$1,585
  - Expenses of \$3,864.26
  - Net loss \$2,279.26; bank balance of \$44,848.19
  - *Jenn C moved to approve the May 31, 2022, Treasure Report; Jamison H seconded – motion passed unanimously*
- Chris F provided an overview of the June 30, 2022 Treasure Report; reference emailed June report for additional details
  - Revenue of \$350
  - Expenses of \$117
  - Net income \$223; bank balance of \$45,081.19



- *Bill W moved to approve the June 30, 2022 to amend Web Hosting recategorization, Treasure Report; Jeff J seconded – motion passed unanimously*
- Reminder on expenses, if you have any, Chris will send expense report to you
  - Meals under \$25 do not need receipts, unless it's a multiple-person meeting meal
  - Flights and mileage – assess what makes sense for mode of travel
  - Support provided to attend ROC
- Looking to get new display for our use at various PDC's and events – Chris F, Jon E and Whitney L will pursue quote for this
- Chris will send out budget to everyone as a reminder; fiscal year and Chapter years are different for ASSP
- Looking to audit our financial records this year – will be soliciting volunteers for this
  - Carol K may be interested in participating
- Chris F will get check to Northern Plains section, in addition, we need to watch their finances this year and Chris F will engage with them on this topic

**Previous Meeting Business:** none discussed today

#### **Chair Updates**

- **Chapter Program (Alanna L):** no update today
- **Membership (Mark N):**
  - Membership level, as of July 14, 2022, is at 813 members; this is about the same over a years' time
  - Mark spends time reaching out to those coming near to expiration and engaging with new members
  - Recent Activities to Expand Student Involvement Project and Membership Expansion with sub-team
  - Working with Ramsey County Workforce Solutions and put together a profile of members to help look for potential folks interested in transitioning careers
  - Exploring working with high school guidance counselors to help provide educational information to students
    - Discussion if there are opportunities to engage with high school career fairs; this is something that could be discussed further through the work with high school guidance counselors.
- **Mentoring (Mark N):**
  - Past year, volunteers with Southeast Oklahoma State University where students in S&H program was paired up with ASSP members for mentorship; believe this program will be starting up again in 2022 school year and may be a good thing to expand to UMD, UW-Stout, UW-Whitewater
  - Currently mentoring two ASSP Northwest Chapter members
  - If you have interest in participating on this (or know of someone) please reach out to Mark N.
- **Chapter Elections (Jen E):** no update today
- **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
- **Outreach (Whitney L):** no updates today
- **Northern Plains:** no update today
- **Student Sections** no updates today
  - **U of MN Duluth:**
  - **UW-Stout:**

#### **New Business:**

- **2022-2023 Chapter Calendar**
  - Add: SD Safety Council Scheduled for October 5
  - A few items to note:
    - August 17 2pm Chapter Reconignition event – Virtual
    - October 20-21 Leadership Conference – Virtual
  - Board and Chapter meetings are primarily scheduled for the second Tuesday of each month; proposing we continue with Chapter Meeting first with Board Meeting to follow
  - Will aim to host our Chapter Meetings in person but provide virtual options to help expand coverage and be visible to those members outside the Twin Cities area
  -
- **2023 PDC**
  - Important to revisit PDC for 2023; historically held second Tuesday of February
    - 2022 did not come to fruition due to COVID, virtual COVID fatigue and delay in planning for speakers and sponsorship to support
  - Need to discuss if this is a priority for Northwest Chapter and assign PDC Committee to start this endeavor
    - Good way to expand on succession planning and knowledge transfer
  - Chris F is exploring a potential location at Mystic Lake Casino; previous sponsors have expressed interest in supporting and have had good attendance in previous years and the event does help us generate income for scholarships
  - Discussion if a survey is needed to understand if our Membership has a desire for a PDC in 2023 or what engagements are important to them
  - PDC Committee is needed: Whitney L, Chris F,
- **Chapter Annual Planning Report**
  - This feeds into our Chapter Operations Management Tool
  - Scott H will pull together a proposed draft and send out for review for our goals and objectives
- **Chapter Operations Management Tool**
  - Chapter Operations Management Tool (COMT) Report – online document that is a reflection of how we perform and engage with Membership and providing experiences
  - Upon completing next May, will assess if we will meet Platinum level again
  - Likely review throughout the year so not a rush to complete come May



- **Open Discussion**

- Discussion regarding if there is a formal succession plan for Chapter Officer roles and ensuring appropriate representation for our membership – this is something we currently do not have but could look to develop with sub-team
- Overview of President Elect (and Program Management) and Secretary duties

**Next Meeting** – September 13<sup>th</sup> kick-off Chapter Meeting with Board Meeting after; details to follow

**Adjournment** – Jenn C made a motion to adjourn the meeting; Bill W seconded - motion passed unanimously. Meeting adjourned at 3:00pm.

Respectfully submitted by,  
Jennifer Carlson, Secretary  
ASSP Northwest Chapter