



# ASSP Northwest Chapter Executive Committee Meeting Minutes

**Date:** September 13, 2022

**Call to Order:** In-Person and Zoom combination meeting called to order by Chapter President, Scott Huberty at 10:12am.

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

X	Scott Huberty, ARM	<i>President</i>	(duplicate)	John Breskey, CIH	<i>Website Manager</i>
X	Alanna Lee, CSP	<i>President Elect</i>	(duplicate)	Jen Ellinwood, CSP	<i>PDC Chair</i>
	Jon Eichman	<i>Vice President</i>		Whitney Larson	<i>Outreach Chair</i>
X	Jennifer Carlson, CSP	<i>Secretary</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 &amp; Honors Chair</i>
X	Bill Wuolu, CSP, CHST	<i>Member at Large</i>	X	Mark Lenling	<i>Government Affairs Chair</i>
X	Jason Hunter, CSP, SMS	<i>Member at Large</i>	(duplicate)	Whitney Larson	<i>Communications/Social Media Chair</i>
X	Tyler Murphy, CSP	<i>Member at Large</i>	X	Todd Loushine, Ph.D, PE, CSP, CIH	<i>Region V RVP</i>
	Victorio Angulo-Escudero, PE, CSP, CIH	<i>Society Advisory Board Member</i>		Katherine Schofield, PhD,CSP,ARM,	<i>UMD Student Section Faculty Advisor</i>
X	Jeff Jarvela, CSP, OHST	<i>Society Advisory Board Member</i>	(duplicate)	Jeff Jarvela, CSP, OHST,	<i>UMD Student Section Liaison</i>
	John Breskey, CIH	<i>Society Advisory Board Member</i>	X	Dr. Brian Finder, CIH	<i>UW-Stout Student Section Faculty Advisor</i>
	Jamison Harrell-Latham, CSP	<i>Society Advisory Board Member</i>		Garry Kroft, UW-Stout Student Section Liaison	
X	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>
X	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>
X	Brian Kleespies, OHST	<i>Northern Plains Section, Treasurer</i>	X	Josh Hocker	<i>Northern Plains Section, Member at Large</i>
	Member Visitors:			Michael Scarski, CSP	<i>Northern Plains Section, Past Section Chair</i>



### **Approval of Minutes (Jenn C):**

- Jenn C emailed the Board the August 02, 2022, meeting minutes
  - *Alanna L moved to approve the August 02, 2022, meeting minutes; Bill W seconded – motion passed unanimously*

### **President's Message (Scott H):**

- Review of Chapter Calendar

### **Treasurer Report (Chris F):**

- Chris F provided an overview of the July 31, 2022 Treasure Report; reference emailed July report for additional details
  - *Jenn C moved to approve the July 31, 2022; Alanna L seconded – motion passed unanimously*
- Chris F provided an overview of the August 31, 2022 Treasure Report; reference emailed August report for additional details
  - *Bill W moved to approve the August 31, 2022; Paul G seconded – motion passed unanimously*
- Other Topics
  - Chapter tax filing completed
  - Audit Committee - looking for volunteers to audit financial records – Carol K interested
  - Bank account signatures completed for transition
  - Annual payment to Northern Plains Section was received
  - New display for PDCs/events – Chris F, Jon E and Whitney L pursuing quote

### **Chair Updates**

- **Chapter Program (Alanna L):**
  - Schedule for this program's year is set
    - October 11 – Matt Fitting, Fastenal
    - November 8 – 3M Fall Protection
    - December 13 – FyterTech Nonwovens, Tyler Riewe, Spill Control/Prevention
    - January 17 – joint meeting with AIHA
    - February – PDC
    - March 14 – Carol Keyes, Mental Health/Workplace Violence
    - April 11 – Chris Herman, Red Wing Shoes
    - May 9 – 3M Science of Fit – Innovation Center with Tour
  - Giving away free registration in today's meeting for the next one
  - Starting to build bench for following program year
  - New: free attendance to Chapter Meetings for students
- **Outreach (Whitney L):**
  - Been building the social media presence on LinkedIn and Facebook



- **Membership (Mark N):**
  - 812 – average for us with three new members that Mark has reached out to welcome
  - 22 expired in last 30 days – reaching out to society to understand
    - If someone is experiencing hardship with loss of employment, they can apply for hardship status with ASSP and keep their membership
  - Looking to add new members to monthly newsletter
  - Looking to create newsletter article around membership
- **Mentoring (Mark N):**
  - Working on resource to recruit additional mentors and mentees
  - Looking to add content in next newsletter to help solicit
- **By-Laws (John B):**
  - Need to approve modification/update to By-Laws
  - Related to Society changes from House of Delegates to Society Advisory Board Member
  - Will have to vote to approve this and ensure Chapter By-Laws are in alignment
- **Student Sections**
  - **U of MN Duluth (Jeff J):**
    - Meeting with students soon and working to get their elections going for section officers
    - Nine current students with two coming up for graduation
  - **UW-Stout (Brian F):**
    - Difficult to align a student chapter as they are distance based, but currently working on it
    - 25 current students
    - Will potentially add a newsletter article regarding OSHA30
  - Todd Updates
    - Student section By-Laws need to be updated and signed; first need updated section leaders identified
    - Sections need to create annual operations plans and begin utilizing the student section version of COMT
    - Building Region 5 Student Affairs Committee and looking for volunteers
- **Northern Plains (Michael Scarski):**
  - Auston B indicated things are well in Northern Plains
- **Scholarships (Tim F):**
  - Check have been issued
- **PDC Committee (Chris F):**
  - Having a difficult time getting engagement from Mystic Lake
- **Government Affairs (Mark L):**
  - PSM expanded to oil industry
  - OSHA is hiring
- **Chapter Elections (Jen E):** *did not review*
- **Awards and Honors (Abby F):** *did not review*

**Previous Meeting Business:**

- Chapter Operations Management Tool Reminder (COMT Report) - Scott Huberty
- Chapter Annual Report – Scott Huberty – submitted by due date
- August Boat Cruise Recap – Scott Huberty – reference financial summary sent via email
  - Planning for next year in St. Paul for Thursday, August 3, 2023
- Chapter Survey from earlier this year – Jen Ellinwood
  - Summary was sent out to the Board
  - 43 total respondents
  - 53% of respondents preferred hybrid meeting options
- Succession plan for Chapter Officer Roles (*tabled*)

**New Business:**

- Region 5 ROC Meeting this week in Des Moines
  - Chris F and Scott H will be traveling to attend
- Northwest Chapter at MSC Northern Regional Safety Day (*tabled*)
  - Co-sponsors at the Social/Networking Reception
- Proposal / idea: Roundtable discussion sessions prior to Meetings (*tabled*)
- Final review of details for today's Chapter Meeting (*tabled*)

**Next Meeting** – October 11<sup>th</sup> at TBG (The Builders Group: 2919 Eagandale Blvd Suite 100, Eagan, MN 55121)

**Adjournment** – Chris F made a motion to adjourn the meeting; Bill W seconded - motion passed unanimously. Meeting adjourned at 11:02am.

Respectfully submitted by,  
Jennifer Carlson, Secretary  
ASSP Northwest Chapter