



# ASSP Northwest Chapter Executive Committee Meeting Minutes

**Date:** November 8, 2022

**Call to Order:** In-Person and Zoom combination meeting called to order by Chapter President, Scott Huberty at 10:08 AM.

**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>
X	Jon Eichman	<i>Vice President</i>		Whitney Larson	<i>Outreach Chair</i>
	Jennifer Carlson, CSP	<i>Secretary</i>	X	Mark Nichols, ARM	<i>Membership Chair</i>
	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>
	Paul Gammelgaard, CSP	<i>Member at Large</i>		Tim Flint	<i>Scholarship Chair</i>
X	Carol Keyes, CSP	<i>Member at Large</i>	X	Abby Ferri, CSP	<i>Awards &amp; Honors Chair</i>
	Bill Wuolu, CSP, CHST	<i>Member at Large</i>	X	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>
X	Tyler Murphy, CSP	<i>Member at Large</i>	X	Todd Loushine, Ph.D, PE, CSP, CIH	<i>Region V RVP</i>
X	Victorio Angulo-Escudero, PE, CSP, CIH	<i>Society Advisory Board Member</i>		Katherine Schofield, PhD,CSP,ARM,	<i>UMD Student Section Faculty Advisor</i>
	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>
X	Jamison Harrell-Latham, CSP	<i>Society Advisory Board Member</i>		Garry Kroft, UW-Stout Student Section Liaison	
	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>
	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: Jim Tischner			Michael Scarski, CSP	<i>Northern Plains Section, Past Section Chair</i>



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

- Jenn C emailed the Board the October 10, 2022, meeting minutes
  - *Jamison H-L moved to approve the October 10, 2022, meeting minutes; Jon E seconded – motion passed unanimously*

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

- *Scott posed the need for additional help/delegation in preparation for monthly programming, specifically nametags. Discussion if nametags are necessary, can attendees write their own nametag?*

### **Region V Vice President's Comments (Todd L):**

- *Todd reported in with COVID. Discussed that chapter voted for the bylaws change. Area 1 Director slate is closed, will be posted February 1<sup>st</sup>. Todd will be scheduling the first regional affairs meeting. Student Affairs will likely be after the 1<sup>st</sup> of the year.*

### **Treasurer Report (Scott H., covering for Chris):**

- *Reviewed monthly financial report for September. Monies were reversed that were deposited but were for MN Safety Council. 2 of 3 scholarship checks have been cashed. Scott reviewed bank balances. Balances match, wahoo!*
- *Carol Keyes motioned to approve the September meeting financial report, Abby Ferri seconded – motion passed unanimously.*

### **Committee Reports:**

- **Chapter Program (Alanna L):**
  - Schedule for this program's year is set
    - November 18 – 3M Fall Protection at Marsh & McLennan Agency LLC
    - December 13 – FyterTech Nonwovens, Tyler Riewe, Spill Control/Prevention @ Ergodyne
    - January 24 – joint meeting with AIHA & AHMP location TBD
    - February 14 – PDC @ The Graduate Hotel
    - March 14 – Carol Keyes, Mental Health/Workplace Violence (location TBD – maybe McGough Construction in Roseville)
    - April 11 – Chris Herman, Red Wing Shoes @ Redwing
    - May 9 – 3M Science of Fit @ Innovation Center with Tour
  - Winner of the November free registration is Stacy Arnold
- **Social Media / Outreach (Whitney L):**
  - *No updates, Whitney has been updating on LinkedIn as she is able.*
- **Membership (Mark N):**
  - *Numbers are at 806, slightly below past 3 months. 13 expired/non-renewed memberships and 2 transfers. Mark has reached out.*
  - *Continues to reach out and build relationships with other groups to grow membership.*



- *Outreach event on 12/7/22 4:30 – 6:00 – St. Croix Area EHS Meet-up involving NW Chapter and Western Wisconsin Safety Council @ Pitchfork Brewing Co. in Hudson.*
- *Can Chapter support appetizers for up to \$100?*
  - *Jamison made a motion to approve the \$100 amount for pizza/appetizers for the event Tyler seconded, passed unanimously.*
- **Mentoring (Mark N):**
  - *Nothing new. Last newsletter had information calling for mentors/mentees, continued outreach.*
- **By-Laws (John B):**
  - *No updates.*
- **Student Sections:**
  - **U of MN Duluth (Jeff J):**
    - *No updates.*
  - **UW-Stout (Brian F):**
    - *Holding their own. Alliances with other majors are really helping the program. Currently have 28 students in the program.*
- **Northern Plains (Michael Scarski):**
- **Scholarships (Tim F):**
  - *Scott will speak to Tim.*
- **PDC Committee (Scott covered for Chris):**
  - *February 14<sup>th</sup> @ The Graduate Hotel in Minneapolis*
  - *Keynote speaker – Ross Bernstein*
  - *Speaker proposal submissions are on website.*
- **Government Affairs (Mark L):**
  - *Quarterly MN DOL/OSHA advisory council meeting next Friday.*
  - *Jamison shared updates from OSHA regarding LOTO for circuitry coming in early 2023.*
- **Chapter Elections (Jen E):**
  - *Need candidates for VP and Secretary*
  - *Need to discuss succession planning for the future.*
- **Awards and Honors (Abby F):**
  - *Still in search of Chapter SPY candidates*

#### **Previous Meeting Business:**

- Succession plan for Chapter Officer Roles
- Proposal / idea: Roundtable discussion sessions prior to Meetings - no action taken
- Audit Committee - looking for volunteers to audit financial records – Carol K interested – no action taken
- New display for PDCs/events – Chris F, Jon E and Whitney L pursuing quote – no action taken
- Minnesota Safe Kids Coalition – looking for Chapter Representative
  - Next SafeKids Advisory Board meeting is 11/17/23

**New Business:**

- *Discussed sponsorships/payment of meal and giving a plug for the locations that host the in-person meetings.*
- *Call out for topics for January combined meeting with AIHA & AHMP.*
- *Discussed ideas of 'meet-ups' to network and grow the NW Chapter communities. As well as a way to feature chapter leadership and future members/board members.*
- *Liaison needed for Stout Student Chapter. Jamison shared the potential of John Urban. Scott will start the discussion. Mark Nichols has a candidate as well.*
- *Add Advisory Committee to next month's agenda.*
- *Advisory Committee – town hall meeting occurred last week. Jamison provided updates. Society trying to understand how to get more involvement including a survey with specific topics from membership. Workplace, work, workforce. Report will be generated from the Town Hall.*
- *Recapped Northeast Regional Safety Day in Duluth.*
- *Dedicate portion of December meeting to review COMT report.*
- *May have a representative for the MN Safe Kids Coalition.*
- *Suggestion to review survey to see learnings and/or chapter programming for next year.*

**Next Meeting** – December 13<sup>th</sup>, 2022 at Ergodyne in St. Paul

**Adjournment** – Abby F made a motion to adjourn the meeting; Carol K seconded - motion passed unanimously. Meeting adjourned at 11:13 AM.

Respectfully submitted by,  
Alanna Lee, President Elect  
ASSP Northwest Chapter