

# AGENDA



## **American Society of Safety Engineers (ASSE) Northeastern Illinois (NEIL) Chapter**

### **Board Meeting – 18 November 2016**

**Attendees:** Amy Timmerman (president), John Hoekstra (president-elect), Sara Gibson (Treasurer), Dr. Mills (NIU Faculty Advisor), Claire Nachowicz (Web Master), Mike Saujani (Member), Bob Wasick (Awards/Honors), David Amos (Chicagoland Safety Conference Chair)

**1) Meeting Call to Order @ 1:54 p.m. – Amy Timmerman**

**2) Past Minutes/Secretary Report –**

- a. Minutes from the October 2016 meeting were approved by Sara Gibson and John Hoekstra. Don was absent the last meeting and at this one so John took the minutes.

**3) Treasurer's Report – Sara Gibson**

- Sara passed around the Oct. statement. Balance: \$63,889.25
- We will stick with the one swiper for now. PayPal was hacked and that was the reason for the delay with the swiper at the October meeting.
- For sake of time, we decided to postpone the full discussion on donating money to a charity. We have a surplus of money. We do want to donate to a charity, but we need to research local charities and decide on which charity.

**4) Committee Reports**

- a. Board Elections – Amy Timmerman and John Hoekstra: Amy is going to forward learnings from another chapter on determining interest in small tasks instead of year-long responsibilities as an officer. Claire volunteered to be an officer for next year.
- b. Newsletter – Amy Timmerman. We like the format of the newsletter. Keep it simple.
- c. Membership – Let's get in touch with new members and student members. Dr. Mills cautioned that the list of new student members may not be accurate.
- d. Webpage/Jobs – Claire Nachowicz: Claire will get the new minutes added. John will send Claire postings of available safety manager positions at Tate & Lyle and she will get them loaded to the website. We discussed sponsorships and how long they can be posted. Logos of sponsors should be on the website for 3 months. It is \$100/sponsor and that does not include a free lunch.
- e. Safety & Health Conference – David Amos: They have modified the evaluation sheets. In January, the planning team will meet to plan for the next conference.
- f. Awards / Recognition – Bob Wasick. Bob received an email from ASSE regarding awards. Amy sends a letter with the service awards to give a personal touch. The award recipients get a free lunch if they attend the meeting. Sara will work with Bob on getting an award for Richard Rapacki. Bob will contact Charlie to determine if he is interested in being nominated for the Regional SPY award.

1. NIU Student Chapter

- NIU By-Laws: Dr. Mills completed the by-laws. Amy will fast-track them.
- We discussed the donation for the adjustable ergonomic work station. Dr. Mills is asking for \$250 from NEIL ASSE. Amy will ask for an official vote.

- April Student Presentations Meeting: This will be held at NIU Naperville. Meeting rooms are free. Buffet meal will be between \$20-25.

## 5) Old Business

- a. **Stateline:** Amy called Stateline representatives. She does not foresee that they will be officers.
- b. **May ½ day seminar:** Dr. Mills will take the lead on chairing this event. Dr. Mills was able to get discounts to use NIU Hoffman Estates so that will be the venue. May 19<sup>th</sup> will be the date of the event. Registration will start at 8:30 a.m. The meeting will be 9 a.m. – 2 p.m. with lunch 12-1 p.m. John will help select the meal. Dr. Mills suggested the topics of *Fatigue, Safety, and Lighting*. The group agreed to these topics, but suggested that we change the titles a little to attract interest. Dr. Mills will get 4-5 different speakers for this event. Dr. Mills will send the course outlines to Amy. Claire will place information on the web page.

## 6) New Business

Amy met with headquarters about the Chicagoland EHS Conference. She met with the financial person. Rich accompanied Amy. CEHS does not need a separate federal tax ID. All questions were covered under ASSE HQ. Amy will forward Michael the letter she received from ASSE.

## 7) 2016 – 2017 Meetings

- a. November 18<sup>th</sup> – Richard Dresser, Safety @ Guantanamo Bay
- b. December 1<sup>st</sup> – Food Pantry in Geneva, IL
- c. January 20<sup>th</sup> - Vernon Iturralde, Moneyball
- d. February 17<sup>th</sup> - John Hoekstra, Task Assessments/work permits
- e. March 17<sup>th</sup> – Candra, OSHA update (Tour OSHA training Institute)
- f. April 21<sup>st</sup> – Student presentations Location: NIU – Naperville Campus
- g. May 19<sup>th</sup> – ½ day seminar NIU Hoffman Estates
- h. June (TBD) – Board Planning Meeting

**8) Next Board Meeting: Jan. 20<sup>th</sup>. 9 a.m. - 12 p.m.**

**9) Meeting Adjourned at 3:01 p.m.**

*Minutes taken by John Hoekstra*