

AGENDA



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

Board Meeting – 17 February 2017

Attendees: Amy Timmerman (president), John Hoekstra (president-elect), Sara Gibson (Treasurer), Claire Nachowicz (Web Master), Mike Saujani (Member), Bob Wasick (Awards/Honors), Jason Meiner (Member), Dr. Mills (Student Chapter), Don Philips (Secretary)

1) **Meeting Call to Order** – Amy Timmerman (Don took time)

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

- a. Minutes from the January 2017 meeting were approved by Sara Gibson and John Hoekstra. Don had to leave so Claire took the rest of the minutes.

3) **Treasurer's Report** – Sara Gibson (Don took notes)

- January:
 - Proceeds:
 - Conference proceeds (\$10,231.49)
 - Golf Outing (\$322.70)
 - Dec. Dues (\$655)
 - Jan lunch (\$920)
 - Expenditures:
 - ASSE – web and ROC (\$101)
 - Jan lunch - (\$1,112.7)
- February (to date)
 - Proceeds:
 - Stateline money (\$1,980)
 - Expenditures:
 - Stateline lunch (\$674.69)
- Pay Pal balance kept at \$250 if refunds need to be offered
- Annual Financial Report Due 5/31/17 – Fiscal Year: April 1, 2016- March 31, 2017

Total Assets to date:

Conference seed money	\$5,500.00
Investment Acct.	\$47,583.87
Petty cash (\$75) + PayPal (\$250)	\$325.00
Checking Acct.	\$24,229.28
Total	\$77,638.15

4) **Committee Reports**

- a. Board Elections – Claire volunteered for president-elect next year, Sara will stay on as treasurer, open position for Secretary & membership chair. Derek is volunteering to be the social media person for the chapter.
- b. Newsletter – Amy Timmerman. We like the format of the newsletter and have gotten positive comments from members regarding the member highlight section.
- c. Membership – HQ sends welcome packets to membership chair. Amy will contact HQ to send them to someone currently on the board for use – may bring hard copies of membership applications to meetings. Sara needs to know who new members are so she can give them a free lunch.
- d. Webpage/Jobs – Claire Nachowicz. Flyer for University of Wisconsin Whitewater intern fair will be sent and posted in events. Several companies have internships available that either are or will be posted on the website. Notice of cancelled registration and no-shows has been added to registration on website.
- e. Safety & Health Conference – None.
- f. Awards / Recognition – Bob Wasick. Awards will be presented at the March meeting. Bob will get plaques and talk to award recipients.
- g. NIU Student Chapter – Dr. Mills
 - April Student Presentations Meeting: This will be held at NIU Naperville. Meeting rooms are free. Contract has been signed and buffet meal was decided on.
 - Student Chapter meeting was held 2/16. 14 members in attendance, 6 new members. There is interest in internships and resume review. Dr. Mills will send pictures from meeting to post.

5) Old Business

- a. **Stateline Kick-off:** Kick-off meeting on February 3rd went well. About 25 attendees. Provided by-laws, decided to host one meeting next year in Rockford. Rosters need to be merged for easier newsletter distribution and registration.
- b. **May Meeting:** Will be a technical seminar instead of a ½ day seminar, possibly on the topic of LOTO, held at Maggiano's.

6) New Business

- a) **ROC:** Will be held in Omaha, NE on April 6th and 7th. Amy and John will start to look into flights.
- b) **Harper College Career Expo:** April 22nd.
- c) Amy and John attended the regional call on 2/17. It was requested that the NEIL chapter budget be submitted as an example for other chapters. ASSE is considering a name change.
- d) Don was voted out as Secretary due to not fulfilling responsibilities. Sara Gibson motioned and Amy Timmerman second. One abstained and the rest approved. Secretary responsibilities will be rotated amongst members until a new secretary is elected.

7) 2016 – 2017 Meetings

- a. March 17th – Sukhvir Kaur, OSHA update at Maggiano's.
- b. April 21st – Student presentations Location: NIU – Naperville Campus
- c. May 19th – TBD
- d. June (TBD) – Board Planning Meeting

8) Next Board Meeting: March 17th.

9) Meeting Adjourned at 3:10 pm

Minutes taken by Don Philips & Claire Nachowicz