



## **AGENDA/NOTES**

### **American Society of Safety Professionals (ASSP) Northeastern Illinois (NEIL) Chapter**

#### **Board Meeting – 21<sup>st</sup> of October 2022 @ Maggiano's Schaumburg**

**Attendance:** Tori Bankson, Sheri Lesak, Justin Cathey, Matt Hoffmann, Greg Marquez, Jay Braffett, Claire Obuchowski, Bill Mills

**1) Meeting Call to Order 1:22pm – Greg Marquez**

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

- a. Nothing to report

**3) Treasurer's Report – Jay Braffett**

- a. Reimbursement checks from the conference issued.
- b. Investigating fraud charges and reimbursements for those charges.
- c. Paid for PO Box for one year.
- d. New non-profit PayPal account started – waiting for new Zettle card reader. Invoiced attendees via email today.
- e. When is list needed for Maggiano's – can we keep it open longer on website to register?
- f. \$500 check issued to Dr. Mills/NIU student section at meeting.
- g. Full report available as an attachment at end of this document.

**4) Committee Reports**

- a. Newsletter – Tori Bankson: Will send out reminder for December volunteer event soon.
- b. Membership – Mike Themanson: Absent
- c. Webpage/Jobs – Justin Cathey: Posted jobs, updating student scholarship info. Will update pricing for meetings on website PayPal.
- d. Safety & Health Conference – Sheri Lesak: 177 Attendees, Low vendors because of low attendance, 3 days next year (Tues-Thurs), vendors on Wednesday and keynote speaker on Tuesday, NIU is moving classrooms and reconfiguring building, on-site daycare at NIU.
- e. Awards / Recognition – Bob Wasick: Waiting for anniversary certificates
- f. NIU Student Chapter – Dr. Mills /Matt Hoffmann: Recognized safety program at NIU, STEMfest interest was high, 10/20 kickoff meeting (revised scholarship and grant/deadline Jan 31<sup>st</sup>), wants a NEIL banner, Fred Manuele donated book collection to NIU – wants labels “Donated on behalf of NEIL Chapter”, Bus and meals for Nov 11<sup>th</sup> META tour will fall under “revitalization” money.
- g. Sponsorship Chair – Tim Janis: Absent

**5) Old Business**

- a. Recap upcoming meeting plan.
  - 11/11 November meeting to be student chapter led Meta site visit & technical crane meeting conducted by Mortenson. No Board meeting.
  - Northern Illinois Food Bank volunteer event 12/7 9 – 11:30AM. Geneva location. 12 attendees estimated, but can add more depending on registrations.



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- b. Pricing for chapter meetings moving forward.
  - \$35 for registered attendees (either paid online or at door)
  - \$40 for non-registered walk-ins
  - \$15 discounted student rate
  - Board members will be free
- c. Funding for student chapter revitalization check issued to Dr. Mills.
- d. Sponsorship for February/Spring social event. Would like to have a sponsor from NEIL and a sponsor from Three Rivers to each cover half the cost of the event.
- e. Maintain forward momentum for in-person meetings. Post on LinkedIn and promote meetings.
- f. Spoof emails/phishing attempts of board members – stay vigilant.

### 6) New Business

- a. 2023 Meetings
  - January 20th – Workers Comp (Attorney? Sheri will reach out to hers, Greg will reach out to his)
  - February 17th - Social Event (Top Golf? With Three Rivers)
  - March 24<sup>th</sup> – Heat Stress (Tony Stephens?)
  - April meeting – Crane safety with Mortenson?
- b. Meeting locations.
- c. Region V has a LinkedIn page for sharing & promoting chapter events. Please follow & post.

### 7) Meeting Adjourned 2:20pm

## NEIL ASSP Chapter Monthly Treasurer Report

Submitted By: Jay Braffett, CSP

October 21, 2022

- Reimbursement checks have been issued to all applicable annual supporting organizations in regards to the Chicagoland Safety and Health Conference. The checks were submitted from the NEIL ASSP Chapter CHASE bank account.
  - Paddock Productions, Inc. – Post cards and mailings: \$3,907.90
  - Kevin Aikman – Assorted drawing items: \$572.33
  - Daily Herald Media Group – Post card announcements: \$3,907.90
  - Midwest Conference Services – Vendor booth setup and take-down: \$6,521.00
  - Eugene Satrun – Webhosting TCH/ORG Domain Renewal: \$307.92
  - Sheri Lesak – UPS Committee Member Gift: \$12.62



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- Sheri Lesak – FedEx color copies: 261.77
  - Gerald Greer - Labels and envelopes for moderator packets: 93.29
- BMO Investment account statement: \$64,828.18
- BMO NEIL ASSP account September 30th statement: \$36,560.34
- BMO NEIL ASSP old account balance \$.01
  - Account will be closed upon completion of BMO fraud investigation
    - Police Report filed on 9/28/22 with Schaumburg Police Department: #SCP22-013653, Officer James Biernacki #3825 TX: 847-882-3586
    - All ADT fraud charges re-imbursed to new BMO account: \$575.86 was purchased by Lorreno Williams up BMO investigation findings
    - LA Fitness and Glenmont charges still under investigation by BMO fraud dept.
- CHASE NEIL ASSP account October 18<sup>th</sup> statement: \$27,500.01
- New PayPal Non-Profit Membership account established
  - Sara Gibson transferred \$214.34 from her PayPal account that she is working to cancel
  - New PayPal account payment option added to NEIL ASSP website
- The NEIL ASSP Chapter PO Box was paid for 1 year on 10/20/22: \$166.00