

MINUTES

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

Board Meeting June 12th, 2015

Board Members Present	
Mike Saujani – President	Bob Wasick - Former President
Jason Meiner - President Elect/Incoming President	Charlie Vasconez – NIU Student Chapter Liasion / Scholarships & Grants
Dow Carter - Secretary	Dr. Mills - NIU Student Chapter Faculty Advisor
Rick Lewis - Treasurer	Ken Orms - CSC Co-Chair
Amy Timmerman - Incoming President Elect / Awards & Honors	Rich Rapacki - CSC Co-Chair
Sara Gibson - Incoming Treasurer	Ellen Gallo - Membership Chair
Don Phillips- Newsletter	Mike Sarlitto - Governmental Affairs

1. Meeting Call to Order @ 11:45 am

2. Secretary Report –

- March and May minutes reviewed and approved. Motion to approve minutes was made by Don Phillips, seconded by Sara Gibson. Approved unanimously.

3. Treasurer's Report-

- Total Chapter funds balanced at \$45,782.53
- Chase Bank (CSHE Conf. dedicated funds only) account balance is 5,000.00
- BMO Bank checking account balance is \$14,010.75
- Petty cash balance is \$75.00
- Money Market account has been officially closed.
- Annual Treasurer's report was successfully submitted to ASSE Corp. on time.

4. Committee Reports

- Chicagoland Safety Conference (CSC) – Rich Rapacki / Ken Orms
 - Conference website is up and running.
 - Conference preparations are in final stages and progressing well.
 - Rich Rapacki is stepping down as conference co-chair after 10 years of service.
- Newsletter - Don Phillips
 - Newsletter is going well and Don indicated that no assistance is needed to maintain current publications.
- Membership – Sara Gibson
 - Current NEIL Chapter membership is 283.
 - Current NEIL-NIU Chapter membership is 23.

- NIU Student Chapter – Charlie Vasconez
 - No updates as NIU Student Chapter is entering the summer and no activities are planned until the Fall Semester begins.
- Awards and Honors – Amy Timmerman
 - No new awards & honors to discuss.
- Scholarships/Grants – Charlie Vasconez
 - No update.
- Jobs – J.R. Bonnet not present.
 - No update
- Webpage – Mike Saujani (Interim Webmaster)
 - New formatting of website looks well.

5. Old Business

- Several members (5) attended the PDC held in Dallas, TX.
- The Monday night Region V Social Hour is an event to socialize and network with many other members from our region.
- Charlie suggested that in the future that all chapter members attending the PDC meet at the Region V social hour.
- Mike Saujani made a donation of \$500.00 to the ASSE Foundation without board approval. This was done to reflect the NEIL Chapter continued support of the foundation. It was discussed that in the past our chapter has made numerous donations and future donations are to have board approval. A motion was made by Don Phillips to reimburse Mike Saujani in the amount of \$500.00. Motion was seconded by Mike Sarlitto. Unanimously approved.

6. New Business

- Changing of chapter officers
- Official handing off of the chapter plaque took place between Mike Saujani and Jason Meiner.
- Mike reviewed the accomplishments of the chapter during his terms and thanked the many chapter members and board for their support.
- Jason mentioned that the Annual Management report due to ASSE Corp. was due August 15th, not the 31st as previously thought.
- Incoming Treasurer Sara Gibson mentioned that the chapter needs to have an approved budget. (Fiscal YR 04/01 thru 03/31, while Operating YR 07/01 thru 06/30.
- A meeting was held in January to discuss creating an approved budget plan for 2015-16 plan.(Sara, Jason, Dow, Rick & Mike Saujani attended). Mike Saujani made a motion to approve planned budget, Don Phillips seconded. Approved unanimously.
- Rick Lewis suggested purchasing financial software in support of maintaining chapter finances. Sara Gibson also researched and agreed. Topic is to tabled until 2015-16 Chapter LRP Meeting. Motion made to table topic until 2015-16 LRP Meeting by Sara Gibson, seconded by Rich Rapacki. Approved unanimously.
- It was also discussed using a free software on a trial basis. Don Phillips made a motion to use downloadable software as a trial basis. Motion seconded by Dr. Mills. Unanimously approved.

- Electronic payments methods, such as Pay-Pal were discussed for future chapter payments. A motion was made by Jason Meiner to begin providing electronic payments options to members. Don Phillips seconded the motion. Unanimously approved.
- Continuous advertising for monthly meetings needs to be explored further. No additional meeting advertising will be considered until further research is completed.
- Chapter officers need to verify / update ASSE email accounts.
- New Chair members include:
 - Ellen Gallo - Membership Chair
 - Claire Nachowicz - Website Coordinator
- Jason provided a DRAFT 2015-16 Meeting schedule and discussed various topics for the upcoming year.

7. Next Board Meeting

- September 23, 2015
- ~ 12:00 pm held during the Chicagoland Safety, Health and Environmental Conference at the NIU-Naperville Campus.

8. Meeting adjourned at 1:35 pm. Don Phillips motioned to adjourn, seconded by Mike Saujani. Approved unanimously.

Minutes take by Dow Carter