

MINUTES

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

Board Meeting September 23rd, 2015

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

1. Meeting Call to Order @ 12:07 pm

2. Secretary Report –

- June minutes were sent out electronically for reviewed and approved prior to the meeting, due to limited time. All identified revisions were reviewed. Motion to approve minutes, with reviewed revisions was made by Sara Gibson, seconded by Ken Orms. Approved unanimously.

3. Treasurer's Report-

- Total Chapter funds balanced at \$60,644.55.
- Chase Bank (CSHE Conf. dedicated funds only) account balance is 5,000.00.
- MBO Bank checking account balance is \$10,920.88.
- Investment account balance is \$44,648.67.
- Petty cash balance is \$75.00.
- Don Phillips made a motion to approve the Treasurer's report, seconded by Amy Timmerman. Approved unanimously.

4. Committee Reports

- Chicagoland Safety Conference (CSC) – Rich Rapacki / Ken Orms
 - Conference is going well.
 - More individual attendees than last year (320 compared to 300).
 - Rich Rapacki is stepping down as conference co-chair after 10 years of service.
 - Ken and Sheri Lesak will be the conference Co-chairs for 2016.
 - Ken also mentioned that he will be relocating out of the Chicagoland area by the end of the year.
 - Individuals are being sought for volunteer roles in support of the conference. Ken mentioned he would do some work remotely but

individuals, living / working in the area will be needed to backfill his and Rich Rapacki's vacancies.

- Volunteers must make a commitment to actively participate each and every month and that this commitment will require an investment of many hours of time every month.
 - Mike Saujani expressed an interest in volunteering.
 - Early plans for the 2016 conference include:
 - Sponsorship discussions with Grainger,
 - NEC, NSC & CNSC to host some of their training sessions at the NIU-Naperville Campus, at the same time to increase participation.
 - Newsletter - Don Phillips
 - August newsletter was published prior to board meeting.
 - No newsletter for September.
 - October newsletter will be published within the first two weeks of October.
 - Membership – Ellen Gallo (Not present, information provided by Jason Meiner).
 - One new member has joined since last meeting.
 - NEIL Chapter member totals: 283
 - NEIL-NIU Student Chapter member totals: 23.
 - NIU Student Chapter – Charlie Vasconez
 - Resume Workshop for NIU Student Chapter is October 12, 2015.
 - Charlie is hoping for 3-5 members to join him at the main campus in DeKalb for this event.
 - 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 – Claire Nachowicz (Not present, information provided by Jason Meiner).
- Claire has taken over the responsibilities and has cleaned up the website.
 - Any items that need to be posted to the website should go directly to Claire.

5. Old Business

- Two options were discussed for the use of electronic payment for chapter members; PayPal and Square.
 - PayPal charges 2.7% per transaction and provides real-time help.
 - Square charges 2.75% per transaction and help is provided through email support only.
 - Don Phillips also mentioned a third option, Pro-pay.
 - Other chapters were asked of their experiences with either or both. Saint Louis Chapter had issues with Paypal and changed to Square. Three Rivers has used Paypal for two years with no issues. The Nicolet Chapter had major issues with Paypal and no longer offer it as an option to their members.
 - Dr. Mills made a motion to try Paypal for six months, motion was seconded by Mike Saujani. Unanimously approved.
- Jason has looked into the practice of offering Sponsorship to local companies in exchange for financial support of our monthly meetings. This practice is also considered advertising, which has a limit of \$1,000.00 annual revenue before IRS

tax reporting requirements are required. All other chapters indicated that they are not concerned with meeting nor exceeding the \$1,000.00 limit. Steve Hansen will check on this matter for us regarding ASSE's concerns.

- Jason made a motion to suspend the practice of obtaining meeting sponsorships until feedback is received from ASSE. Dr. Mills seconded. Unanimously approved.

6. New Business

- Dr. Mills mentioned that NIU will no longer support the NIU-ASSE student chapter website. Going forward they are required to use "HuskyLink", a school based website for all student groups/organizations. Two options are:
 - Use HuskyLink and set up a link from our chapter site to HuskyLink.
 - Use the ASSE format for the student chapter site and link to it from HuskyLink.
 - Additional discussion will take place during the October meeting.
- ASSE Corporate informed us that the ASSE-Stateline Chapter will be dissolving soon and has asked that we extend an invitation to any member interested in joining our chapter.

7. Next Board Meeting

- October 16, 2015
- ~ 11:30 am, "Ergonomics in the Supply Chain", at Maggiano's in Schaumburg, IL

8. Meeting adjourned at 1:09 pm. Jason Meiner motioned to adjourn, seconded by Don Phillips. Approved unanimously.

Minutes take by Dow Carter