

# MINUTES

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

Board Meeting October 16th, 2015

<b>Board Members Present</b>	
Jason Meiner - President Mike Saujani – Past President Dow Carter - Secretary Amy Timmerman - President Elect / Awards & Honors Sara Gibson –Treasurer	Bob Wasick - Former President Ellen Gallo - Membership Chair Mike Sarlitto - Governmental Affairs Claire Nachowicz – Website Administrator

**1. Meeting Call to Order @ 2:00 pm**

**2. Secretary Report –**

- September minutes reviewed electronically and one addition was noted. Minutes were approved with edits. Motion to approve minutes was made by Jason Meiner, seconded by Claire Nachowicz. Approved unanimously.

**3. Treasurer’s Report-**

- Total Chapter funds balanced at \$58,293.15
- Chase Bank (CSHE Conf. dedicated funds only) account balance is 5,000.00
- BMO Bank checking account balance is \$8,569.48
- Investment account balance is \$44,648.67.
- Petty cash balance is \$75.00
- Anticipating approximately \$3,000-4,000 in revenue from the Chicagoland EHS Conference proceeds, when distributed.
- We had one Paypal payment issue for this month’s meeting.
- It was discussed that we would move away from the monthly evite, but instead direct everyone to the chapter website to register and pre-pay.
- It was also decided to invoice “no-shows”, four total for this meeting.

**4. Committee Reports**

- Chicagoland Safety Conference (CSC) – Ken Orms (not present)
- Jason mentioned that Dave Regelbrugge of Bureau Veritas will take on the co-chair position replacing Rich Rapacki. Dave will join Sheri and Ken as conference co-chairs for the 2016 conference.
- Newsletter - Don Phillips (not present)
  - Mistakes were noted in the latest edition and have been corrected.
  - Jason will be requesting that the newsletter be published the first week of the month.
- Membership – Ellen Gallo

- Since chapter dues were just increased this year, it was decided not to pursue increasing meeting lunch fees until 2016-17.
- Upcoming member surveys will include a question regarding costs increase.
- NIU Student Chapter – Charlie Vasconez (not present) Amy Timmerman presented information.
  - The resume review workshop was well attended and received. Amy, Charlie and Don represented the chapter.
  - The subject of “Seed” money for the NIU Student Chapter came up and it was decided it is in the budget.
  - One recommendation is to follow the Heartland of Americas Chapter enforces their student chapter to earn their support funds.
  - Charlie will look into this for the NIU Chapter.
- Awards and Honors – Amy Timmerman
  - One chapter member has been nominated for the Region V Spy Award.
  - Our NIU Student Section was in the running for “Outstanding Student Chapter” but it was decided that they needed to create their own newsletter for additional consideration.
- Scholarships/Grants – Charlie Vasconez
  - No update.
- Jobs – J.R. Bonnet
  - J.R. will be stepping down as the Jobs Chair.
  - Company openings can be posted directly to our website. No headhunter positions will be posted.
- Webpage – Claire Nachowicz (Website Administrator)
  - ASSE Corporate may increase web hosting fees, more information to follow.

## **5. Old 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 was to take place during this meeting, but Dr. Mills had to leave early and was not able to attend.
- 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.

## **6. New Business**

- Jason had a discussion with Deanna from ASSE Corporate regarding the use chapter meeting sponsorships. Deanna indicated that as long as the sponsor is not being promoted the it is not advertising and we could proceed.
- Jason provided a copy of the ASSE Corporate expense re-imburement form for review. He will provide a DRAFT version for electronic review by the board.
- Mike Saujani will provide a DRAFT sponsorship process / application for electronic review by the board.
- Dr. Mills has asked that the re-imburement issue of his participation in this year’s ASSE-PDC be noted that it is resolved.

- The planned half day seminar is not coming together well.
- Current struggles with speakers / scheduling.
- More groups contacted are interested in a “Roundtable” type presentation.
- The seminar subject may change.
- Bob Wasick to research and present findings at next meeting.
- Jason has suggested that board members participate in a 30 minute phone call to address simple matters, the first Friday of every month.

**7. Next Board Meeting**

- November 20, 2015
- ~ 11:30 am “Fall Protection”, presented by Charlie Vasconez at Maggiano’s in Schaumburg, IL.

**8. Meeting adjourned at 3:00 pm.** Jason Meiner motioned to adjourn, seconded by Bob Wasick. Approved unanimously.

**9. Additional note included from November Meeting**

- The mis-understanding regarding PDC expense reimbursement, between Dr. Mills and Mike Saujani has been resolved. No further discussion will be addressed regarding this matter.

*Minutes take by Dow Carter*