

# MINUTES

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

Board Meeting: November 20, 2015

<b>Board Members Present</b>	
<b>Jason Meiner</b> - President <b>Mike Saujani</b> – Past President <b>Dow Carter</b> - Secretary <b>Amy Timmerman</b> - President Elect / Awards & Honors	<b>Charlie Vasconez</b> – NIU Student Chapter Liason / Scholarships & Grants <b>Dr. Mills</b> - NIU Student Chapter Faculty Advisor <b>Ken Orms</b> - CSC Co-Chair <b>Jim Lange</b> – ASSE, Region V: Area Director 1

### 1. Meeting Call to Order @ 2:22 pm

### 2. Secretary Report – Dow Carter

- October minutes reviewed electronically and one addition was noted. Regarding the resolution of PDC expenses re-imbursement. Minutes were approved with edits. Motion to approve minutes was made by Mike Saujani, seconded by Ken Orms. Approved unanimously.

### 3. Treasurer’s Report- Sara Gibson (not present)

- No report was provided as Sara was not in attendance.
- Jason Meiner committed:
  - Proceeds from the Chicagoland EHS Conference proceeds are scheduled to be distributed soon. See CSHE conference committee report for more details.
  - Proceeds from the annual golf outing (approximately \$325 - \$340) and should be received soon.

### 4. Committee Reports

- Chicagoland Safety Conference (CSC) – Ken Orms
  - Post conference numbers:
  - 347 attendees from 17 states
  - 1107 session attendees, 58 topics offered, 56 presented
  - ~ \$78,000 revenue generated, proceeds to sponsoring chapters, \$5,252.00.
  - 2016 planning meetings to begin after the first of the year.
  - Researching additional sponsors to include Grainger.
  - Potential press / communication opportunities include: IH News, NSC, CSC and NSEDC.
  - Ken Orms will be retiring in 2016 and moving out of the Chicagoland area. Current recruitment for his vacancy is underway. Position would require 10-15 hours / week of commitment. Potential candidates with marketing / promotional experience are preferred.

- Newsletter - Don Phillips (not present)
  - Jason will be requesting that the newsletter be published the first week of the month.
- Membership – Ellen Gallo (not present)
  - Upcoming member surveys will include a question regarding costs increase as well as other topics including lunch fees, meeting locations.
- NIU Student Chapter – Charlie Vasconez
  - The NIU Foundation provided the student chapter with \$400.00.
  - The CPR/AED training session was held in early November and resulted in a great turnout.
  - Charlie will be conducting a Fall Prevention class in the near future.
- Awards and Honors – Amy Timmerman
  - Service awards were presented during the monthly meeting.
  - Awards presentation was conducted very well.
- Scholarships/Grants – Charlie Vasconez
  - No update.
- Jobs – Claire Nachowicz (not present)
  - Current job postings are available on the chapter website.
  - No headhunter positions will be posted.
- Webpage – Claire Nachowicz (not present)
  - We continue to receive good feedback regarding the chapter website.

## **5. Old Business**

- The planned half day seminar is not coming together well. Current struggles with speakers / scheduling. This continues to be a struggle.
- Bob Wasick to research and present findings at next meeting. Bob was not present to discuss his findings.
- Jason has suggested that board members participate in a 30 minute phone call to address simple matters, the first Friday of every month. First phone call attempt only two board members called in. An additional member called in, but had the meeting scheduled at an incorrect time and missed the call.

## **6. New Business**

- Mike Saujani is running for ASSE, Region V: Area Director 1 and would appreciate chapter members support.
- Jason provided electronic copies of the DRAFT chapter Travel Expense Form and asked for comments electronically. It was discussed that we would follow the society's guidelines regarding expense re-imbusement. A motion was made to approve the chapter Travel Expense Form electronically submitted revisions. Motion was made by Ken Orms, seconded by Mike Saujani. Approved unanimously.
- A DRAFT sponsorship form was submitted electronically for review / edits. All comments received were added. Form will be used to record monthly meeting sponsorship information. Intent of program is to identify the sponsoring company, but not promote. Monthly meeting sponsorship is \$100.00, which includes company logo, five minute company presentation and one lunch.
- Jason Meiner and Rick Pokorny planned to send out communications regarding the annual volunteer event in December.

- Jim Lange, current ASSE, Region V: Area Director 1 attended our board meeting. He provided positive feedback meeting attendance, meeting organization and asked that we consider him a resource in the future, if needed.

**7. Next Board Meeting**

- Thursday, December 10, 2015
- Annual Joint Volunteer Event with ASSE - Three Rivers and Greater Chicago Chapters at Northern Illinois Food Bank (NIFB); Geneva, IL.

**8. Meeting adjourned at 3:10 pm.** Ken Orms motioned to adjourn, seconded by Charlie Vasquez. Approved unanimously.

*Minutes take by Dow Carter*