

MINUTES

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

Board Meeting: January 15 , 2016

Board Members Present	
Amy Timmerman - President Elect / Awards & Honors	Charlie Vasconez – NIU Student Chapter Liasion / Scholarships & Grants
Dow Carter - Secretary	Claire Nachowicz – Web Page and Jobs
Sara Gibson - Treasurer	Ken Orms - CSC Co-Chair
Mike Saujani – Past President and Sponsorship Coordinator	Bob Wasick – Former President
	Mike Sarlitto – Governmental Affairs Chair

Mac Legault – Visiting ASSE member from Colorado

1. Meeting Call to Order @ 1:56 pm

2. Secretary Report – Dow Carter

- November and December minutes reviewed electronically and one correction was submitted regarding the November minutes regarding the Chicagoland session attendees. Motion to approve minutes was made by Mike Saujani, seconded by Ken Orms. Approved unanimously.

3. Treasurer's Report- Sara Gibson

- Sara provided updated figures as:
 - Checking \$13,407.85
 - CSHEC Seed Money \$ 5,000.00 (Chase Account)
 - Investment Account \$44,648.67
 - Petty cash \$ 75.00
- \$ 63,131.52

4. Committee Reports

- **Chicagoland Safety Conference (CSC) – Ken Orms**
 - Planning meeting have begun for 2016 conference.
 - Sam Smith has also volunteered to assist with the conference.
 - Ken Orms will be moving out of the Chicagoland area in May. He will assist as much as possible remotely and will be back in town during the conference / golf outing.
- **Newsletter - Don Phillips (not present)**
 - No update
- **Membership – Ellen Gallo (not present)**
 - Sara reported that membership is at 304.
 - It was reported that Ellen is working on creating a member survey. The survey will **be conducted at the upcoming meetings to get feedback**

from those members that actually attend meetings rather than those that don't, also giving immediate feedback. It was suggested that each of the future meetings could focus on a particular topic for example to get feedback on venue, another about speaker topics and another budget concerns. Trying to keep it short and give time for members to complete the survey before the end of the lunch meeting.

- NIU Student Chapter & Scholarships/Grants – Charlie Vasconez
 - The Endowment Scholarship for our chapter has been increased from \$2,000 to \$3,000.
 - Currently no students have applied, **–that we know of, as the application deadline was December 1st.**
 - The criteria priorities were discussed and it was decided to revise our priorities in hopes of increasing student interest and suitable candidates.
 - A motion was made by Sara Gibson to revise our scholarship priorities from the current four criteria to two to increase applicant participation. Two criteria going forward would be:
 - NIU Student
 - Region Five based Student
 - Motion was seconded by Ken Orms. Motion passed unanimously.
- Awards and Honors – Amy Timmerman
 - No new awards information.
- Jobs – Claire Nachowicz
 - No updates
- Webpage – Claire Nachowicz
 - Website continues to look good and we continue to receive positive feedback.

5. Old Business

- It was decided to keep focusing on the initial topic of Active Shooter / Workplace Violence for the May Seminar, instead of Combustible Dust / Arc Flash. Several board members agreed to contact resources as presenters.
- Bob Wasick presented information regarding Combustible Dust / Arc Flash, however, based on applicability to the majority of our chapter members, it was felt that Emergency Preparedness would be a better suited topic.
- The upcoming months meeting topics are as follows:
 - February – Distracted Driving
 - March – Contractor Safety Management
 - April – Student Presentations / Elections
 - May - Active Shooter / Workplace Violence
 - June – Annual Planning Meeting

6. New Business

- Mike Saujani was presented with the Region V SPY Award for his work and contributions to the EHS profession.
- The current by-laws need to be updated. This includes the following:
 - 30 day comment period for all chapter members
 - Approval, as defined in by-laws
- Region Five is proposing an increase of our annual fees.
 - The current rate is 0.50 cents per chapter **member, which totals \$150.00/per year for 300 chapter members.**
 - **Region V is looking for an increase to either \$1.50 or \$2.00.**

- By increasing our annual fees we will no longer donate \$250.00 but cover the funds through the fee increase.
- Increasing the annual from 0.50 cents to \$1.50 per chapter member would equal **\$450** annual contribution.
- A motion to increase our annual fees from 0.50 cents to \$1.50 per chapter member, **thus paying approximately \$450 to Region V, however we would adjust our budget accordingly and NOT make the \$250 donation which would result in only a \$50 cost to the budget.** was made by Mike Saujani, seconded by Sara Gibson. Motion passed unanimously. **Amy will communicate our vote to Region V.**
- ASSE Foundation t-shirts are available for sale as a means of generating **revenue for the foundation. There is no initial cost to the chapter, but shirts must be ordered from Region V, it is requested that unsold shirts NOT be returned but rather the chapter pick up the cost for any unsold shirts. The base costs per shirt is \$9.00, however the foundation would like shirts to be sold for \$25 as it is their 25th anniversary.** Most board members were not in favor of pursuing this opportunity. Mike Saujani volunteered to purchase the shirts, on his own, to sell on behalf of the chapter.
- Ken Orms presented information regarding other area restaurants that may work as a meeting location, in an effort to reduce costs of monthly meetings. This information will be tabled until the annual planning meeting in June.

7. Next Board Meeting

- Friday, February 19th; 11:30 – 2:00 pm; Maggiano's in Schaumburg, IL
- Distracted Driving, Driving Safety Programs, and Transportation Accident Investigations

8. Meeting adjourned at 2:54 pm. Ken Orms motioned to adjourn, seconded by Sara Gibson. Approved unanimously.

Minutes take by Dow Carter