



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

NEIL ASSP Chapter Monthly Board Meeting

Submitted By: Jay Braffett, CSP

September 18th 2024 – Noon to 1PM CST

Attendance: Toma Balaci, Jay Braffett, Claire Obuchowski, Jaime Feinberg, Sheri Lesak, Bob Wasick

Meeting Call to Order

- Jay Braffett 12:10pm

Board Member Reports

1. Past Minutes - Claire Obuchowski

- a. Nothing to report – see notes below.

2. Secretary – Claire Obuchowski

- a. Nothing to report – see notes below.

3. Treasurer – Toma Balaci

- Movement in accounts
 - Monthly dues
 - June = \$341
 - July = \$369
 - August = \$238
 - CSHEC = Gift Cards, vender expo deposit, incite digital has been paid. Part 2/2 for amego app and remainder of expo deposit TBD.
- I have a reimbursement check from last year's ROC meeting for Jay.

Report attached at the end of the minutes.

4. Newsletter – Tori Bankson (not present)

To do:

- a. Forward the information received about virtual training sessions from Quad Cities/ Region 5 that Jay sent (Sept 11th) to the chapter.
 - b. Newsletter to include monthly meeting information going forward.
 - c. Include a calendar invite to the monthly meetings in meeting notice/newsletter.
5. Membership – Mike Themanson (not present)
 - a. Plans to contact members who aren't attending meetings – Claire gave Mike meeting attendance from 2024 and chapter roster so he can see who is and is not attending.
6. Chicagoland Safety and Health Conference – Sheri Lesak
 - a. Attendance is picking back up but not back to what it used to be. All new committee members this year.
7. Awards and Honors – Bob Wasick
 - a. To Do: Add list of potential awards in newsletter so people know what is available (Bob & Tori to collaborate).
8. NIU Student Section Advisor – Dr William Mills (not present)
9. NIU Student Section – Matt Hoffman (not present)
 - a. We have not heard from him - reached out to his new email several times & Jay called his number.
10. Webmaster – Justin Cathey (not present) (Claire helping since Justin wants to step back from this role)
 - a. Claire posted the monthly meetings with dates, topics and speakers for the year on the chapter website & will open registration for October meeting this week.
 - b. Claire posted a few job openings recently on website.
 - c. Is Justin still going to continue? We will start looking for a replacement for this position if he is no longer interested.
11. President Elect & Sponsorship Chair – Jaime Feinberg
 - a. Jaime to update the sponsorship form & website with her new contact information.
 - b. Jaime volunteered to help with the website if needed if Justin wants to step back.
12. Past President – Tim Janis (not present)

Past Business

- 2024 – 2025 Monthly Meeting Schedule
 - September 18th 2024
 - Board meeting at Chicagoland Safety Conference

- Room 162 from Noon to 1PM
 - Confirmed
- October 18th 2024
 - OSHA Legal Standpoint Update – Mark Lies
 - Confirmed
- November 15th 2024
 - Slip and Fall Hazard Prevention - Coefficient of Friction – Kevin Buchanan
 - Confirmed
- December 3rd or 10th 2024
 - Volunteer Event at Northern IL Food Bank in Geneva, IL
 - October 1st the schedule goes up – Sheri will call and get a locked date then.
 - Confirmed
- January 17th 2025
 - Workers Compensation understanding for Safety Professionals – Adam Cox
 - Confirmed
- February 21st 2025
 - Diversity, Equity, and Inclusion as it applies to the Safety Professional – Dr. Geneace Williams
 - Confirmed
- March 21st 2025
 - Confined Space Rescue – Sean McNichols
 - Confirmed
- April 25th 2025
 - EMS for the Safety Professional– Mick Fleming
 - Confirmed
- May 23rd 2025
 - LOTO Applicable to the Safety Professional – Aaron Gelb
 - Confirmed

New Business

- ASSP Region V Regional Operational Committee meeting
 - September 25th to 27th in Iowa City, IA
 - Jay Braffett to present NEIL ASSP Chapter Report
- 2024 NEIL ASSP Operational Plan
 - More Member Involvement
 - Establish CEU credits for attending meetings
 - We need to submit the info early and get outlines of presentations to submit.

- Tim Janis volunteered to take this on – needs to contact ASSP to get CEUs situated.
- Kathy Doyle, Eugene Saturn(?) may be able to help (per Sheri).
- Contact general members and board members who are not attending meetings on a consistent basis and determine how to increase their attendance/participation
 - Mike Themanson said he would do this. Claire will continue to send attendee list after chapter meetings.
- Increase Chapter interaction and participation with NIU Student Chapter
 - Invite NIU students to attend
 - Visit NIU Safety Department
 - Determine Scholarship for students
 - To Do: Jay can coordinate with Dr. Mills to schedule a visit for NEIL board members during a class or monthly student meeting to let students know what about chapter meetings and benefits of ASSP membership.
- Recognize Chapter members for their involvement with the chapter.
 - Bob doesn't get this information sent to him anymore from HQ.
 - To Do: Perhaps we can publish years of service awards in the newsletters going forward.

Tim needs to bring the projector to the October meeting.

Meeting Adjourned

- Jay Braffett 1:00pm

American Society of Safety Professionals 2025 Chapter Annual Financial Report Year Ending March 31, 2025			
INCOME STATEMENT			
REVENUES (Cash Receipts)			
Dues		\$ 1,914.00	
Meeting Fees		\$ 3,406.88	
Conference/Seminars		\$ -	
Special Project		\$ -	
Interest		\$ -	
Advertising	(Unrelated Business)	\$ -	
Sale of Product **	(Unrelated Business)	\$ -	
Sale of Services	(Unrelated Business)	\$ -	
Other		\$ -	
Gross (total) revenue from Sections		\$ -	
		REVENUE - BMO (Total Receipts)	\$ 5,320.88
		REVENUE - CHSEC (Total Receipts)	
EXPENSES (Cash Disbursements)			
MEETINGS:	Lunch/Dinner	\$ 2,496.77	
	Speaker Gifts	\$ -	
	Other	\$ -	
CONF/SEMINAR:	Meals/Breaks	\$ -	
	Speaker Expenses	\$ -	
	Books & Materials	\$ -	
	Other	\$ -	
NEWSLETTER:	Printing	\$ -	
	Postage & Mailing	\$ -	
	Other	\$ -	
TRAVEL:	Officers	\$ -	
	Other	\$ -	
Publicity		\$ -	
Special Project		\$ -	
Administrative		\$ -	
Scholarship		\$ -	
Bank Fees		\$ -	
Web Hosting		\$ -	
Other		\$ -	
Gross (total) expense from Sections		\$ -	
		EXPENSES (Total Disbursements)	\$ 2,496.77
NET INCOME - BMO (Excess Receipts over Disbursements)		\$ 2,824.11	
NET INCOME - CSHEC (Excess Receipts over Disbursements)		\$ -	
Net INCOME - BMO+CSHEC		\$ 2,824.11	
CSHEC Checking Account - Chase End 3/31/2024		\$ 44,803.71	
PREVIOUS YEAR CASH BALANCE - BMO End 3/31/2024		\$ 31,490.17	
Previous Year Investment Account Balance		\$ 60,670.86	
Investment Account Interest Earned/Lost 2024/2025		\$ -	
Petty Cash (360) + PayPal(4406.88)		\$ 4,766.88	
NEW CASH BALANCE - Previous Year Cash Balance plus Net Income		\$ 144,555.73	
Total Assets as of March 31 / Bank Balance			
	CSHEC Checking	\$ 44,803.71	
	NEIL Checking BMO	\$ 34,314.28	
	Petty Cash	\$ 1,360.00	
	Investment Account	\$ 60,670.86	
	Deposit In Transit	\$ 0.00	
	(Outstanding Checks)	\$ 0.00	
NEW CASH BALANCE = Total Bank Balance		\$ 141,148.85	
Only one of the following choices should be checked 'yes': Is the <u>average</u> of Chapter's Gross Receipts for this Fiscal Year and the prior two years less than or equal to \$50,000? <i>(ASSP will file taxes for Chapter)</i> Yes ____ No ____ Is the Chapter's Gross Receipts for this Fiscal Year between \$50,000 and \$200,000 and total assets less than \$500,000? <i>(If so, a 990EZ must be filed)</i> Yes ____ No ____ Is the Chapter's Gross Receipts for this Fiscal Year greater than or equal to \$200,000 or total assets greater than or equal to \$500,000? <i>(If so, a 990 must be filed)</i> Yes ____ No ____ Has or will either a 990N, 990EZ, or 990 been filed for fiscal year? Yes ____ No ____ Is the Chapter's total unrelated business income (advertising, etc...) less than \$1,000 ***? <i>(Note: If more than \$1,000 a 990T form MUST be filed)</i> Yes ____ No ____ This report includes the financial activities of all Sections chartered for the Chapter. Yes ____ No ____ <small>** Does not generate UBIT if (1) includes an educational/information message on the product or (2) is accompanied by literature which describes the organization's programs and mission.</small>			
Chapter Treasurer (Print and Sign Name)		Date	
REPORT DUE 5/31/2025			