



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

NEIL ASSP Chapter Monthly Board Meeting

Submitted By: Jay Braffett, CSP

October 18th 2024

Meeting Call to Order

- Jay Braffett 1:56pm

Board Member Reports

1. Past Minutes - Claire Obuchowski
 - a. Projector transferred to Jay from Tim. Otherwise no comments on Sept Meeting Minutes.
2. Secretary – Claire Obuchowski
 - a. Posted several job openings on website, will post Mark Lies' presentation on the website once received.
 - b. Need roster access from Jay (set up portal).
 - c. Claire will send Mike T the attendees from the October meeting.
3. Treasurer – Toma Balaci
 - a. Report attached at the end of the notes.
 - b. Monthly Dues
September = \$351
Jay ROC Reimbursement 1 & 2 = \$676.46 (\$207.80 + \$468.66)
4. Newsletter – Tori Bankson (not present)
5. Membership – Mike Themanson (not present)
6. Chicagoland Safety and Health Conference – Sheri Lesak
 - a. 380 attendees, 39 vendors. Stepping down as coordinator and looking for a replacement from NEIL Chapter.
7. Awards and Honors – Bob Wasick

- a. Presented Outstanding Service award to Claire at the October Meeting.
- 8. NIU Student Section Advisor – Dr William Mills (not present)
- 9. NIU Student Section – Matt Hoffman (not present)
- 10. Webmaster – Justin Cathey (not present) See notes under Secretary.
- 11. President Elect & Sponsorship Chair – Jamie Feinberg (not present)
- 12. Past President – Tim Janis
 - a. Working on obtaining CEUs for the meetings.
 - b. Proposed 2 year term for President Board position.

Past Business

- September 18th 2024
 - Board meeting at Chicagoland Safety Conference
 - Virtual Option was utilized
- ASSP Region V Regional Operational Committee meeting
 - September 25th to 27th in Iowa City, IA
 - Jay Braffett to presented NEIL ASSP Chapter Report

New Business

- 2024 – 2025 Monthly Meeting Upcoming Schedule
 - November 12th 2024
 - Volunteer Event at Northern IL Food Bank in Geneva, IL – Sheri Lesak
 - November 15th 2024
 - Slip and Fall Hazard Prevention - Coefficient of Friction – Kevin Buchanan
 - 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
- Region V Fall ROC Meeting De-Brief
 - Next Spring ROC to be in St Louis, MO
 - Jaime Feinberg to attend with Jay Braffett
 - Chapter Newsletter – Jay will need to work with Tori to get this started again.
 - LinkedIn NEIL ASSP Chapter – Is available. Rick Pokorny is the owner of the group. Claire, Bob and Tori are managers. Claire has reached out to Rick to see if we can change ownership.
 - Speaker photo in bio of each monthly meeting
 - Monthly meetings start at 11:30am.
 - Board meeting prior to monthly meeting (10am to 11am) approved by board, if we have access to Maggiano's at 10am. They don't open until 11am.
 - Photo section on website with last months meeting photos – Send photos to Claire to post on website.
 - Training modules on ASSP website - Must add to cart and checkout
 - New ASSP website now active
 - Region V homepage visit - Upcoming events, webinars, broad overview of region V updates
 - 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 lead
 - ASSP needs information at least 30 days in advance
 - Contact general members and board members who are not attending meetings on a consistent basis and determine how to increase their attendance/participation
 - Mike Themansen sent an email out to all members
 - Personally had several members acknowledge receipt

- Increase Chapter interaction and participation with NIU Student Chapter
 - Invite NIU students to attend
 - Visit NIU Safety Department
 - Determine Scholarship for students
- Recognize Chapter members for their involvement with the chapter.
 - Bob Wasick and Tori to work together to add to newsletter
- Jay will contact customerservice@assp.org to update his email address with ASSP because he is not getting the president@neil.assp.org emails forwarded to his email. Tim is still getting them. (Claire also receives them if they are sent to the President and Secretary email addresses).
- Jay to send meeting invite for virtual December Board Meeting since we have no meeting in December.
- Jay has the ASSP promo sign and tablecloth from Sheri to display at meetings.

Meeting Adjourned

- Jay Braffett 2:51pm

**American Society of Safety Professionals 2025 Chapter
Annual Financial Report**

Year Ending March 31, 2025

INCOME STATEMENT

REVENUES (Cash Receipts)

Dues		\$	2,265.00	
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)	\$ 5,671.88
			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	\$	676.46	
	Other	\$	-	
Publicity		\$	-	
Special Project		\$	-	
Administrative		\$	-	
Scholarship		\$	-	
Bank Fees		\$	-	
Web Hosting		\$	-	
Other		\$	-	
Gross (total) expense from Sections		\$	-	
			EXPENSES (Total Disbursements)	\$ 3,173.23

NET INCOME - BMO (Excess Receipts over Disbursements) → \$ 2,498.65

NET INCOME - CSHEC (Excess Receipts over Disbursements) → \$ -

Net INCOME - BMO+CSHEC → \$ 2,498.65

CSHEC Checking Account - Chase End 3/31/2024	\$	39,691.11
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(1,000)	\$	1,360.00
NEW CASH BALANCE - Previous Year Cash Balance plus Net Income	→	\$ 135,710.79

Total Assets as of March 31 / Bank Balance

CSHEC Checking	\$	39,691.11	
NEIL Checking BMO	\$	33,988.82	
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		\$135,710.79	MUST MATCH

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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>

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 **? Yes ☐ No ☐
(Note: If more than \$1,000 a 990T form MUST be filed).

This report includes the financial activities of all Sections chartered for the Chapter. Yes ☐ No ☐

** 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.

Chapter Treasurer (Print and Sign Name) _____ Date _____

REPORT DUE 5/31/2025