

**NEIL ASSP Chapter Monthly Board Meeting**

**Submitted By: Jay Braffett, CSP**

**February 21st 2025**

Attendance: Claire Obuchowski, Jay Braffett, Sheri Lesak, Toma Balaci, Amy Beug, Tanner Panozzo, Tim Janis, Ted Hogan

**Meeting Call to Order** - Jay Braffett 10:11am

**Board Member Reports**

1. Secretary – Claire Obuchowski
	1. No comments on past minutes – January meeting minutes approved & posted to website.
2. Webmaster – Claire Obuchowski
	1. Want to add student registration rates (FREE) to future meetings.
	2. Added Save the Date for the Conference to the website.
	3. Added speaker bio and info to the March meeting.
3. Treasurer – Toma Balaci
	1. The following 3 check amounts will be written to transfer from the Chase to BMO account as agreed upon by the NEIL Board. This will be reflected on next month’s report.
		1. 2022 CSHEC Proceeds for NEIL: $12,194.64
			1. Amount is $100 less than other chapters due to Midwest Conference extra charge. This will offset the difference in the conference spreadsheet and will make the starting balance for the Chase account $27,500 like it should be. A $100 credit has been applied from Midwest Conference Services for the upcoming conference.
		2. 2023 CSHEC Proceeds for NEIL: $12,724.22
		3. 2024 CSHEC Proceeds for NEIL: $17,443.89
	2. Jay has provided a corporate resolution for to be filled out. I will work on this form and present at next board meeting for approval.
	3. The Board voted in agreement to reimburse Jay Braffett to travel to ROC meeting and 2025 ASSP conference in Orlando. The reimbursements will be reflected on next month’s report.
	4. An audit of the Chase account for the conference will be completed at the same time as the NEIL audit that follows the ASSP guidelines. This will be the new process going forward.
	5. Report attached at the end of these minutes.
4. Newsletter – Tori Bankson (not present)
5. Membership – Mike Themanson (not present) - No updates.
6. Chicagoland Safety and Health Conference – Sheri Lesak and Amy Beug – No updates.
7. Awards and Honors – Bob Wasick (not present)
8. NIU Student Section Advisor – Dr Ted Hogan – No updates
9. President Elect & Sponsorship Chair – Jaime Feinberg (not present)
10. Past President – Tim Janis – Will submit the CEU request form for the March meeting today.

**Past Business**

* Chicagoland Safety and Health Conference webinar with ASSP Region V President and VP, Sheri Lesak, Jay Braffett, and Toma Balaci
	+ AIHA name change – We acknowledge that they are a “section” and not a “chapter” and that change will be reflected in the 2026 MOU.
	+ Annual financial audit needed for Conference. Toma will use the BMO account form for the Chase account audit. Toma and Jay cannot be on the audit committee, but Sheri and Amy can be. Will be done when other audits are done at the end of the chapter year.
* President and President Elect Chapter by law tenure change approved by board submitted to ASSP Chapter Services
	+ Approved by Region V President and VP and ASSP Chapter Services
		- To vote as quorum during meeting today
			* Results to be added to minute notes to share back to ASSP Region V leaders
			* Majority votes in approval of change at meeting today (12:33pm)
			* Would we start over with Jay’s term or would he serve another year?
	+ Increase Chapter interaction and participation with NIU Student Chapter
		- Hosted an Information Session
* Took a tour of the NIU Safety Department
	+ Including Laboratories
		- Met new department chair
		- Jay Braffett and Toma Balaci presented an NEIL ASSP Chapter overview and Student Member Involvement to a Safety Department class of 17 students
			* Two break-out sessions were setup and Jay Braffett and Toma Balaci each lead to answer student questions regarding NEIL ASSP student involvement and also career development
		- Make students FREE for meetings. Board voted in favor.
		- Will set up another date in the fall for this to happen again.

**New Business**

* 2024 – 2025 Monthly Meeting Upcoming Schedule
* February 21st 2025
	+ Diversity, Equity, and Inclusion as it applies to the Safety Professional – Dr. Geneace Williams
		- 27 attendees
* 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
	+ Chapter Bylaws Update
		- Our submittal that was approved by the NEIL ASSP board regarding Chapter President and President Elect Position Term Changes from 1 year to 2 years has been approved by the Region V President and VP and also Chapter Services at ASSP.  However, after speaking with region V VP Jim Nelson, to ensure following by-laws and to make completely official, we also need to take a vote as a quorum during our next meeting.  This vote needs to then be documented in the meeting notes and provided back to ASSP Chapter services and the region V President and VP.
	+ Training modules on ASSP website
		- Must add to cart and checkout – no one else to take training except Tanner (new)
	+ Webmaster position opening
		- * Tanner accepted the position
			* To add to board email list and send welcome e-mail
			* Claire to set up meeting with Tanner to train
	+ Hold vote for President to attend annual 2025 ASSP Conference
		- Board approves and approves reimbursement of travel fees.
	+ Board member participation requirements per Chapter By-Laws
		- If not in person attendance, a monthly report Must be completed and sent to the board for a read out during the Monthly Board Meeting.
		- Determine path going forward – Bylaws Discussion
	+ More Member Involvement
		- Establish CEU credits for attending meetings o We need to submit the info early and get outlines of presentations to submit.
			* Tim Janis got this setup for Feb 21st meeting and the process has started for our March meeting
			* E-mail to be sent to all members communicated the new CEU credit edition to our meetings
* Contact general members and board members who are not attending meetings on a consistent basis and determine how to increase their attendance/participation
* LinkedIn Business Page to replace old chapter group so posts can be shared more easily. Toma already created it but it needs to be marketed. Tanner will help market and post on the page.

**Meeting Adjourned** -Jay Braffett – 11:10am

