

MINUTES

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

Board Meeting: February 19, 2016

Board Members Present	
Jason Meiner - President Sara Gibson - Treasurer Mike Saujani – Past President and Sponsorship Coordinator Ellen Gallo – Membership	Charlie Vasconez – NIU Student Chapter Liaison / Scholarships & Grants Ken Orms - CSC Co-Chair Bob Wasick – Former President Mike Sarlitto – Governmental Affairs Chair Dr. William Mills – NIU Student Advisor

Jackson Rumph – NIU Student

1. Meeting Call to Order @ 2:20 pm

2. Secretary Report – Dow Carter (not present)

- January meeting minutes were distributed electronically for comment prior to the February meeting. Motion was made by Sara Gibson to approve the revised January Meeting minutes distributed by Dow, seconded by Ken Orms. Dr. Mills abstained, approved by unanimously by remaining members.

3. Treasurer's Report- Sara Gibson

- Sara provided current summary of accounts:

• Checking	\$14,128.72
• CSHEC Seed Money	\$ 5,000.00 (Chase Account)
• Investment Account	\$43,971.23
• <u>Petty cash</u>	<u>\$ 75.00</u>
	\$ 63,174.95
- Ken Orms has made the recommendation that account interest be added as a line item on the budget spreadsheet as currently the value represented is \$0.00. If the line item is not to be utilized, suggested that it be removed from the spreadsheet.
- Sara will poll board members to determine availability so as to schedule dates for developing a budget to present at the June Planning Meeting for vote/approval.
- Sara has suggested purchasing reusable name tags for chapter meetings rather than the one-time use sticker name tags. Sara has identified that the funds will be drawn from the budgeted Office Expenses line item and will be a long-term cost savings.

4. Committee Reports

- **Board Elections – Amy Timmerman, Jason Meiner, Mike Saujani**
 - For the April elections there will be two open positions to be filled; Secretary and President-Elect. Currently, there are two candidates for these positions. John Hoekstra has expressed interest in the President-Elect positions and Don Philips has expressed interest in running for either position. Continual discussions will occur with members over the next month in order to solidify the candidates so that information can be presented to the members at the March meeting.
- **Chicagoland Safety Conference (CSC) – Ken Orms**
 - Planning meetings are in process for the 2016 conference and 58 topics have currently been scheduled.
 - A new logo has been designed for the conference to assist in identifying that it is not strictly a construction safety conference.
 - The Daily Herald will be a new sponsor of the conference. As a sponsor, we will have two articles and two half-page ads included in the paper for advertising.
 - Reflejos (Chicagoland newspaper serving the Latino market) will continue to be a sponsor of the conference in 2016. The conference will also be offering the OSHA 10-hour training in Spanish.
 - **The Schaumburg Business Association (SBA) publishes a weekly newsletter that goes to almost 3,000 people. The conference is a member of the SBA. The SBA newsletter will include an article about the conference 1) every 6-weeks for free 2) charge the conference \$25 for articles in the newsletter in weeks other than the week the conference gets for free article. The conference is going to submit articles every 3-weeks. One of those articles is free, the next one is \$25. The Conference Committee will repeat this cycle-one free, one for \$25 until the conference is held.**
- **Newsletter - Don Phillips (not present)**
 - Comments were made by board members regarding the (lack of) consistency on the distribution of the Newsletter. Jason has commented that Don is not entirely at fault on when the Newsletter is distributed. Jason has admitted that his contributions have been inconsistent at times which have resulted in a delay as well. Don had acknowledged (prior to sending the February Newsletter) that consistent distribution was lacking due to external commitments and vowed that the Newsletter will once again be distributed on a consistent timeframe.
 - A reminder will be made to Don to ensure that wording is included at the end of the Newsletter informing members that they can “opt out” of receiving the Newsletter along with guidance on how to do that.
 - It was requested that Don be provided a reminder to ensure that Newsletter accurately reflects current board members and that all input (comments, corrections, etc.) be implemented prior to distribution.
 - It was also suggested that the chapter utilize the MonkeyChimp feature through ASSE/Website for creating and distribution the Newsletter.

Discussions on this tool will be addressed at the next meeting as Don had once expressed interest in evaluating the program. It is unknown if that has occurred yet.

- **Membership – Ellen Gallo**

- A member survey was created by Ellen and Jason to be distributed during the February meeting. Jason had the surveys but failed to distribute them during the meeting. The survey includes questions regarding input on increasing the meeting fee to continue our meetings at Maggiano's. Jason has volunteered to create a web-based survey and will email it to those that had attended the February meeting. Results will be shared with all meeting attendees at the March meeting.

- **NIU Student Chapter & Scholarships/Grants – Charlie Vasconez**

- There were no complete applications/submissions from the students for the Chapters scholarship. Application deadline was December 1st.
- Jackson Rumph has been elected as the new Student Chapter President for the Spring '16 and Fall '16 semester.
- Charlie has organized a resume review/workshop with the Student Chapter for Monday, February 22nd. Several NEIL members have volunteered to participate.
- The Student Chapter is currently working on developing an officer succession plan.

- **Awards and Honors – Amy Timmerman (Not present)**

- No new awards information.

- **Webpage/Jobs – Claire Nachowicz (Not present)**

- Jobs continue to be updated/added as received
- No issues identified by board members regarding website updates

5. Old Business

- The Region V conference call was held the morning of February 19th. During the call a motion was made to increase the Annual Region Membership fee to \$2.00 (current fee is \$0.50). As discussed and approved at the January NEIL Board Meeting, the NEIL Chapter had opposed the increase to \$2.00. The NEIL Chapter was one of two chapters that opposed the increase, however the motion passed. The increase will go into effect on July 1st.
- The upcoming months meeting topics are as follows:
 - March – Contractor Safety Management
 - April – Student Presentations / Elections
 - May - Active Shooter / Workplace Violence
 - June – Annual Planning Meeting

6. New Business

- A suggestion was made by Jason if the Chapter should create a Twitter account to become more engaged with members. It was discussed that the majority of members are on LinkedIn and that would be a better avenue for communication.

However, there was no interest in anyone championing communication with the chapter via LinkedIn.

- A reminder was presented that identified delegates shall book hotel accommodations for the Spring ROC meeting before March 29th as the meetings are scheduled for April 7th and 8th in Madison, WI.
- A reminder was presented that identified delegates shall register for the June PDC in order to take advantage of discounted early registration fees.
- It was identified that when Mike Saujani confirmed/obtained the participation of Rick Shaw to present at the May Seminar that he had agreed that the Chapter would cover his travel expenses up to \$500. At present time the NEIL Chapter Board had/has not voted nor approved the payment of travel expenses as the Chapter does not pay for speakers. Mike has stated that based on attendance at the 2015 seminar at the advertised seminar cost, the chapter will still make a profit. Mike was asked to follow-up with Rick to discuss the issue as he did not have board approval for the reimbursement and to obtain confirmation as to whether or not travel arrangements have been made. Further discussion on the topic will have to continue and a vote on approving reimbursement may be needed at the March board meeting.

7. Next Board Meeting

- Friday, **March** 18th; 11:30 – 3:00 pm; Maggiano's in Schaumburg, IL
 - Contractor Safety Management

8. Meeting adjourned at 3:03 pm.

Minutes take by Jason Meiner