

MINUTES

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

Board Meeting April 15, 2016

Board Members Present	
Jason Meiner - President Mike Saujani – Past President Dow Carter - Secretary Sara Gibson - Treasurer Amy Timmerman – President Elect/Incoming President Elect / Awards & Honors Don Phillips- Newsletter	Bob Wasick - Former President Charlie Vasconez – NIU Student Chapter Liaison / Scholarships & Grants Ken Orms - CSC Co-Chair Ellen Gallo - Membership Chair Mike Sarlitto - Governmental Affairs John Amos - CSC Co-Chair

1. Meeting Call to Order @ 2:22 pm

2. Secretary Report –

- March meeting minutes were not available and will be reviewed/approved at the next board meeting in June 2016.

3. Treasurer's Report-

- Total Chapter funds balanced at \$62,188.07
- Sara will be setting up a Budget meeting date and invite the following individuals:
 - Amy Timmerman
 - Jason Meiner
 - Don Phillips
 - Sara Gibson
- Fiscal Year report *is to be* submitted to ASSE Corporate *by May 31, 2016.*

4. Committee Reports

- Chicagoland Safety Conference (CSC) – Ken Orms/John Amos
 - Conference brochure to be distributed by May 13, 2016.
 - 75-80 topics are planned for 2016 conference
 - Twelve additional vendor booths are planned.
 - Ken Orms is stepping down due to moving out of the area and John Amos will be taking over.
- Newsletter - Don Phillips
 - Newsletter was distributed. All submittals were included except ROC pictures submitted by Mike Saujani.
- Membership – Ellen Gallo

- Current NEIL Chapter membership is 298.
- Six new members since March 1st.
- Ellen to begin sending out welcome letters to new members.
- NIU Student Chapter – Charlie Vasconez
 - Seven NIU students participated in the Annual Student Shadow Day event.
- Awards and Honors – Amy Timmerman
 - No new awards & honors to discuss.
- Scholarships/Grants – Charlie Vasconez
 - No update.
- Jobs – Claire Nachowicz
 - No update
- Webpage – Claire Nachowicz
 - New Mobile template is coming.
 - Contact distribution change is coming within 6-9 months.
 - To ensure Federal Law Compliance
 - May have a negative impact on the Chicagoland EHS Conference ability to contact members / former attendees.

5. Old Business

- Harper Career Expo day is scheduled for Saturday, April 16, 2016.
- Members planning to attend are:
 - Sara Gibson
 - Amy Timmerman
 - Mike Saujani
 - Jason Meiner
- The half day seminar for “Emergency Preparedness – Active Shooter Seminar” is scheduled for May 20, 2016. Maximum capacity is 75-80 participants, currently 50 have registered with 17 pre-paid. All food is taken care of, need to ensure a projector is available as well as audio equipment. No books will be available.
- ROC Meeting –
 - Mike Saujani was presented with the Region V SPY award for 2016.
 - The Stateline Chapter is to resolve and current members will be included in the NEIL Chapter as a section.
 - Approximately 70 Stateline members, dues will be re-directed to our chapter.
 - Diane will be holding a meeting the week of April 18th to make official announcement.
 - 4-5 members of Stateline will be identified as representatives within our chapter.
 - They will be required to hold 4 technical meetings throughout the year.
 - We will include a Stateline section on our main webpage.

6. New Business

- New chapter officers were voted in during the April monthly meeting:
 - Secretary – Don Phillips
 - President Elect – John Hoekstra
- Discussion around our chapter hosting an upcoming ROC Meeting.

- Several ROC meetings have been held at the corporate headquarters in Des Plaines, which is in our chapter area.
- Officer transitions will officially take place at the June meeting.
- Chapter Leadership report is due to corporate by May 2016
- Operations Plan is due to corporate by August 2016
- Two volunteer speakers have been identified for 2016-17 year.

7. Next Board Meeting

- No board meeting will be held during the month of May due to the half day seminar.
- Friday, June 24th, 2016; 2016-17 Planning Meeting.

8. Meeting adjourned at 3:00 pm. Sara Gibson motioned to adjourn, seconded by Don Phillips. Approved unanimously.

Minutes take by Dow Carter