

AGENDA



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

Minutes of the Board Meeting – 20 September 2017 at NIU

Attendees: John Hoekstra (President) Amy Timmerman, Sara Gibson, Michael Saujani, Claire Obuchowski, Bob Wasick, Sheri Lesak, Charlie Vasconez and William Mills

- 1) **The NEIL Chapter** board meeting was called to order by John Hoekstra, president at 12.10 PM.
- 2) **Past Minutes/Secretary Report** – The past minutes of the board meeting in June were approved.
- 3) **Treasurer’s Report** – Sara ordered 3 Paypal readers they were free. She needs to get Jason off the bank account and include John. She had budgeted \$1000 for ROC meeting chaired by NEIL. However, Region V paid for all costs. It was agreed to donate this excess \$1000 to American Red Cross assisting Americans uprooted from hurricanes that affected US population.
- 4) **ROC Update** – Attendees: John Hoekstra, Claire Obuchowski, Mike Saujani and Sara Gibson. NEIL hosted at ASSE HQ in Park Ridge. HQ handled all coordination with the site including food. Jason Meiner coordinated dinner at a restaurant. Sara noted that our chapter is different with having 2 other chapters so nearby, that we agreed to work on advertising each other’s meeting with hopes to increase all our meeting attendance and outreach to ASSE all members in the Chicagoland area. This will be added to the newsletter and website.
- 5) **Committee Reports**
 - a. Board Elections – John Hoekstra has reported election results to ASSE.
 - John shared the NEIL position descriptions at the meeting to familiarize officers with their roles. If we need to revise the position descriptions, then forward to John for discussion. As an objective, John asked officers to find their replacements for next year.
 - b. Newsletter – Amy Timmerman - The September Newsletter went out on time. ASSE has rolled out a new program to distribute the newsletters to our members. Still trying to grasp its use.
 - c. Membership – This is an open position but have a prospect. AT ROC we discussed various ways to increase membership and their participation. Discussed social media in details and how it can be used to increase young membership.
 - d. Webpage/Jobs – Claire Obuchowski – The web page has been updated with all meeting minutes posted. Officers’ head shots have been updated. Need to think about replacement as I will be taking over as president next year.
 - e. Safety & Health Conference – Sheri Lesak – 460 people had registered for the conference this far. It is lower than the participation last year, it is thought to be due to National Safety Conference in Indianapolis in a few weeks. Several members are retiring and we will need more active volunteers for the next conference whose positions start in January. NEIL members take active role; members from other Chapters must step up.
 - f. Awards / Recognition – Bob Wasick – Nothing to report.
 - g. NIU Student Chapter – Dr. Mills /Charlie Vasconez – NIU student section has had three meetings and currently there are eight student members attending Student Leadership Conference in November. Dr. Mills suggested we consider Young Professional Award recognizing an NIU student from those affiliated with NEIL Chapter.

6) Old Business – No open old business

7) New Business

- a. Charity Donations for Hurricane victims – A motion was made and passed to contribute \$1000 to American Red Cross for assisting hurricane victims inside US and its territories. Motion passed.
- b. NIU request for money for rental van for students to attend meetings – It was agreed to write a check for \$250 for van rental. We have budgeted \$500 for student chapter support. Since it is in the approved budget no vote is needed.
- c. Letters of recognition to bosses for active participation in NEIL is an easy and free way to give back to our volunteers. Sara drafted a letter and will send it out. The letter will come from the Chapter President.
- d. Job descriptions are posted on the website. They need to be reviewed and possibly updated. Everyone was asked to review them for the next meeting and if your position is ending work to find a replacement.
- e. Grainger's proposal for partnership project with NEIL – It will be discussed at the next meeting for short of time
- f. Proposal for "conversation starter" stickers for badges during networking time – We all agreed It is a good idea that needs to be explored and implemented to facilitate conversation between members, other members and the board.
- g. Encourage members to volunteer for tasks (i.e. photographer, greeter, etc.) if they do not want to become an officer or chairperson.

8) 2016 – 2017 Meetings

- a. Oct. 13 – NEIL Meeting in Rockford
- b. Oct. 12-14 ASSE Leadership Conference
- c. Oct. 20 – NEIL Meeting in Schaumburg

9) Meeting Adjourned – The meeting adjourned at 1.10.