

# NEIL BOARD MEETING



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

### Minutes of the Board Meeting – 20 October 2017 at Maggiano's

**Attendees: John Hoekstra (President) Sara Gibson, Michael Saujani, Claire Obuchowski, Bob Wasick, Charlie Vasconez, Michael Sarlitto, Dan Pritchett and William Mills**

- 1) **Meeting Call to Order at 2.00 PM by John Hoekstra**
- 2) **September Board Minutes were reviewed by the President and approved with no dissension.**
- 3) **Treasurer's Report** – Sara Gibson reviewed the Treasurer's report showing assets of \$80,385.69/ NEIL membership increased to 381 with inclusion of Rockford Section. The roster reflects 33 student members but some are mistakes with student in the wrong chapter. Headquarters was notified to make the necessary corrections. The treasurer's report was approved with no dissension.
- 4) **Committee Reports**
  - a. Board Elections – John Hoekstra – The job description for board members were reviewed and found to be fine with some minor changes. We need to review our By Laws and update as necessary.
  - b. Newsletter – Amy Timmerman – Newsletters are being sent regularly and on time. **October newsletter** was delivered to 346 members of whom 28.6 % of members opened the newsletter. Of those who opened the newsletters 56.2 % on a computer and 43.8% on mobile device.
  - c. Membership – Sara asked Dan Pritchett to consider the position as he is a regular attending member. Dan sate in the meeting.
  - d. Webpage/Jobs – Claire Obuchowski – There are lots of job opening posted on the web. We should place a link on the newsletter directing to the web page job section to assist members.
  - e. Safety & Health Conference – Rich Rapacki – There were about 400 attendees this year, down from last year. Each Chapter should receive \$7500 proceeds from the conference, however,
  - f. Awards / Recognition – Bob Wasick – I am working on presenting Years of Service awards to NEIL members inviting them for free lunch meeting for receiving the awards.
  - g. NIU Student Chapter – Dr. Mills /Charlie Vasconez – Student social event is being planned. Applications for scholarships will be completed before December 1<sup>st</sup> deadline. Four students plan to participate in the Future Safety Leaders Conference next month.
- 5) **Old Business**
  - a. Grainger's proposal for partnership project with NEIL was discussed. Mike suggested to invite Grainger so we understand what exactly is their proposal. Sara felt we have many speakers easily available so there is no reason to just line up speakers from Grainger. The company can still submit a proposal to speak at our meeting. A motion was made and approved to drop the Grainger proposal for NEIL Chapter. However, if the conference committee chooses to use them it will be up to them to decide.
  - b. Please review position descriptions and inform John if changes are recommended.
  - c. The past president should put together a committee to find replacements for next year
  - d. John Proposed we start using the "conversation starter" stickers for badges during networking time. It was approved and we should proceed with its implantation.
- 6) **New Business**
  - a. Sara will finalize review of position descriptions and have these posted.

- b. 2018 Chicagoland Golf Outing. There was a proposal that the September CSHEC golf outing be held on a different week instead of the week of the conference. There was a discussion and an approval that it should be fine to have the golf outing on a different week.
- c. John discussed Micro-task volunteering including tasks such as taking pictures of the NEIL meeting, greeting members, marketing the chapter events, net working by calling members, etc... We need to find volunteers to complete these micro tasks.
- d. A motion was made and approved to pay for the parking of \$15 per day for those who attended the Leadership Conference in Rosemont. The request for the reimbursement should be completed using the NEIL form preferably with receipts.

**7) 2017 – 2018 Meetings**

- a. Nov. 17 – Walking Working Surfaces NEIL Meeting in Schaumburg

**8) Meeting Adjourned at 2.45 pm**