

# MINUTES



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

**Board Meeting – 18 May 2018 at Maggiano’s**

**Attendees: John Hoekstra (President), Claire Obuchowski, Sara Gibson, Amy Timmerman, Dan Pritchett, Sheri Lesak.**

- 1) **Meeting Call to Order at 1:58 p.m.** – John Hoekstra
- 2) **Past Minutes/Secretary Report** – Mike Saujani was absent, but the April board meeting minutes were approved and posted on the NEIL website.
- 3) **Treasurer’s Report** – Sara Gibson provided the Treasurer’s Report showing current assets at \$89,304.50. The financial audit of the NEIL Chapter was conducted on May 18 before the board meeting by President-Elect, Claire Obuchowski. There were no deficiencies found. Sara will find out what steps must be taken to transition to the new ASSP name for the PO Box and checking accounts. Sara will add Claire’s name to the accounts for 2018-2019.
- 4) **Committee Reports**
  - a. Board Elections – John Hoekstra. See comments in new business.
  - b. Newsletter – Amy Timmerman said that 35% of members opened the newsletter. There is still an issue with Real Magnet because many members are not receiving the newsletter or meeting reminder emails.
  - c. Membership – Dan Pritchett contacted the local chambers of commerce to generate awareness and interest in the NEIL chapter of ASSE. Dan also contacted new members to welcome them to our chapter.
  - d. Webpage/Jobs – Claire Obuchowski stated that the job posted on the website is still current.
  - e. Safety & Health Conference – Sheri Lesak provided an update on the planning for the Chicagoland EHS conference in September 2018. It is the 30<sup>th</sup> anniversary of the conference. There will be 91 sessions at the conference. NIU Naperville has experienced staffing cuts, which means volunteers will have more work to keep the rooms orderly and snacks available. There is a need for “active” steering committee members and co-chairs because several key members are stepping down due to retirement or new jobs. The other board members requested Sheri to provide volunteer job descriptions that list how many hours per month are expected. Sheri asked that the division of monies to be allotted to the chapters for the conference be discussed. Currently, the monies are split evenly between the three chapters in Chicagoland. However, the NEIL chapter has historically provided most of the leadership and volunteers.
  - f. Awards / Recognition – Bob Wasick was not present for the board meeting.
  - g. NIU Student Chapter – Dr. Mills /Charlie Vasconez were not present for the board meeting. John recognized Angela Chiappone [University of Illinois – Chicago, IL MPH – Environmental and Occ. Health Sciences (IH+OS), Greater Chicago Chapter, Region V] for winning the \$3,000 ASSE scholarship.
- 5) **Old Business**
  - a. Planning for successions and nominations: An e-vote was sent out by ASSE HQ on our behalf.
  - b. ASP/CSP Study Group: in progress. John is leading this study group.
  - c. Survey members on interests - will be discussed at June planning meeting. John will forward the survey results to the board members before the June planning meeting.
  - d. Chicagoland ASSP Rollout Party – The board decided to scrap this idea.

**6) New Business**

a. Results of E-Voting

87 members voted. 94% approved; 1% opposed; 5% abstained

President-Elect

**Anthony E. Stephens, CSP, ARM**

Assistant Vice President, Safety

ESIS Health, Safety and Environmental

Secretary

**Melissa Gawron**

Safety Technician

Harper College

Newsletter Chairperson

**Derek Mokersky**

Environmental, Health, and Safety Specialist

Stryker/Sage Products

b. Transition Plans for new NEIL Board members:

Claire will contact Anthony Stephens to answer any questions about the President-Elect position. John already provided the job description for President-Elect and information to Anthony.

Mike will contact Melissa Gawron to inform her of the Secretary responsibilities and answer any questions.

Amy will contact Derek Mokersky to inform him of the Newsletter Chairperson responsibilities and regarding Real Magnet.

Claire has already trained Matthew Baker on the Webmaster role.

**7) 2017 – 2018 Meetings**

a. May 29, 2018 – 2018-2019 budget meeting via webinar at noon. The new officers are invited to attend this webinar meeting.

b. June 1, 2018 – 2018-2019 planning meeting at Maggiano's. This meeting is from 11:30 a.m. to 1:30 p.m. Lunch will be provided by the NEIL Chapter of ASSE. The new officers are invited to attend this meeting.

**8) Meeting Adjourned at 2:50 p.m.**