



NEIL BOARD MEETING

American Society of Safety Professionals (ASSP) Northeastern Illinois (NEIL) Chapter

Minutes of the Board Meeting – 19 September 2018 at Northern Illinois University, 1120 East Diehl Road, Naperville, IL during the 2018 Chicagoland Safety, Health & Environmental Conference.

Attendees: Clair Obuchowski (President), Sara Gibson, Melissa Gawron, Anthony Stevens, Derek Mokersky, Matthew Baker, Sheri Lesak, Dan Pritchett, Bob Wasick, and Bill Mills

- 1) **Meeting Called to Order at 12:04 p.m. by Claire Obuchowski**
- 2) **Past Minutes/Secretary Report** – Melissa shared the past June 1st, 2018 Meeting notes, which were already posted online. No Comments.
- 3) **Treasurer's Report** – Sara provided the Treasurer's Report showing current assets at \$84,152.30. Report details revenue and expenses for June, July and August. Highlights: A smaller P.O. Box was purchased this year, saving ~\$100.00 on the annual fee. New checks were bought with the new ASSP logo. Claire purchased a new projector. See Attached Report.
- 4) **Committee Reports**
 - a. Board Elections – Claire Obuchowski; No Comment.
 - b. Newsletter – Derek Mokersky;
 - Derek is to cross reference the new and old list of emails for the newsletters to make sure that everyone is getting the newsletter emails.
 - c. Membership – Dan Pritchett;
 - Each month, around the 15th, Dan checks for new members on the roster and sends a 'Thank You' email to new members, and for current members a reminder for individuals to sign back up so there is not a lapse in their membership.
 - Sara needs to know who the new members are as part of the lunches; as new members get the first lunch free. The roster is needed the Wednesday before the meeting at Maggiano's.
 - Claire would like to welcome our new members through the PowerPoint before the meeting and on the newsletter.
 - d. Webpage/Jobs – Matthew Baker;
 - Matthew still needs a few individual's headshots for the ASSP page, please submit a photo to Matthew as soon as possible (Melissa checked online, as of 9-21-18, we need photos from Anthony Stephens, Derek Mokersky, and Sheri Lesak).
 - e. Safety & Health Conference – Sheri Lesak;
 - There are 91 speakers, and over 500 people today, and we are almost at vendor capacity.
 - There were only two glitches, one speaker was in the Hospital, and another had a family emergency.
 - f. Awards / Recognition – Bob Wasick;
 - For Anniversaries, Bob continues to invite individuals to attend the meetings to accept their awards and receive a free lunch.

- We will place individual accomplishments/anniversaries in the PowerPoint running at the beginning of each meeting the person will be attending.
- g. NIU Student Chapter – Dr. Mills
- 1st Technical Meeting on Fall Protection, they received 7 full harnesses, 40 people signed up
 - Dr. Mills to send Fall Protection Photos to Derek so he can post them online.
 - Elections are tonight, for students, which are appointed for a full year
 - Dr. Mills has nominated 4 students for Safety award
 - Dr. Mills would like to request funding for a new tablecloth banner, with the ASSP logo, for the STEM fest event on October 27th. He contacted ASSP and a replacement tablecloth would cost \$165.
 - Sara mentioned that NIU Student Chapter gets \$250 seed money, Sara to write a check
 - Dr. Mills is requesting volunteers for Wednesday, October 10th at 5:30 for Resume Night. The goal is to have the resumes emailed out by the Monday prior. Email Charlie if you are interested in participating, food possibly provided.
 - Dr. Mills would like to require his students to attend the October 19th Meeting as part of the Curriculum. There would be 17 Students, and Dr. Mills would pay for the NIU Students to attend. Not all students are members, but they would be required to go for class.
 - Due to the increase number of attendees, Bob will contact Maggiano's for adjustments to room size and seating requirements, before deciding on if we can fit, all additional students, tables, and presenters in the room, with the ASSP attendees.
 - If students are attending, Melissa requests the names of the students attending, so she can make name tags for them to wear at the meeting.
- h. Sponsorship Chair – Melissa Gawron;
- Sara nominated Melissa, and Claire approved position. Moved to New Business, see below.

5) Old Business

- a. ROC in St. Louis September 13th and 14th
- Tony attended the ROC last week, which is the Regional Occupational Committee, which was held at the St. Louis Chapter for Region 5. See attached handout for Region Description.
 - The conference talked about engagement of membership, categorizing individuals into different types of groups and how to engage those different people. The challenges of engagement, backgrounds and personal stories. Board members explain why am I participating and developing cards for opportunities. What are you doing to put safety in the forefront?
 - Discussed Succession Planning, and sending Society Letters to Employers detailing the benefits and support of having an ASSP member at your business.
 - Derek mentioned that he used to get alumni support by asking, "what would you like to see us do to better gain your support?"
 - The Region requested content photos from the different chapters to post on the Regional Webpage.
 - The Spring ROC will be held in Moline Il, at the John Deere World Headquarters
 - Conference Warning- Never have someone speak who you have never heard before
 - Proposal to work on Transitional Documents for the Next Program Board Individuals, detailing things you have learned, landmines, and possible short cuts.
 - Sara mentioned a word of warning for Phishing, spam and email attacks on ASSP chapter emails.
- b. Disposal of Old Projector
- We have the new projector, Claire had the opportunity to test it out.
 - For the disposal of the old projector, Dan took ownership of projector to try and sell on eBay. If selling it on eBay is not successful, suggested to keep the projector as a backup option.

6) New Business

- a. PDC – NEIL Delegate Travel Document Revisions; see attached document
- Suggestion to change 'GSA Rate' to 'Conference Rate'

- b. Determine Speaker Gifts
- c. Revise old forms such as reimbursement form with new ASSP logo and name
- d. Publicize Rockford Meeting October 12th
- e. Sponsorship Program Revisions; see attached document
 - Document based on Gold/Silver/Bronze example from Three Rivers Chapter. Suggestion to increase amount to \$500.00, one company sponsor per meeting, sponsor gets a table/display booth, 10 minutes of talking time at the meeting, free lunch, their logo on our ASSP webpage
 - Melissa to write up a blurb for sponsorship and send it to Derek, so it can be run in the newsletter.
- f. October meeting topic and speakers
 - Dr. Mills, Claire, and others involved are to discuss October meeting at a later time, due to time limit at the conference.

7) 2018 – 2019 Meetings

- a. Oct. 4-6th – Leadership Conference, Marriott O'Hare in Chicago
- b. Oct. 12th – NEIL Meeting in Rockford (Giovanni's) OSHA Update
- c. Oct. 19th – NEIL Chapter Meeting in Schaumburg (Maggiano's) Silica/ IH

8) Meeting Adjourned at 1:20 pm

ASSE NEIL Treasurer's Report 9/19/18

- Monthly Financial Reports
 - June
 - Revenues:
 - May Dues \$480.00
 - Expenses:
 - Planning Lunch \$399.64
 - PDC Travel Amy & John \$3,281.78
 - PO Box annual fee (smaller box) \$82.00
 - New Checks \$122.10
 - Web hosting \$35.00
 - ROC Dues \$48.00
 - July
 - Revenue:
 - June Dues \$430.00
 - Expenses:
 - Web Hosting: \$35.00
 - ROC Dues \$44.00
 - Projector \$472.98
 - August
 - Revenue:
 - July Dues \$420.00
 - Expenses:
 - Web Hosting \$35.00
 - ROC Dues \$42.00

Total Assets to date:

Conference seed money	\$5,500.00
Investment Acct.	\$51,277.43
Petty cash (\$75) + PayPal (\$250)	\$325.00
Checking Acct.	\$27,049.87
Total	\$84,152.30