



NEIL BOARD MEETING

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

Minutes of the Board Meeting – 19 October 2018 at Maggiano's, in Schaumburg.

Attendees: Claire Obuchowski (President), Sara Gibson, Melissa Gawron, Anthony Stephens, Matthew Baker, Dan Pritchett, Bob Wasick, Charlie Vasconez and Bill Mills

- 1) **Meeting Called to Order at 2:22 p.m. by Claire Obuchowski**
- 2) **Past Minutes/Secretary Report** – Melissa shared the past September 19th, 2018 Meeting notes, which were already approved and posted online.
 - a. Past Minutes shall get full feedback from the Board, if there are no comments or corrections please email Melissa back that there are no comments/corrections, then with board approval they can then be posted online.
- 3) **Treasurer's Report** – Sara provided the Treasurer's Report which details revenue and expenses for September and October to date. Highlights: The Projector was sold online for \$169.00. Office supplies purchased include new nametags and frame. See Attached Budget Report.
 - a. Due to number of students, and presenters, today's meeting has an estimated loss of \$729.42. See Attached Treasurer's Report. For financial reasons, the Board shall reassess in the future, any large student event with multiple presenters with the possibility of making it a longer scheduled event and increasing the cost of entry.
 - b. NIU Student Hotel Reimbursement has not been approved due to lack of receipt to the hotel. Per discussion at the meeting Sara will email student notifying them that they have until the end of November to complete the proper paperwork. At that point Sara shall complete reimbursement for what has been correctly submitted. Future reimbursements require that they be submitted/completed within 30 days of the original purchase date.
 - c. Dan Sold Projector online for \$169.00
 - d. Rockford Meeting, Revenue \$215.00 and cost \$283.72; Low turnout, done with Rockford Meetings for the Year.
 - e. Sara spoke to Sheri over the phone, and she mentioned that there is around \$9,500.00 from the conference, and the money will be deposited some time in December.
 - f. Anthony asked why there was such a deficit in the budget. Increase cost from the PDC conference, where past members extended stay, is the reason why we are drafting the new Guidelines for Travel. To approve by January for the Early Registration for Conference on March 1st. While full board input is appreciated, only Executive Board's votes will decide.
- 4) **Committee Reports**
 - a. Board Elections – Claire Obuchowski; No Comment.
 - b. Newsletter – Derek Mokersky; Not in Attendance.
 - Claire commented that Derek sent out October meeting reminders, and that some people are still not getting emails. 1-week advance email notice for scheduled meetings may help attendance.
 - c. Membership – Dan Pritchett;

- Enrollment has been pretty low; Suggested that there will be an increase of enrollment in January and February.
 - If anyone is attending any conferences, Dan has handout materials and pens available, as well as a tablecloth, pop up sign, Sara has Tablecloth and floor stand sign.
- 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 10-25-18, we need photos from Anthony Stephens and Sheri Lesak).
 - There is a new link on the website for people seeking employment; you can place your resumes on page, but it is public access. Anyone posting online will know that it is public access. Derek to announce this opportunity in the Newsletter. Claire to make an announcement at meetings and place slide into PowerPoint sharing opportunity.
- e. Safety & Health Conference – Sheri Lesak; Not in Attendance
- f. Awards / Recognition – Bob Wasick;
- 25-40 year announcements coming up, 14 members on the list, which will be sent for November. Bob will send out an invitation to those members for a free lunch and purchase the correct number of frames for those who accept the invitation. Claire would like to know member's names so she can place a slide into the beginning PowerPoint. Derek to include names in the Newsletter.
- g. NIU Student Chapter – Dr. Mills and Charlie Vasconez
- STEM Fest Next Saturday, NEIL members are welcome to attend. They are looking for Members to Volunteer to help out, possible 3 people to make a 2 to 3-hour time commitment.
 - Resume Night, had a good turn out, we really appreciate those of you who were able to attend. It was very receptive to students, it was a very comfortable atmosphere and not rushed. Tony mentioned that students should put their past work history on their resumes and be proud of the work they did even if it was only at a fast food restaurant. Charlie inquired about how to try to get more interest in the program.
 - Dr. Mills sending 3-5 Student Board Members to Oakbrook IL for the ASSP Future Leaders Conference next month.
 - Charlie joined the ASSP Golf Outing Committee, "How do we get people to be a sponsor?" Since the Golf Outing is sponsored by Three Rivers, we could link our webpage back to their information. Claire to announce opportunity at next meeting and NEIL to help promote.
- h. Sponsorship Chair – Melissa Gawron;
- No sponsorship requests at this time, but promoted at start of today's meeting.

5) Old Business

- a. Speaker Gifts – Survey Results came out to be an even split with 4 votes for no gifts, 4 for Lettuce Entertain You Gift Cards and 3 for Charity Donations. Decided at the board meeting after some discussion that we will do no gifts this year as they are generally not expected and to not hurt the budget. A free meal for speakers is sufficient.
- b. Disposal of Old Projector – listed on eBay by Dan Pritchett. Status? Sold \$169.00
- c. Rockford Meeting October 12th, low attendance, no further Rockford meetings for this year
- d. Leadership Conference- Attendance by Sara Gibson, Melissa Gawron, Tony Stephens, and Claire Obuchowski
- e. PDC Delegate Travel Guidelines – See above comments in treasurer's report. Guidelines still in rough draft. Dr. Mills, proposed to edit the student portion, requiring them to have a presentation to attend PDC.

6) New Business

- a. Nominations and Elections Committee – COMT asks for the names and says minimum is 3, max is 5. Current Model Bylaws state the committee should be established by December 1st.
 - Established a committee consisting of Claire Obuchowski, John Hoekstra and Bob Wasick. Claire will enter this information into the COMT.

7) 2018 – 2019 Meetings

- a. Nov. 16th – NEIL Ch. meeting in Schaumburg (Maggiano's) – ISO45001
 - b. Dec. 6th – December Volunteer event at Northern IL Food Bank in Geneva
 - c. Jan. 18th – NEIL Ch. meeting in Schaumburg (Maggiano's)- Emergency Response and Planning
- 8) Meeting Adjourned at 3:20**