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

Minutes of the Board Meeting – May 31st, 2019 at Maggiano’s

Attendees: Claire Obuchowski (President), John Hoekstra, Sara Gibson, Bob Wasick, Dan Pritchett, Melissa Gawron, Sheri Lesak, Matthew Baker, Anthony Stevens, Brittany Ekena, and Tori Hensley.

1) Meeting Call to Order at 11:37 a.m. by Claire Obuchowski

2) Past Minutes/Secretary Report – Melissa Gawron. Minutes from May 17th meeting we approved and posted on Website.

3) Treasurer’s Report & Budget Approval – Sara Gibson
   a. A webinar meeting was held with the executive board on the 23rd to discuss the budget for the upcoming year. It was decided at that meeting to propose a motion to increase the cost of food this next year to the following:
      (1) Registration online from $30 to $35
      (2) Walk-ins from $35 to $40
      (3) Students from $10 to $15
   b. Discussion of motion; Sara explained that we have a goal to try and break even at the end of the year so we have a balanced check book instead of losing money.
      • Anthony mentioned that with most of the fields in western Illinois flooding with the heavy rainfall that has been happening, many farmers have yet to be able to plant in their fields, which will directly correlate to food costs and restaurants will transfer that cost to the consumers, all because of planting late.
      • We are not currently breaking even on meal costs, we are actually losing money
      • When it is all said and done, it costs approximately $37.45 per person to eat at Maggiano’s, it includes the cost of the room, tax, and gratuity.
      • Anthony mentioned that Wisconsin, Hawkeye and other ASSP chapters already charge $40 per event.
      • Anthony motioned to approve cost increase; Melissa seconded, a majority of members approved the idea.
   c. We always have the options to make a one-time special cost, like when we bought a new projector last year, or if we want to make a charitable donation to a special disaster relief fund.
   d. Sara motioned to approve budget, Claire seconded.

4) Committee Reports
   a. Board Elections – John Hoekstra – No Comment
   b. Newsletter – Derek Mokersky; Not Present
      • Tori Hensley shall be the new Newsletter Chair Starting in July.
   c. Membership – Dan Pritchett
      • Plan to help Dan reach out to these new members and get them to a meeting. Also, maybe we can target those members that that have been frequently attending meeting and target
them for succession planning program, get them to come to some board meetings this coming year.

- Dan emails new members and expired members each month. He noted that the members on the roster that have 0 year memberships are not always showing up on the new membership list.
- Currently have 367 members – goal is to target more people to show up to meetings, like bring a friend or coworker with to meetings. Claire said that there is a member get a member activity that we could get Comp points on.
- Have an incentive based membership drive next year? Perhaps we could make a competition and the person bringing in the most “new members” can get a prize? Use ASSP’s Member Get a Member Campaign.
- Sheri mentioned the contact Ken Orms, who is marketing for the Chicagoland EHS Conference, who would be a great resource for marketing and email blasts.
- Bob mentioned that many times retired members move away to a new state without updating their professional profile and address but still maintain their IL membership status.
- NEIL Chapter as a group would like to set the goal of having an average of 38 people per meeting, and a new member goal of having 36 new people for the year.
- Sara suggests focusing on a specific topic that can target other occupational groups to attend a meeting; Brainstorm target groups. Example; a safety topic for Nursing professionals

d. Webpage/Jobs – Matthew Baker
   - Update chapter website with new officer’s names and pictures on June 30th. Send your pictures to Matthew, if you haven’t already. We get COMT points for having pictures of officers up on website.

e. Safety & Health Conference – Sheri Lesak
   - Sheri mentioned during the discussion of food costs under the treasurer’s report that Sodexo has left as the food vendor for the Chicagoland Safety Conference. NIU gave us authorization to use a third party company named My Chef Catering company out of Naperville, Illinois. Last year and this year, My Chef will honor the $30 price per plate of food at the event, normally costs could run up to $90 per plate.
   - The event matrix is complete, there are 81 speakers this year. Julius Rodes will be the keynote speaker, with the topic of “Road to Success”
   - The event has eliminated the booklets this year. Everything is all available online. The cost of $7,000 that it took to print is no longer needed. There was a noticeable number of the booklets found in the garbage each year, which was a waste of money and resources.
   - Sheri is currently waiting to see if Pepsi will be a sponsor or donation for the event this year.
   - Registration to open July 31st?? – Chapter email blast members the details of the event and have information up on NEIL chapter website

f. Awards / Recognition – Bob Wasick – No Comment
g. NIU Student Chapter – Dr. Mills /Charlie Vasconez – Not Present
   - Claire mentioned that Charlie is looking for sponsors for the event
   - Sara said that she has not be given a budget for the golf outing, she inquired but no one got back to her about it.

h. Sponsorship Chair – Melissa Gawron
   - There were no inquiries about being a sponsor at this time, but there was an internal NEIL goal set to have at least 2 sponsors this year.
   - Brittney and Tori expressed interest during the meeting in having their companies possibly sponsor

5) Old Business

6) New Business
   a. COMT will be submitted by June 30th (submissions accepted after June 1st).
• Claire believes that we will get the platinum category this year but it will be close.
• Some of the opportunities where we missed points included the following:
  (1) ASSP launch party last July 2018
  (2) Tracking and organizing CEU credits at events – includes a lot of paperwork
  (3) 150 pts to send 2 non-board/non-leader members to the leadership conference.

Break for Lunch

b. Member Survey Results – see attached 2019-member survey results
   • Topics
     (1) #1 topic was World Class Safety Best Practices/ Programs
     (2) Sara – How can we involve/ contact more professional organizations?
   • Tour
     (1) We have a tour volunteer of Kayla Edgren for Danfoss Drives in Loves Park Illinois
     (2) Ideas; OSHA Institute, UL (Underwriter Laboratories), NIPSA???
   • Speakers
     (1) Based on the survey there were 6 presentation volunteers
     (2) Have a science fair format for students on NIU Day instead of PowerPoint presentations
   • Claire mentioned that we had 4 individuals interested in volunteering based on the survey

c. Scheduling for 2019-2020 year – See attached chart
   • Sara suggested for a backup having a round table event, where members can brainstorm, network and discuss real life issues going on in their companies. Each table would take notes and those notes would be shared with the rest of the group.
   • Make sure to invite the ASSP Headquarter members.

d. Transfer of Charter and projector

7) 2018 – 2019 Meetings
   a. June 9-12th PDC (New Orleans)

8) Meeting Adjourned at 1:35 p.m.
<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Topic</th>
<th>Speaker/NEIL organizer</th>
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<tbody>
<tr>
<td>3rd Friday (unless listed differently below)</td>
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<tr>
<td>September during CSH&amp;EC</td>
<td>NIU in Naperville</td>
<td>CSH&amp;EC – Sept 16-19 @ NIU</td>
<td>Board Mtg. Wed. noon</td>
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<td>October 10-12</td>
<td>Hyatt Regency O'Hare in Rosemont, IL</td>
<td>Leadership Conference</td>
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<td>October 18</td>
<td>Maggiano’s</td>
<td>OSHA Inspections, Citations and Contesting</td>
<td>Aaron Gelb, Conn Maciel Carey LLP</td>
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<td>November 15 (T-day 28)</td>
<td>Maggiano’s</td>
<td>World Class Safety</td>
<td>Tony Stephens</td>
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<td>December 5 or 12 (Thursday)</td>
<td>Geneva, IL</td>
<td>Northern IL Food Bank</td>
<td>Rick Pokorny</td>
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<td>January 17</td>
<td>Maggiano’s</td>
<td>Mental Health in the Workplace</td>
<td>Jim Kubinski</td>
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<td>February 21</td>
<td>Maggiano’s</td>
<td>Marijuana/Opioids</td>
<td>Kristen Foley</td>
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<td>March 20</td>
<td>TBD</td>
<td>Plant Tour – Danfoss Drives/UL/NIPSA/Ingredion?</td>
<td>Kayla Edgren/TBD?</td>
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<td>April 17</td>
<td>Maggiano’s</td>
<td>Student Day (plus elections and member recognition awards)</td>
<td>NIU Student Presentations</td>
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<tr>
<td>May 15</td>
<td>Maggiano’s</td>
<td>Ergonomics</td>
<td>Tim Potterff</td>
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<tr>
<td>June TBD</td>
<td>PDC –</td>
<td>Planning mtg.</td>
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