NEIL BOARD MEETING

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

Attendees: Anthony Stephens (President), Claire Obuchowski, Sara Gibson, Melissa Gawron, Brittany Ekena, Tori Hensley, and Matthew Baker

Board Meeting – 15 November 2019 at Maggiano’s

1) Meeting Called to Order at 1:58 p.m.

2) Past Minutes/Secretary Report – Melissa Gawron: Notes approved from last meeting (Claire/Tori)

3) Treasurer’s Report – Sara Gibson
   a. Budget Update, revenues and expenses from September and October
   b. 38 people in attendance of today’s meeting, 2 no shows 1 paid
   c. Sara will continue to work on getting the conference its own account
   d. No foreseeable cost with the NIU chapter since low participation this year

4) Committee Reports
   a. Board Elections – Claire Obuchowski
      • 3 people interested, 2 are very new. To be president elect you need to have 1 year of good standing with the chapter.
   b. Newsletter – Tori Hensley
      • 1 post every week, newsletter is sent out via email and on social media
      • Shorter is better for social media posts, Tori created a blurb about specific events at NEIL chapter.
      • Rick P. is the administrator for the NEIL Chapter LinkedIn page, GOAL: Acquire administrative access for Tori so she can post on the page directly.
   c. Membership – Dan Pritchett: Not Present
      • Rick Mendoza inquired how to join the chapter
   d. Webpage/Jobs – Matthew Baker
      • TO DO: put meeting notes and newsletters online, take down Hygieneering post in December, change social media links on our website social media bar.
      • Work on, “State of Worker’s Compensation in Illinois,” meeting for January 10th 2020, NEIL Chapter members must register by NOON on January 3rd. No walk ins allowed, must register and pay in advance.
      • December Meeting updated information, cost to register $0, donation can be made to Northern Illinois Food Bank, lunch shall be provided by NEIL chapter and included web link.
      • Resume Page – not many resumes on page, not a lot of traffic, many people do not know it exists. Matthew to take it down, could put it up later.
      • Brittany is looking for a possible intern, Sara to email Brittany a list of contacts from places like ISU, Purdue or the Future Leaders conference list to share possible leads.
   e. Safety & Health Conference – Sheri Lesak: Not Present
      • Still waiting for the profit check from the conference from NIU
   f. Awards / Recognition – Bob Wasick
      • Recognition of Excellence award/ plaque – Tori will look into getting a plaque
      • $100 Gift Card from “Let Us Entertain You” or possibly a donation
   g. NIU Student Chapter – Dr. Mills /Charlie Vasconez: Not Present
h. Sponsorship Chair – Melissa Gawron
   • Emailed John Foston from Grainger about Sponsorship form from last meeting
   • Emailed sponsorship information to Tori and Brittany

New Item: Motion to incentivize leadership/chair membership
   • To help convince individuals into participating in leadership roles, any NEIL CHAPTER member
     ACTIVELY participating in either the Chicagoland Safety Conference Board or the 5 main NEIL
     Chapter Executive Board positions, the chapter will pay for your attendance to each monthly chapter
     meetings.
     1. Meetings will include October, November, January, February, March, April, and May, with the
        exception for December which is the volunteering at the food bank event.
     2. Claire: Executive Board, anyone whose job description says you have to go to all meetings,
        like Chapter President, President Elect, Past President, Treasurer, and Secretary
     3. Note: all qualified members do have the option to forgo incentive and continue to pay for
        chapter meetings as well
     4. Motion seconded Anthony, Sara, Tori, Brittany: Motion Passed, effective as of January 1st,
        2020

5) Old Business
   a. Future Meeting Format Ideas:
      • Chapter Open House
      • March meeting? Social event? tour? ideas?
        (1) Tour Locations ideas – March Technical Tour at a Brewery, UL- Sara to contact
   b. Inviting ASSP HQ Staff to Chapter Future Meeting – Anthony will work on that
   c. NEIL Chapter Donation Discussion – work to agree on a location
   d. Required On-Demand Leadership Training – Finished - Yes

6) New Business
   a. Chapter Social Media Presence
      • LinkedIn
      • Twitter
      • Facebook
      • Include: Instagram
      • DONE
   b. The SCSE has invited the NEIL Chapter to attend their annual “State of Workers’ Compensation in
      Illinois” discussion. It will be held on Jan 10, 2020 at JC Restoration in Rolling Meadows.
      • Post on NEIL Chapter webpage – Matthew done
   c. Members have expressed interest in getting more involved.
      • Areas of need - Additional Board Positions (Program Chair)?
        (1) Amy Timmerman expressed interest in helping and she knows how to do the paperwork for
          CEUs.
        (2) Program Chair would arrange meeting locations, CEUs, looks for additional speakers, liaison for
          events, and earn comp points for chapter.
        (3) Succession planning: Matthew Baker was nominated for President Elect

Meeting Ended at 3:00 pm – the room was reserved until 3:00 pm.
(Note: add below items back onto next meeting’s agenda.)

d. Collect COMT Points: Chapter Engagement and Communications
   • Earn Chapter Operations Management Tool (COMT) points for chapter engagement and
     communications when you submit information to Society Update and Professional Safety

7) 2019 – 2020 Meetings
   a. Dec 5th – Volunteer Event at Northern IL Food Bank
   b. Jan 17th – Mental Health in the Workplace
   c. Feb 21st – Marijuana/Opioids
   d. March Meeting?
   e. Apr 17th – Student Presentations
   f. May 15th – Ergonomics
g. Safety 2020, June 23-25, 2020 in Orlando, FL.
   • Registration for Safety 2020 will open mid-December 2019
   • Early registration ends March 13, 2020
   • Attendees?

h. 2020 Leadership Conference
   • October 1 - 3, 2020 at the Hyatt Regency O'Hare in Rosemont, IL

8) Meeting Adjourned 3:00 pm, see above