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, Matthew Baker, Bob Wasick, Sheri Lesak, Charlie Vasconez, Dave Amos, Tori Hensley, and Dan Pritchett

Board Meeting – 18 September 2019 at NIU

1) Meeting Called to Order at 12:08 p.m.

2) Past Minutes/Secretary Report – Melissa Gawron; last meeting notes approved

3) Treasurer’s Report – Sara Gibson
   a. Sara reviewed the financial reports from May to Aug. 2019
   b. There was a budget planning meeting in June.
   c. In the past we were spending more than we were taking in, but ever since Sara has become treasurer there has been a more balanced budget and we have seen an increase in profit. It could be because of the good years at the Chicagoland Conference that we have been having for these past few years. A majority of our revenue is from the Chicagoland Conference.
   d. With a high balance sheet we could possibly donate to a non-for-profit agency like the Red Cross or something local?
   e. There will be an increase in the lunch charges;
      • Pre-registration: from $30 up to $35
      • Students: from $10 up to $15
      • Walk in: from $35 up to $40
      • The total cost of a meal is $37.45/ person, Bob Wasick mentioned that the price might be increased this year per person
   f. The budget is for our annual operations with a goal of being balanced. We do have a small gain in the budget this year.
   g. A September newsletter will be sent out; it was suggested to notify and publicize about the meal price increase, as the next ASSP meeting will be in October. With a goal of increasing attendance this year.
   h. Sara talked about the possibility of creating a new checking account for the Chicagoland Conference for several reasons:
      • NEIL was the founding chapter of the Conference, now there are 5 equal partners however NEIL still takes on all the financial liabilities as the Conference funds are still under a checking account set up under the NEIL tax ID. NEIL has 2 checking accounts – a CHASE account for Conference funds and a BMO account for Chapter funds.
      • If the average revenue for the past 3 years for NEIL is less than $50,000 the ASSP Office will do our taxes for us. This is usually the case.
      • The Conference is running out of checks so this is a good time to make this change.
      • The bylaws of the Conference would need to be changed, because it says that NEIL chapter will hold and distribute the money to the other 4 organizations. This should not be an issue.
      • Sheri suggests having Sara attend a steering committee meeting to discuss the possible changes. The conference is currently landlocked and cannot grow any more without moving to a different location. At this time there is no intention of moving to a new location.
4) Committee Reports
   a. Board Elections – Claire Obuchowski
      • Claire would like to request help in finding people to get more involved this year
      • Tony suggested: Bernardo from Chubb
   b. Newsletter – Tori Hensley
      • Tori is working on it, she mentioned having trouble with passwords and coin verification, but she
        figured it out.
   c. Membership – Dan Pritchett
      • Dan is still emailing new and expiring members
      • Dan would like to possibly find someone else to be membership chair this year due to work
        commitments.
   d. Webpage/Jobs – Matthew Baker
      • Matthew will need to update the new price changes on the website.
      • If there are any new job postings, please contact Matthew with that information; Tori might have a
        post to share for a new job opportunity
   e. Safety & Health Conference – Sheri Lesak
      • We are currently at the Safety and Health Conference, she said that it is going really well, only 6
        speakers backed out and they got 4 replacement presentations for the empty slots.
      • There are 86 sessions this year. There were 91 sessions last year (2018). So far the feedback has
        been outstanding! And there have been more CEU’s this year.
      • Sodexo was able to keep the cost down for us, at $15 per lunch/person and $10 for snacks X2 for
        morning and afternoon. PEPSI donated the drinks for us, which we are grateful, otherwise it would be
        $1.50 per can. Sheri has organized it so that there is not very many left over boxes of lunches.
      • 56 vendors this year. All of the vendor spots have been sold out. 1 vendor came who thought he was
        signed up as a vendor but accidentally signed up as an attendee. Sheri worked it out and found him a
        spot.
      • We have ~550 participants; attendance is down 75 people from last year, but we have had quite a
        few more walk ins. Marketing costs were higher this year.
      • Sheri will try to crunch the numbers and send them to Anthony for the report due next Thursday.
      • Anthony says, Thank you, for all of your help and hard work for the conference!
   f. Awards / Recognition – Bob Wasick
      • Bob has 4-5 recognition awards from anywhere to 25-40 years of service. He will send an invitation
        for them to attend a meeting in January or February for a free recognition lunch.
      • Bob has suggested creating an award for a member of ASSP NEIL chapter, and possible SPY award.
        Sheri / Sara / Claire seconded motion to approve. Bob will look into the details.
   g. NIU Student Chapter – Charlie Vasconez
      • Resume Review with NIU Students scheduled for October.
      • No students are going to the Student Leaders Conference, scheduled for November 8th.
      • Charlie suggests that instead of just giving the money to the Student Chapter, they should create a
        proposal and send us documentation of what they want to do. We should create some criteria that
        they have to follow in order to receive ASSP NEIL chapter financial support.
      • Charlie is looking for volunteers for Resume Night – Tori and Anthony both offered to attend
        depending on date. Anyone interested in attending should contact Charlie.
   h. Sponsorship Chair – Melissa Gawron
      • No new interest at this time for sponsors.

5) Old Business
      • Thank you Claire! 5 years in a row – Let’s go for 6!
   b. Newsletter Chair for 2019-2020 will be Tori Hensley. Derek resigned his position due to work demands.
      • Thank you Tori!
   c. NEIL Chapter’s Annual Planning Report for 2019-2020 was uploaded by Aug 1, 2019.
      • We received an extra 15 points for this.
• Matthew to upload this report onto the NEIL Chapter website for archival purposes
d. Date for volunteer event at Northern IL Food Bank is Dec 5, 2019. Society of Casualty Safety
Engineers (SCSE) would also like to participate.
• Thank you Rick P. for his help. Motion to buy lunch again for the volunteers at the December
meeting at the food bank. Seconded by Claire and Melissa.

6) New Business
a. 2018-2019 Chapter Year Review
   • Anthony is attending the ROC- Regional Operations Committee, in St. Paul, MN at Ergodyne.
     Where he will be presenting a PowerPoint presentation.
b. Required On-Demand Leadership Training
   • Claire can complete the Delegate Training online
c. Future Meeting Format Ideas:
   • Chapter Open House
     (1) Claire mentioned that the 3 Rivers Chapter is doing an open house event, where people can
     meet the chapter leaders, network, meet other chapter members, and get updates for the year’s
     meetings. Perhaps we can do something like this for next year, or create a social event like a
     local sports game for the spring or next fall to help gain membership. Claire suggests the
     Schaumburg Boomers, minor league baseball. (To be tabled for the next meeting.)
d. Inviting ASSP HQ Staff to Chapter Meeting
   • Tony shall email and invite the headquarters staff to attend a meeting, and share the list of meeting
     dates and times.
e. Harper College STEM/Career Day – Oct 5th
   • Charlie, Melissa and Sara participate in this event.
f. Meeting Registration Fee Increases
   • As mentioned above in treasurer’s report.
g. Possible NEIL Chapter Donation to Hurricane Dorian Relief Fund (e.g. Red Cross)
   • Table for next meeting. Board members to research names of charity opportunities. Tony to
     research guidelines around donating at the ROC, Sara mentioned that ASSP usually donates to
     Red Cross.
h. Charlie to update scholarship information online
   • October 19th is STEM Fest
   • Golf outing went really well, approximately 80 people attended, there were some issues with
     paypal. Suggested to involve Tanner into the steering committee, since he likes golf.

7) 2019 – 2020 Meetings
a. Sept 26-27th – Regional Operating Committee (ROC) Meeting – St. Paul, MN (Hosted by Northwest
Chapter).
b. Oct. 10-12th – Leadership Conference – Hyatt Regency O’Hare in Rosemont, IL
c. Oct 18th – NEIL Chapter meeting in Schaumburg (Maggiano’s) – OSHA inspections, Citations, and
   Contesting
d. Nov 15th – NEIL Chapter meeting in Schaumburg (Maggiano’s) – World Class Safety
e. Dec 5th – Volunteer Event at Northern IL Food Bank

8) Meeting Adjourned at 1:17 p.m.