



Board Meeting Minutes

ASSE - Wisconsin Chapter

DATE	LOCATION
April 15, 2015	Mortenson Construction – Milwaukee Office 17975 W. Sarah Lane Brookfield, WI 53045

ATTENDANCE
Present: Jared Owen, Bruce Morton, Ryan Ogrizovich, Corey Vickers, Brian Oberle, Todd Loushine, Rebecca Severson, Peter Mark and Diana Stegall.

MEETING CALLED TO ORDER
Meeting was called to order at 1:15 PM by Jared Owen.

REPORTS	
Past Minutes <i>Board members</i>	The March 2014 Board and Board Conference Call meeting minutes were unanimously accepted. Motion to accept minutes by Bruce Morton, seconded by Becky Severson.
Treasurer's Report <i>Todd Loushine</i>	<u>M&I Account Balances:</u> End of the month balance was \$9,743.51 . Motion to accept financial reports by Bruce Morton and seconded by Ryan Ogrizovich. (Attachment #1).

OLD BUSINESS	
Leadership Conference <i>Brian Oberle</i>	Brian attended the Leadership Conference in October. John Spence was the keynote speaker and Brian would like to look into him for a future speaker. Overall, the conference was a great success.
Fall ROC Review <i>Jared Owen and Brian Oberle</i>	Jared proposed some goals for increasing membership and member participation (for example: a 10% increase in both categories). Brian added that through more contact and interaction with our members, we'd like to have a group of volunteers for our April new board member election.
COMT Form <i>Jared Owen</i>	Jared reported that at the Fall ROC meeting, the RVP reviewed the COMT form which indicated a need for emphasis on membership and leadership. By reaching out and recognizing new members, and also by recognizing the members that continue to support us through attendance. We need to focus on this effort if we hope to go "platinum" next year.
Chapter Mentorship Proposal <i>Todd Loushine</i>	Todd created a mentorship proposal and it was distributed in September's newsletter. Nothing new to report at this time.
Social Media <i>Jared Owen</i>	Looking for a volunteer to take this new chair position within the board. Nothing to report at this time.
Emerging Professionals Group <i>Ryan Ogrizovich</i>	Will keep this on the table until the 2015-2016 planning year.
ASSE Display Booth <i>Bruce Morton</i>	Has been ordered.
Dues Increases/Financial Planning <i>Todd Loushine</i>	Will not be raising dues at this time. Todd ran historical analysis and we are back to 2012 balances which is about \$1,000 less than at the present. Todd will continue to review and find where our biggest expenses are and we can respond from there. Look to build a "Pro Shop" for members to purchase shirts. Also, have "value ads" so members know what they can get out of ASSE.
Roundtable Videos from November <i>Todd Loushine</i>	Will be posted to the UWW website within the week. Looking to share this video with members as well. ASSE board is looking to share videos via website or newsletter.



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COMMITTEE REPORTS	
Communications: Newsletter <i>Brian Oberle</i>	Newsletter was distributed by Brian Oberle. Brian will be attempting to have the newsletter sent out by the 1 st of the month, each month.
Website <i>Becky Severson</i>	Website is up to date.
Community Affairs/WAFS <i>Jared Owen</i>	Burn camp is now run by Professional Fire Fighters of Wisconsin Charitable Foundation, Inc. We will continue this charity for the 2015-2016 calendar year.
Professional Development/CSP <i>Bruce Morton</i>	Nothing to report at this time. Disks are signed out this time.
Job Line <i>David Culp</i>	Nothing to report at this time. Jared will talk to nearby chapters about posting/sharing jobs.
Government Affairs <i>Ken Kempke</i>	Nothing to report at this time.
Bylaws <i>Jared Owen</i>	Bylaws will be reviewed in February. The changes will be voted on in the summer.
Membership <i>Russ Fote</i>	301 members as of April 14, 2015 . No new members since December 9 th , 2014. Bruce is sending out new member letters.
Student Section/Scholarship <i>Todd Loushine</i>	Scholarship has been sent to student body by Todd. We voted at the meeting and discussed the five candidates. The winner of the scholarship was Marie Fischer. She was awarded \$1,000. Todd reported that new officers were voted in this morning. More chairpersons were added to help tie up loose ends. They've also added a President-Elect to help with consistency. Bob Krien will send list of new members to Brian Oberle.
House of Delegates <i>Jared Owen</i>	Nothing to report at this time. The next HOD is at the 2015 PDC in Dallas, TX (June 7 th). Brian Oberle will be attending.
Foundation Activities <i>James Jones/Todd Loushine</i>	Todd received the Education Grant. He will sit for the OHST and ASP tests and develop training programs for each test.
STARS <i>Brian Oberle and Jared Owen</i>	In August 2014, Brian submitted the final STARS report and Chapter of the Year petition. Last year we were recognized as a "Gold Chapter". This year, we exceeded our goals for points and hope to achieve "Platinum" status.
Social Event Planning (Winter) – Admirals Game <i>Bruce Morton</i>	Event was a success. About 40 members attended the social event.
Chapter WISE <i>Becky Severson</i>	Nothing to report at this time.
CHAPTER MEETINGS & PROGRAMS	
Technical Meeting Schedule <i>Board & Guests</i>	All the technical meetings for this year (September 2014 – June 2015) are set. See the updated calendar of events on the website, and available in monthly newsletters. (<i>See attachment #2</i>).
2015 OSHA Seminar <i>Bruce Morton</i>	Planning meetings are scheduled at WCTC, room C52.
2015 Racine Safety Day <i>Bruce Morton</i>	Racine Safety Day was held on March 11, 2015 and was a success. About 90 attendees (which is typical).



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NEW BUSINESS	
Spring ROC Planning, April 16-17, 2015 in Milwaukee <i>Becky Severson and Board</i>	<p>The Brewhouse Inn Hotel has been chosen for ROC accommodations, the UW_M School of Public Health meeting space contract and insurance certificates have been submitted and Water Street Brewery has been reserved for the dinner venue.</p> <p>Bruce has heard back from MillerCoors for a tour. Waiting for final count.</p> <p>Brian suggested that the group look into donor options to support smaller items such as shuttles, food, etc. Donors can be companies, vendors, etc.</p> <p>Becky has found a school bus for travel options between meeting and tour. Motion to accept the \$302 charge for the bus was made by Brian Oberle and seconded by Todd Loushine.</p>
Golf Outing <i>Bruce Morton</i>	<p>Will be held at the Broadlands Golf Club on June 22nd, 2014. Looking to make it "bigger and better" for attendees this year. Currently looking for sponsors. <i>(See attachment #4).</i></p>
Student Section Videos <i>Todd Loushine</i>	<p>Todd reports that he now has a handful of video resumes/teasers that are uploaded to the Google drive. Videos are 30-40 seconds per student and allows them to share their resume via video.</p>
Members Survey <i>Todd Loushine</i>	<p>Todd will put something together and get it ready for next month.</p>
Board Positions <i>Jared Owen</i>	<p>Jared is setting up the online voting at this time.</p>
File Sharing/Updating <i>Jared Owen</i>	<p>Board members need to start utilizing Google Drive to update newsletters, forms, etc. in order to alleviate confusion during email. We do not want a bunch of emails with different updates made to the same document. This has caused confusion. Everyone has access to the Google Drive and that's where file sharing and updating will be completed.</p>
Native American Risk Management (NARM) Conference <i>Jared Owen</i>	<p>Currently, Brian and Becky are planning to attend the days in order to man or (woman) the booth for ASSE.</p>
Extra Study Materials from Retired Professional <i>Jared Owen</i>	<p>The committee voted to keep the donated material. It will be stored at the Keller Lab at UW-W per Todd Loushine. The SSO will be responsible for managing the documents.</p>
NEXT BOARD MEETING	
<p>Next board meeting is scheduled for May 19, 2015 at 10:30 AM.</p>	
MEETING ADJOURNED	
<p>Motion to adjourn was made by Bruce Morton, seconded by Jared Owen at 2:10 PM.</p>	

2014-2015 ASSE of Wisconsin Technical Meeting Planner

Month	Date	Topic	Speaker	Meeting Coordinator	Location	Attendance
Sep-14	9/16/2014	Wind Energy	Chris Nolan/Kent Pederson	Ryan Ogrizovich	Avanti - New Berlin WI	
Oct-14	10/9/2014	Compliance Seminar	Various	Russ Fote	Alverno College 3400 S. 43rd St. Milwaukee, WI	
Nov-14	11/20/2014	Round Tables 2:00PM, Board Meeting 4:00 - 5:00PM, Campus Tour 4:45PM, Dinner & Student Speakers focused on their research 5:30 - 7:30PM - BCSP Update	Various Students/Eddie Greer (BCSP)	Todd Loushine	UWW, Whitewater, WI	
Dec-14	12/17/2014	Industrial Hygeine - New/Changing IH Issues and Standards	Brian Harms TRC Solutions	Todd Loushine	Thunder Bay Grill N14 W24130 Tower Place Pewaukee, WI	
Jan-15	1/15/2015	Food Industry Safety	Eric Putnam	Jared Owen	Wixon	
Feb-15	2/18/2015	Joint Meeting with Waukesha Area Safety Council - "Workplace Attitudes"	Jerry Walsh Green Bay Packers	Ryan Ogrizovich/Jim Jones	Thunder Bay Grill N14 W24130 Tower Place Pewaukee, WI	
Mar-15	3/12/2015	OSHA Update	Various	Russ Fote	Alverno College 3400 S. 43rd St. Milwaukee, WI	
Apr-15	4/15/2015	Prevention Through Design	Mel Langlais	Bruce Morton	Mortenson - Brookfield Office	
May-15	5/19/2015	ZOO Interchange Tour	Steve Lafkas/Bob Wazniak	Rebecca Severson	Zoo Interchange	
Jun-15	6/22/2015	Planning Meeting and Golf Outing	N/A	Bruce Morton/Julie O'Connor	Broadlands Golf Course North Prairie, WI	

Misc Notes:

1. 2014 Fall ROC - Des Moines, IL - September 11th & 12th	5. 2015 Racine Safety Day (March 11th)
2. 2014 Leadership Conference - Lombard, IL - Oct. 9th - 11th	6. 2015 HOD June 7-10 Dallas
3. 2015 Spring ROC - April 16th & 17th	7. 2015 OSHA Safety Day - WCTC - Pewaukee - (August 3rd and 4th)
4. UWW Homecoming - October 25th, 2014	8. 2015 WSC Safety Council - April 20th - 22nd

** The Board meeting will be held before the Technical Meeting unless otherwise noted.