



Board Meeting Minutes

ASSP - Wisconsin Chapter

DATE		LOCATION
July 29, 2022		ASSSP Wisconsin Chapter Board Meeting Raised Grain Brewery Waukesha, WI
ATTENDANCE		
Present: Joel Dickinson, Matt Schmidt, Karen Jandora, Clint Kerkman, Rebecca Severson, Bruce Morton, Jared Owen		
MEETING CALLED TO ORDER		
Meeting was called to order at 11:45am by Joel Dickinson		
REPORTS		
Past Minutes Clint/Karen	Last meeting's minutes sent out prior to meeting. Motion I. To approve the minutes of ASSP WI Chapter Board meeting of April 21, 2022 (1.) Joel (2.) Karen—Motion Passes	
Treasurer's Report Matt Schmidt	Total in account before Golf Outing checks: \$32,504.66 As of April \$24,956 then to \$21,000. After golf outing the total is \$43,000. \$12,000 donated between NAMI and WCWC. Total after donations in account: \$32,504.66 Motion II. To approve the financial report as of July 29, 2022 (1.) Joel (2.) Karen—Motion Passes	
COMMITTEE REPORTS		
Communications: Newsletter Elier Aguilera	Elier A. sent board the Newsletter. Newsletter sent out on July 29 th , 2022	
Website Rebecca Severson/Todd Loushine	Discussed having letters sent out to new members welcoming them to the Chapter. Clint/Karen assigned to this updated role	
Social Media Gabriella Schwartz/Joel Dickinson	Removed Lizzy and Corey from this role. Gabriella Schwartz is taking over all of Social Media.	
Community Affairs Jared Owen/Bruce Morton	Golf Outing Totals: \$12,000 NAMI Donation Discussion: NAMI to get \$8,000 and WCWC to get \$4,000 Motion III. To approve the donations (1.) Matt (2.) Joel—Motion Passes	
Professional Development/CSP Tony Prospero	One ASP study guide is out as of 7/26/22. ASSP no longer offers the CSP study guide on a disk. Discussed having a reimbursement or scholarship to help members cover the costs of the studying and exam. Motion IV to reimburse 2 ASSP Wisconsin Chapter members \$650 each (\$1300 total) for online CSP Certification course through ASSP (1.) Joel (2.) Matt—Motion Passes	
Job Line Dave Culp	Clint should send an email out to Chapter Members regarding open positions	
Government Affairs Brian Well	Todd L and Elier A. are members of the ASSP Advisory Group. 2 of over 400 ASSP members. Give the local chapters as well as other business units input on national decisions.	
Bylaws Rebecca Severson	No changes	
Membership Russ Fote	Removed Russ as Membership Chair. Clint & Karen to develop new member letter welcoming new members.	
Student Section/Scholarship Todd Loushine/Jared Owen	2 selected by board. Discussed putting this info on website. Discussed sending a Thank You video.	
House of Delegates Elier Aguilera/Craig Everson	Removed Craig E. from HOD in April. Replaced with Joel Dickinson. Voted on April 21 st 2022	
COMT/Long Range Planning Elier Aguilera	Joel D. has received link to COMT. Annual Operational Plan should be uploaded directly into question 1 of the COMT by August 15, 2022	



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Chapter WISE <i>Rebecca Severson</i>	Summer Months are quiet until after PDC. Food sorting event at Hunger Task Force back in May 2022 was a big success. It was good volunteer & networking opportunity for members.
Recreation Committee <i>Bruce Morton / Elier Aguilera</i>	Brewers Game 5.5.22 was a huge success. Not moving forward with Dockhounds game
Elections and Nominations Committee <i>Elier Aguilera</i>	Started talking about current situation with Lizzy stepping down. Not going to move everyone up a position right now.
Region V Conf. Call	No updates
Key Dates Review	Fall ROC—Hawkeye Chapter will be hosting (Des Moines, IA) Joel D. and Matt will be attending in person. 2022 Risk, Health, & Safety for All Conference is September 29 th and 30 th , 2022 ASSP Leadership Conference Virtual/Online is October 21 st and 22 nd , 2022
Hispanic Safety Professionals <i>Elier Aguilera</i>	No updates
CHAPTER MEETINGS & PROGRAMS	
Technical Meeting Schedule <i>Board & Guests</i>	-Clint to present at location TBD
OLD BUSINESS	
Old Business	Clint & Karen to meet for transition of Secretary duties to Clint Matt & Karen to meet for transition of Treasurer duties to Karen Elier meeting with Joel -PDC Update -Last planning meeting occurred on 7/20/22 -Email to vendors with forms and link to sign up was sent on 7/22/22 by Elier A. -Promotional email was sent to members on 7/27/22 by Elier A. -Speaker list schedule posted on ASSP Wisconsin website by Becky -Lanyards have been purchased. \$320 for 150 lanyards w/artwork. Lead time 2 weeks -Todd to create an instructional video guide on how to apply for CEU's and post website. -Officer Online Training—ASSP Website -Joel Dickinson (Chapter President Online Training) Completed? -Matt Schmidt (Chapter VP/President Elect Training) -Karen Jandora (Chapter Treasurer Online Training) -Clint Kerkman (Chapter Secretary Online Training) -ASSP Leadership Conference October 21-22, 2022

New Business	
New Business	Elizabeth Polheber has resigned from the chapter board. The President Elect position is open. Bylaws state we "shift" everyone up one position. -Discussed this with the board and it was determined that this year and next there will be a double duty assigned. Matt Schmidt will cover President Elect and Vice President duties. It was discussed that Matt and Joel could swap places next year and Joel would be President twice. With the help of Becky, Jared, and Bruce we can



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	continue with the 4 of us running the chapter officers. -Discussed changing the bylaws in this scenario so that we aren't giving the Secretary the Treasurer's duties immediately after starting as Secretary.
	Submit a completed Annual Chapter Operations Plan to regional vice president and ASSP by August 15, 2022.
	ASSP Reporting Requirement: Submit a copy of the chapter's tax return, proof of filing or proof of extension to ASSP by August 15, 2022
NEXT BOARD MEETING	
Unknown at this time. Clint is working on this	
MEETING ADJOURNED	
Motion to adjourn was made at 1:00pm. (1.) Joel (2.) Matt Motion Passes	