



Meeting Name:	ASSE Three Rivers Board Meeting Minutes		
Date & Time:	11/11/16 1:15 PM – 2:30 PM	Meeting Location:	Sheraton
Minutes Prepared By:	Anita Worden		

1. Attendees

Executive Board		Chairpersons		Visitors	
	Jeff Winter	X	Mery Sennett	X	Diane Rigsbee
X	Pat Genovese		Tom Hogue	X	Dr. William Mills
X	Anita Worden		Angela Aparicio		
X	Carol Frye	X	Kevin Graves		
X	Joe Lasky		Scot Salzman		
X	Robert Zima	X	Dawn D'Ostilio		
	Greg Meyer	X	Ralph Barszcz		
	Brenda Allard		Susan Taskila		

X for Attended

2. Meeting Minutes

1. Approve last Meeting Minutes: Noted that the date was wrong and will be corrected/resubmitted.	1:15 pm
2. President Report (Jeff) Pat Genovese <ul style="list-style-type: none"> A Grad Student is conducting a research project at UW Whitewater Survey and seeks to determine perceptions of education in field of safety. He is doing data collection. Wanted to use email listing for sending a questionnaire. Discussed he needs approval from ASSE for release of the emails. 	1:20 pm
3. Membership Report (Robert) <ul style="list-style-type: none"> Current Count: 348 members. New Members: 1 New Members and 18 transferred in; Discussed scholarships; NIU students joining the chapter. Dr. Mills suggests splitting students with NEIL or having student sections in both chapters. Dr. Mills also asked if we can scheduled our meetings on different dates or have a joint meeting. We do not have a student section. 	1:25 pm
4. Treasury Report (Carol) <ul style="list-style-type: none"> Current Funds: \$8651.35 Approximate funds from the CSHEC is \$10,000 – still not finalized. Discussed that the STARS report was sent to the board for consideration of listing details of our budget. The \$25 Speaker Honorarium was reinstated Mery moved and Anita seconded. This included emailing John Newquist a thank you and Amazon gift card for today's technical topic. 	1:40 pm
5. Program Chair Update (Mery) – <ul style="list-style-type: none"> CEUs – sent in for this quarter. Proposal to move the Machine Guarding Workshop to the March 10, 2017 date. Dr. Mills is having a Student Day at NIU with NEIL for student presentations and suggested we have a joint meeting with NEIL. This will be held at the Naperville NIU campus on Friday, 4/21. Dr. Mills is to provide CEUs to Mery for the new proposed Student Day at NIU in April 21. Implications for Three Rivers is the contract with the Sheraton for the room reserved for 4/14/16 which is Good Friday and the need to 	1:45 pm



2. Meeting Minutes

communicate changes clearly as the magnets will not be accurate.

- Dr. Mills is going to have a ½ day workshop at the NIU Hoffman Estates campus on Fatigue, Light, Health and Safety on Friday, May 19, 2017. Proceeds from this workshop will go to NIU student scholarships. We can post in our newsletter as plan finalize.

6. Honors & Awards (Mery)-

- Discussed other ways to recognize chapter members and creating a form for honors and awards in order to ask for nominations. Mery will provide examples of these awards given at other chapters and will contact Diana Stegall for information.
- Still planning to send an email to all meeting attendees thanking them for attending, asking if they have any significant events to report, ie. Certifications; promotions. (Robert Zima) for follow-up. Questions may be loaded into the registration asking about updates. (Jeff Winter).

1:50 pm

7. Website/LinkedIn: Kevin Graves: Email any photos and updates to Kevin. Discussed how board members can email communications from the roster emails and how this may be restricted in the future. Emails will need to go through MailChimp. Website: Migrating to the Bakersfield version of our website is deemed unnecessary at this time.

1:55 pm

8. Note: We need to encourage speakers to send PPTs in pdf version for uploading.

9. FaceBook: Anita updating. Kevin can try to be admin on FB. To be continued.

10. Golf Outing: Need more volunteers to work the outing. Joe Lasky, Kevin Graves, and Diane Rigsbee volunteered to work it next year on 9/22/17.

2:00 pm

- Discussed how can we move the date back to August for 2018.

11. Chapter, Region & Society Events

- Pat G. and Mery were at the Future Safety Leaders Conference. Will get confirmation letter for points for COMT. 145 students were there.
 - i. Dr. Mills provided good feedback on the conference.
- Need to put save the dates for the PDC (local and in Denver) in the Newsletter (call the local conference, Chicagoland Safety Health Environmental Conference (SHEC)).
- Want pictures from the Chapter – Free chapter ad once a year for Professional Safety Magazine. We can get our published if we have pictures or information. (no updates)

2:05 pm

12. New Business

- Dr. Mills: NIU is asking for \$250 from TRC for a proper sit stand workstation for the students for a learning exhibit to be used for training NIU students. We would only donate if enough funds are generated to make this feasible.
- Shadowing Day for NIU students. Dr. Mills asked for a list of people willing to host a student for a day of shadowing. Sign up in Feb/March and shadow in April. We can put this in newsletter asking for volunteers. Ralph Barszcz will coordinate the shadowing volunteers for the TRC.
- (Dr. Mills) Kenny Construction donated funding for a specific construction safety course. The only University ABET accredited construction safety course.
- Social Event: Evening/Happy Hour: No further update at this meeting. Previously discussed:
 - Pat: suggested contacting out members and asking about attending a networking event.
 - Having a registration process.
 - Start with a survey question.
 - Pat will look at the roster for contacts.
 - Scot Salzman has volunteered for a brewery tour and event for us. Need to

2:15 pm



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determine date.

The Following items will also be followed up at the next board meeting.

- Involvement Motivators (micro-volunteering): can we get volunteers for specific tasks? Have a list up at the meeting and ask for volunteers. This was done at the start of today's meeting.
- Succession Planning: Needs assessment and who might be good for certain positions. Form from ROC was shared. Jeff will get the form and get updates.
- Attendance Motivators (credit for attending, early bird discounts, etc.) Free for OSHA, Free for jobless, Students, Retired for free, giving credit towards attendance toward PDC or Golf Outing. If you attend 3 events to encourage attending more than one meeting. Attend all meetings.
- The grant form was distributed on all the tables at the meeting and discussed at the beginning fo the meetin.
- Guest Name Badges: Have preprinted name badges for attendees.
 - Can print right off of the Event Espresso; and use the Avery Label. (hand written badges were given today)
- New Member Welcoming: Board Members sit with them and talk to them. (to be followed-up)
- Provide Society Updates – Members of practice specialties could send the updates in.
 - Pat will ask ASSE for a roster of our chapter members to see what practice specialties.
 - Pat presented this at the beginning of the meeting and asked for updates from the members. (need to place this request in newsletter?)
- Pat wants to see who in our geographic area received ASSE Foundation Scholarships, invite them in to speak.

13. Adjourn – Motion to adjourn made and seconded at 3:08PM.