**NRASP Minutes**  **February 14, 2019**

**In Attendance:**

Chuck Ulrich, Melissa Olheiser, Dale Larson, Rodger Schmidt, Becky Herrold, Ashley Mund, Kody Olson

Absent: Matt Weis, Andrea Jensen, Randy Niles,

Board meeting was called to order at 3:35 pm by Chuck Ulrich

**Approval of Minutes**

Dale Larson made a motion to approve the minutes from the January 10, 2019 meeting which were previously approved via email. Seconded by Melissa Olheiser. Motion carried.

**Treasurer Report**

Financial reports from December 2018 and January 2019 were reviewed. Becky Herrold made a motion to approve the financial statements as presented, Dale Larson seconded. Motion carried

CD renewed January 30 – new maturity date of 7/30/21. Secretary of State – First Stop – do online filing vs. paper filing. $750 insurance invoice – ok to pay – due Feb 28. 2019 Budget creation – to be created using past years models.

**Membership Report**

New member – Veritas Crane – Jason Albertson. Rodger made a motion to accept Veritas new membership, Melissa seconded. Motion carried

Lot of dues outstanding – Dale will update

**Presenter Evaluation**

Dawn Chisolm – If Only – good program, organized and relevant

Recommendations for future programming included: Basic FA, How to influence line supervisors & impact safety culture, Weather Modification – contact cloud seeding, Homeland Securing on Workplace violence overview, PPE for chemicals, Environmental Safety – public health, Current OSHA legal climate, Mental health issues (electronic screens, prescription for ADD in children)

**Future programming:**

 February – Bloodborne Pathogens – Fargo Cass Public Health

 March – Fargo Water Plant tour

 Ashley speaking with Luke to consider alternating times of tour to accommodate 2 separate groups

 April or May – ND WSI – Slip/Trip/Fall program incentive

Chuck shared – no more tours can be scheduled until 2020. Based on contract we are required to be at Hilton Garden Inn for remainder of year. Need to give Hilton Garden Inn as much advance notice as possible when scheduling tours. We would get charged the reservation fee for the room if we decided to hold another tour in 2019.

Topics recommended to consider for future: OSHA Recordability (OECS – Peterson), Personal stories, Substance use/Opioid addiction (Prairie – Essentia), Evacuation procedure for catastrophic events, ideas for handling a disgruntled employee – potential active shooter (demo evacuation), hazmat/chemical safety for every day chemicals, volunteer fire department, VPP, Ammonia, Environmental, food safety

**Community Outreach/Scholarship Committee**

The following members have reached out with interest in getting involved in this committee: Derek Pesta, Cory Schumacher, Robyn Yliniemi, & Andrew St. John. Chuck will get a meeting scheduled.

**Annual Conference Committee Update**

All ND WSI grant paperwork submitted (Grant request $30,000 – submitted reimbursement for $26,000). Booth fees, sponsorships and registrations brought in $15,704. Delta paid $15,000 for food. Chuck to announce the need for Committee members at the next monthly meeting. Jennifer has created 2019 Save the Date cards for NDSC Booth.

Concerns:

* Eventbrite fees have increased by 11% (2018 – 7%). Possibly consider utilizing Wild Apricot to do conference registrations going forward. Visitor Bureau offers use of Eventbrite along with creating name tags and signs. Rosters from Eventbrite are incorrect as many members choose to attend different sessions – so why ask members which sessions they will attend if it will change?
* Registration low – partnerships didn’t seem to increase attendance. Consider more print communication and radio spots to advertise. WSI grant will only cover speaker costs. Need to continue with same goal of 200 registrations.
* Breakout sessions are too long – consider reducing sessions to one hour and 15 minutes. This adds an additional tier of breakout presenters needed. Consider repeating courses from previous years conference. FM Transportation Club could potentially fill a track.
* Partnership expectations need to be clear from the beginning. Jennifer with ABC was an excellent resource and helped with completing a lot of the WSI grant paperwork. There was no ASSP representation at conference meetings along with poor communication regarding CEUs. Need to require someone to attend all meetings for it to be an effective partnership.
* Extra giveaway items: tumblers, koozies and sticky notes. Will use to put on table at NDSC conference, give to members, presenters and utilize at golf outing.

**Golf Outing Committee**

No update

**Communications Committee**

Business card and brochure updated with new logo. Utilize Short Printer to print 250 of each utilizing matte print. All should be ready for pick-up by Melissa before going to NDSC Conference.

Becky to schedule meeting with committee. Chuck to announce need for additional committee members with revised focus on how to market and promote NRASP to increase membership.

**Strategic Planning**

Jay DeVitt of Borsheim is on-board to assist. Can do a lot of pre-work via email. May need a special or extended Board meeting address. Primary goal initially is to review organization’s Vision, Mission and Goals for the next 5-10 years. Jay will begin prep work via email.

**ABC/NRASP Partnership**

All NRASP Board members are now ABC members. Melissa provided all contact information. Request to waive NRASP membership fee for Jennifer Erickson at ABC. Request to allow ABC provide speaker and topic for one NRASP monthly luncheon.

**Detroit Lakes Chapter**

Pro Resources is very interested in starting an NRASP group in Detroit Lakes. Considerations are would this be a project for the entire NRASP Board or a Community Outreach committee project. Consider offering guidance on programming, registration and communication tools. Melissa to be in contact with M State tech school in Detroit Lakes to see if there is a former safety group associated with college.

**Meeting Registration Issues**

Table to March meeting. Matt still working with Wild Apricot to fix.

**New officer announcement at monthly meeting**

Chuck to announce change in Treasurer at next monthly meeting. Tough to get all members to transition to a new Treasurer.

**Number of Board Members**

Currently By-laws state 5 At-large directors along with key officers: President, Vice President, Treasurer & Secretary and Past-President.

~~Chuck to make an amendment to allow for 9-10 At-large directors.~~ Chuck to make amendment to change from 2 to 5 general Board members for a total of 10 directors.

**February 2020 meeting date change**

Table to March meeting.

**Monthly Meeting Announcements**

* Kody introduction – new Treasurer
* Volunteers for Conference and Communications committees
* March tour details
* 2019 Conference dates set – Dec 3-4, 2019

Next meeting will be
March 14, 2019 at 3:30 pm at McNeilus Steel – 1590 47th St N – Warehouse Conference Room

Dale Larson made a motion to adjourn, Kody Olson seconded. Meeting adjourned at 5:06 pm

Respectfully submitted by Becky Herrold