Chapter of the Year Petition
2009 / 2010 Chapter Year

NORTHWEST CHAPTER

Prepared by
Scott Huberty
Chapter President 2009 / 2010
# Table of Contents

**Executive Summary** ............................................................................................................. 4

**Point Total** ............................................................................................................................... 5

**Administration Matters** .......................................................................................................... 5

- Annual Performance Report....................................................................................................... 5
- Chapter Officer and Delegate Report .......................................................................................... 5
- Chapter Annual Financial Report ................................................................................................ 5
- Maintenance of Chapter Bylaws.................................................................................................. 5
- Maintenance of Chapter Incorporation and Affiliate Agreement ............................................. 5
- Operations and Strategic Plan ..................................................................................................... 5

**Leadership Matters** .................................................................................................................. 6

- House of Delegates Representation .......................................................................................... 6
- Assistance for Society, Region and/or Area Activities ................................................................. 6
- Submitted Required Regional/Area Operating Committee Reports .......................................... 6
- Attendance to Regional/Area Operating Committee Meetings ............................................... 6
- Leadership Training .................................................................................................................... 7
- Additional Representatives Sent to Society Leadership Conference ....................................... 7
- Planning Meeting ....................................................................................................................... 7
- Officer Succession and Training Plan ........................................................................................ 7
- Officer Transition ....................................................................................................................... 7

**Member Services** ..................................................................................................................... 8

- Meetings ................................................................................................................................... 8
  - Technical Meetings .................................................................................................................. 8
  - Meeting Notices .................................................................................................................... 8
  - Section Meetings ................................................................................................................... 9
  - Summer Boat Cruise .............................................................................................................. 9
  - Meeting Attendance .............................................................................................................. 9

- Member Recognition .................................................................................................................. 9
  - Recognition of Service ......................................................................................................... 9
  - Chapter Safety Professional of the Year ................................................................................. 9
  - Regional Safety Professional of the Year Nominee .............................................................. 9
  - Public Recognition of Members through Chapter Media ..................................................... 10
  - Public Recognition of Members through Public/Society Media ......................................... 10

**Chapter Newsletters** .............................................................................................................. 10

- Published Newsletters .............................................................................................................. 10
- Newsletter Graphics and Photographs ...................................................................................... 10
- Newsletter Focus on Members ................................................................................................ 10

**Other Chapter Activities** ........................................................................................................ 10
Executive Summary

About three years ago at a Northwest Chapter Board Meeting a discussion took place about how the Northwest Chapter could improve and grow. Chapter Officers were unhappy at the lack of involvement in Chapter meetings and related activities. Many of the “veteran safety professionals who had been part of the local Chapter for decades were no longer showing up. There was a stigma that the Chapter had become a “good ‘ol boys club”.

Borrowing from the movie, “A Field of Dreams”, a statement was made; “If you build it, they will come…” And thus began a steady, deliberate process to transform the Northwest Chapter into a group that was growing, active, and generating excitement for the safety professionals in the Midwest.

How did we “build it”? Consider these unique things we did that were not able to be specifically mentioned in the STARs Report Spreadsheet: We arranged to video and audio record our Chapter Meetings. With the help of technology from CLMI Safety Training, members can now watch our meetings via our website. This was greatly appreciated by many of our members who live too far away to attend Chapter meetings in person. We also designed and purchased our own tradeshow display to draw better attention when we exhibit at other events. Finally, we designed and purchased a supply of Northwest Chapter business cards that we can give out at events.

There is still a long way to go. I believe there is much more that the Northwest Chapter can accomplish in promoting the values of the ASSE Society and serve the professional and career needs of our local safety professionals. Nevertheless, I am very proud of how far we have come in the past few years. Our Chapter is increasing in size, attendance at meetings and other events continues to grow, and we are doing more now than we have ever done before at promoting the safety profession!

This Chapter Petition is intended to summarize key measures and accomplishments of our accomplishments with the desire of being recognized as Large Chapter of the Year for 2009 - 2010. Read on!

Scott Huberty
Northwest Chapter President
2009 / 2010
**Point Total**

The minimum requirements for consideration of Chapter of the Year recognition is the achievement of all chapter charter maintenance items, all core competency items, and an additional 1,400 points for a total minimum point count of 3,200. The Chapter has achieved all chapter charter maintenance core competency items for a total of **3555** points and submits this petition for consideration as Chapter of the Year for its chapter size category. A summary of the points earned is located in the appendices.

**Administration Matters**

**Annual Performance Report**
(200 points)
The Chapter is required to submit its Annual Chapter Performance report no later than August 15th. The Chapter’s Annual Performance Report and this petition were submitted to the Regional Vice President and Society headquarters by that date.

**Chapter Officer and Delegate Report**
(200 points)
The Chapter is required to elect officers and delegates on an annual basis, and report the election results no later than May 31st. The Chapter elected its officers and delegates and submitted the results of the election to the Regional Vice President and Society Headquarters prior to that deadline.

**Chapter Annual Financial Report**
(200 points)
The Chapter is required to submit its annual financial report no later than May 31st. The Chapter submitted its annual financial report to the Regional Vice President and Society Headquarters before the May 31 deadline.

**Maintenance of Chapter Bylaws**
(200 points)
The Chapter is required to review its bylaws annually, and submit them to their Regional Vice President for approval at least biennially by February 1st of the year the submission is due. The Chapter reviewed its bylaws on Jan 15 and submitted those bylaws to the Regional Vice President.

**Maintenance of Chapter Incorporation and Affiliate Agreement**
(200 points)
The Chapter is incorporated in the state of IL, and maintained its incorporation status throughout the chapter year. The Chapter also maintained its affiliation agreement with the Society and the Chapter verified this with our Society Member Services this past winter. We incorporated through the process offered by ASSE.

**Operations and Strategic Plan**
(100 points)
The Chapter is required to develop an operations and strategic plan each year, and submit that plan to the Regional Vice President and Society headquarters

**Leadership Matters**

**House of Delegates Representation**

*(100 points)*

The Chapter’s delegates (or pre-approved proxy) were present to represent the Chapter at the Annual House of Delegates meeting held on Sunday, June 13, 2010 in Baltimore, MN. Representing Northwest Chapter was Scott Huberty, Rick Johnson, and Kirk Wulf. Chapter President, Scott Huberty also represented Northwest Chapter at the Region V Caucus prior to the HoD.

**Assistance for Society, Region and/or Area Activities**

*(25 points)*

Members of Northwest Chapter were involved in a variety of activities at the Society, Region, and Area levels. Highlights include:

- Rick Pollock – Elected to Society Vice President in the Spring of 2010.
- Professor Todd Loushine of the University of Minnesota Duluth – Helped organize and conduct the Future Safety Leaders Conference in Indianapolis in November, 2009.
- David Evans – Named Manufacturing Practice Specialties SPY in August, 2009. He also serves as the Conference & Seminars Chair for this Practice Specialty.
- Joseph Klancher – Serves as Administrator for the Healthcare Practice Specialty;
- Nancy Bendickson – Serves as Administrator for the Transportation Practice Specialty
- Lori Severson – Article published in *Healthbeat*

**Submitted Required Regional/Area Operating Committee Reports**

*(50 points for one, 150 points for 2 or more)*

The Chapter submitted Regional Operating Committee reports as required. We are part of Region 5 and Maribeth Anderson held two ROC meetings during the chapter year. Reports were submitted for both of them.

**Attendance to Regional Operating Committee Meetings**

*(100 for one, 300 points for 2 or more)*

The Chapter President or a duly appointed proxy attended both Regional Operating Committee Meetings held during the 2009 / 2010 year. The first meeting was held September 17 – 18, 2009 at Society Headquarters in Chicago. Representing Northwest Chapter was Kris Johnson and Jeff Jarvela. The second meeting was held on April 16 –
17, 2010 in Wichita, KS. Representing Northwest Chapter was Chris Flegel. Special thanks to Chris for stepping in at the “last second” when our original attendee was stricken with a heart attack! Fortunately, this person is now doing well after triple bypass surgery…

Leadership Training
(100 points)
The Chapter recognizes the importance of leadership training and made it a point to send as many of our officers and other leaders as possible. Jeff Jarvela, Chapter Vice President was able to attend the meeting held October 1 – 3, 2009 in the Chicago area.

Additional Representatives Sent to Society Leadership Conference
(50 points for each representative sent in addition to the one reported above for a maximum 300 points)
Because leadership education and skills building is critical to the success of the Chapter, the Chapter sent more than one officer to the Society’s Annual Leadership Conference. As mentioned above, the initial officer sent to the Society Leadership Conference was Jeff Jarvela, and these additional chapter representatives were sent:

Paul Beck, Chapter Secretary
Joe Klancher, Healthcare Practice Specialties Administrator
Rick Pollock, Society VP – Professional Development
Diana Stegall

Planning Meeting
(50 points)
The Chapter’s Executive Committee conducted a planning meeting prior to the Chapter’s first general member meeting of the year. We call this our “Board Transitional Meeting” and it took place on Tuesday, June 23, 2009. The agenda for that planning meeting is contained in the appendices. The primary focus of the meeting was for the incoming Chapter President to develop the Chapter’s Operations & strategic Plan for the coming year, to allow outgoing officers to meet with the new officers, and to identify details that needed to be addressed prior to the first Chapter meeting in September.

Officer Succession and Training Plan
(50 points)
To ensure the continued success of the Chapter, the Chapter has developed a succession plan that includes officer recruitment and training. The Chapter Succession Plan is based on a “mentorship approach” in which new person receives coaching from that position’s predecessor. Recruitment for future officers is a continual process led by the Past President.

Officer Transition
(25 points)
To ensure the smooth transition of duties and resources from prior year officers to this year’s officers, the Chapter conducted the Officer Transition Meeting in June. We also
called for new Chapter Officers to go through the training units at Officer Central. We also have basic, written job descriptions.

**Member Services**

**Meetings**

**Technical Meetings**

(100 points for the first 4 meetings, and 25 points for each additional technical meeting for a maximum 300 points)

The Chapter conducted nine technical meetings during the course of the year. Those meetings were:

<table>
<thead>
<tr>
<th>Month</th>
<th>Meeting Held</th>
<th>Topic</th>
<th>Speaker(s)</th>
<th>Number of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>OSHA Update</td>
<td>James Krueger, MN OSHA</td>
<td>78</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>Return to Work</td>
<td>Rene Hilgemann</td>
<td>61</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Rep. Stress Injuries</td>
<td>John Groves, Groves WorkReady</td>
<td>52</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>Healthcare Ergo.</td>
<td>Marnie Myhre</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>ASSE &amp; Extreme Home Makeover</td>
<td>Todd Loushine &amp; Mike Nilsen</td>
<td>82</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>Non-Traditional Health &amp; Safety Communication</td>
<td>Eric Hayward</td>
<td>82</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>Tips for Engaging Adult Learners</td>
<td>Rick Pollock, CLMI Safety Trng.</td>
<td>62</td>
<td></td>
</tr>
<tr>
<td>March (3/18/2010) (Special &quot;TEAM Approach&quot; Event)</td>
<td>Beyond Green Architecture</td>
<td>Great River Energy Bldg Tour and Discussion</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>“Student Day”</td>
<td>Four students from our two Student Sections presented technical papers</td>
<td>49</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>“Technical Tour”</td>
<td>RockTenn Corrugated Recycling Center</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

It is also worth noting that for every Chapter meeting we prepare a set of PowerPoint slides with announcements that continuously loops until the meeting begins. Guests can view these slides at their leisure while they are networking or waiting for the meeting to begin. At that point we switch to a second set of PowerPoint slides that correspond to the items covered during our business meeting portion and then any slides used by that meeting’s presenter. These slides are edited in to the video that is posted on our website.

**Meeting Notices**

(50 points)

To help ensure meeting attendance, the Chapter sent out E-mail notices as part of our newsletter communication announcing the meeting, date, time and location at least 14 days prior to the event. We also send out additional reminder E-mails as the meeting date approaches. Another thing we do is post a feature announcement on our website homepage to announce the meeting. This story also includes a convenient PayPal pre-
registration capability. We also include a special PowerPoint slide at each meeting with a preview announcement for the next meeting.

**Section Meetings**

(25 points)

One of the goals for this year was to form a new Chapter Section. Northwest Chapter does not currently have any Sections however efforts are underway that will hopefully result in the formation of a Section based in the Duluth, Minnesota area that would be called the “Arrowhead Section”. On Tuesday, September 29, 2009 the Chapter President, our Past President, and one of our Members at Large were part of a meeting in Duluth that had 31 safety professionals from that area in attendance. The purpose was to discuss the idea of forming a Section and to gauge local interest. Although there was a unanimous vote to move forward, the year unfolded without enough local leadership coming forward to officially initiate the process. We continue to keep this idea in mind but we realize that this cannot be successful until there is proper local commitment and leadership. We’ll keep trying!

**Summer Boat Cruise**

The Northwest Chapter has become one of the key planners for a summer recreational and networking event called the “Summer Boat Cruise”. This event is quickly becoming one of the most popular events for safety professionals in this area. The event takes place on the first Thursday of August - the event for this year was on August 6, 2009. This year we had our highest attendance with 68 people coming out for an afternoon paddleboat cruise on the St. Croix River. The event for 2010 is expected to be even bigger!

**Member Recognition**

**Recognition of Service**

(25 points)

The Chapter recognized its members for their service to the Chapter, Region, and Society throughout the course of the year. That recognition included a special gift and presentation for Bill Stuar in recognition of his service as Chapter president during 2008 / 2009.

**Chapter Safety Professional of the Year**

(25 points)

During the past year the Northwest Chapter named a person to serve as our Awards Chair. One of the responsibilities of this position was to lead efforts to name a Chapter SPY and subsequently a candidate for Regional SPY. Unfortunately this person suffered a heart attack in the spring and was “out of commission” for a while. (Fortunately he’s doing fine now!) Unfortunately, this event prevented us from completing the required materials for having a Chapter SPY and Regional SPY candidate. We plan to accomplish this in the year to come!

**Regional Safety Professional of the Year Nominee**

(25 points)

No candidate named.
Public Recognition of Members through Chapter Media
(25 points)
The Chapter worked to provide recognition to its members throughout the year. The recognition takes various forms such as recognizing Bill Stuart’s service as 2008 / 2009 Chapter President at our September meeting. We also recognized Dave Forbes at a Chapter meeting when he was named Manufacturing Practice Specialty SPY. We also recognized our student scholarship winners (Adam Rittel and Bradlee Hickey) with stories and photos on our website.

Public Recognition of Members through Public/Society Media
(25 points)
In addition to the use of Chapter media to recognize members, the Chapter also looks for opportunities to use public and Society media to publicize the recognition of its members’ contributions and accomplishments. An example of this was when Dave Forbes was named Manufacturing Practice Specialty SPY. There was a press release issued by local papers plus the Society e-mail newsletter carried the story.

Chapter Newsletters

Published Newsletters
(15 points for each publication up to a maximum 180 points)
The Chapter routinely published electronic newsletters. Those newsletters were distributed to members via e-mail. These proved to be an effective way to announce meetings and keep members informed of things happening in our Chapter.

Newsletter Graphics and Photographs
(25 points)
The Chapter enhanced its newsletters by including graphics, such as photos, logos, and clip art. The newsletter was further enhanced by the inclusion of individual photographs of chapter members and photographs of chapter functions. Examples are located in the appendices.

Newsletter Focus on Members
(25 points)
Our newsletters did not include these features this year like we did last year. We plan to get back to this in the year to come.

Other Chapter Activities

Employment Information
(25 points)
The Chapter provided employee opportunity information to its members by maintaining a special place on our website for job postings. We also mention jobs on the string of PowerPoint announcement slides that are running prior to the start of each Chapter meeting. We will also make verbal announcement of jobs during the business section of the Chapter meeting.
Certification Preparation Assistance  
(50 points)  
This year we created a new position called “Education Coordinator” that replaced the former ASP/CSP Study Group Coordinator. Our new Education Coordinator, Ann Shields did an outstanding job by organizing an “ASP / CSP Wannabe Night” for people interested in getting these certifications. This meeting was recorded and can still be viewed on our website! This meeting was the kick-off event to a multi-week ASP / CSP study group that was held in St. Paul, MN and led by various safety professionals. Ann also was able to purchase new study materials that are now available on a special lending program we do in cooperation with the Minnesota Safety Council. These events generated so much interest that the Minnesota Safety Council rescheduled their own ASP / CSP Prep. Course for October, 2010 to accommodate requests from ASSE members!

Career Day  
(25 points)  
The Chapter did not participate in Career Days at schools where we did not have a student section. We did, however, give a gift of $950 to help pay travel expenses for selected students from our Student Sections to attend the Future Safety Leaders Conference in Indianapolis in November, 2009. We also had Tim Flint (Past President) and Paul Beck (Chapter Secretary) give career-related presentations to an occupational safety class at the University of Minnesota – Duluth where we have a Student Section.

Chapter Scholarship  
(25 points)  
The Chapter supports the growth of our profession through a multi-faceted scholarship program. Every year we conduct our own Northwest Chapter Scholarship program, awarding money to students at area colleges that are completing Masters programs in occupational safety. In 2010 we awarded $1000 scholarships to Bradlee Hickey from the University of Minnesota – Duluth, and Adam Rittel from the University of Wisconsin – Stout. In addition to this we continued to contribute to funding the ASSE Foundation’s Thomas W. Pollock Scholarship. See the next section for details on this.

ASSE Foundation Support  
(25 points)  
The Chapter supports the growth of our profession through its support of the ASSE Foundation. Specifically, Northwest Chapter continued to contribute towards funding the Thomas W. Pollock Scholarship with a gift of $2000 that was presented at Safety 2010 in Baltimore.

Community Outreach  
For the past number of years, Northwest Chapter has financially supported the Safe Kids Minnesota Program coordinated by the Minnesota Safety Council. This year was no exception as the Chapter contributed $1500. This contribution resulted in Northwest Chapter being recognized as a sponsor of the Childhood Injury Summit held on September 8, 2009 in St. Paul, MN.
Professional Development Conferences

Seminars, Conferences, Workshops, Symposia
(50 points for each ½ day segment up to a maximum 300 points)
The Chapter conducted our annual Professional Development Conference on February 4, 2010. This day-long program attracted one of our largest turnouts ever. The agenda for the PDC is located in the appendices. Another event we did this year that was new was we put on a special ½-day event called the ASP/CSP Wannabe Night. This was a special workshop for people interested in earning these designations. The purpose of the workshop was to teach people about the process, explain study and testing techniques, and provide encouraging testimonies from others who have completed the tests. The event was videotaped and condensed into a shorter program that can be viewed on our website. This event kicked off our ASP/CSP Study Group series.

CEU’s Offered
(25 Points)
The Chapter applied for and received authorization for 0.6 CEUs for its annual Professional Development Conference that took place on February 4, 2010. Another thing we did this year for CEU’s that we have never done before is we were approved to award CEU’s for those who attended the three Chapter meetings we did in October, November, and December of 2009. This “trilogy” of meetings was worth 0.3 CEU’s. What’s more, we were able to extend the same CEU’s for people who viewed the meetings on our website videos and completed a special quiz. A total of 24 people completed the trilogy of meetings and received the CEU’s. Of this group, a total of fourteen people viewed one or more of these meetings on our website video. We had seven people watch all three meetings on the website video to earn their CEU’s!

Vendor Exhibits
(25 points)
The Chapter included vendor exhibits at its February 4th PDC. We had a total of twelve vendors participate to help keep our members informed of the products and services available for the protection of people, property, and the environment.

Promotion of the Society & Chapter

Public Relations Committee
(25 points)
This year, the Chapter replaced the Public Relations Committee with an Outreach Coordinator to promote the Chapter and the Society. The Outreach Coordinator is Jackie Sutherland and her activities included organizing the Chapter’s participation at a number of events throughout the year. These events were:

September 29, 2009 – Networking Breakfast, Northern Safety Day, Duluth, MN
November 19, 2009 – Exhibitor, AIHA Upper Midwest Section PDC, St. Paul, MN
February 23, 2010 – Exhibitor, Safety Day, Associated General Contractors of MN
May 12 - 14, 2010 – Exhibitor, MN Safety & Health Conference, Minneapolis, MN
Submissions to Local Media Outlets
(25 points)
Northwest Chapter President, Scott Huberty was a guest on “The Peter McClellan Show” on July 7, 2009. This is a radio talk show, broadcast M – F from 5:00 – 6:00 PM over AM1570 in the Minneapolis area. The show features discussions about business issues in the area. Scot was asked to talk about the role of workplace safety for businesses and was able to talk about ASSE and the Northwest Chapter. The Chapter was able to obtain a copy of the program and made it available for listening on our website.

Northwest Chapter Supports ABC Television’s “Extreme Home Makeover”
On Tuesday, August 4, 2009 the TV reality show “Extreme Home Makeover” launched a project near Duluth, MN and contacted an ASSE member in Duluth about getting safety professionals to volunteer as site safety coordinators during the time work was taking place. The Northwest Chapter President received a call about this request on a Friday afternoon, July 31. With the help of staff at Society Headquarters we were able to send out a last-minute e-mail request to our Chapter membership. By the time Monday came we had all the volunteers we needed and we were able to provide at least two safety professionals “24/7” for a week while the project took place.

Chapter Shirts / Website Store
This year, through the efforts of member Kirk Wulf, our Chapter can sell specially embroidered shirts with the Northwest Chapter logo. We have a “Chapter Store” set up on our website where anyone can select and purchase a shirt.

Chapter Tradeshow Display & Business Cards
The Northwest Chapter dedicated funds to purchase a special tradeshow display to be used for promoting our Chapter and the Society while at various events. The new display made its debut May 12 – 14, 2010 at the Minnesota Safety & Health Conference in Minneapolis. We also introduced new Chapter Business Cards that we could give to those who visited our booth. Photos showing these new promotional items are in the Appendix.

Member Recruitment and Retention

Member Recruitment and Retention Plan
(50 points)
The Chapter developed a plan for the recruitment and retention of members. That plan included naming a person to serve as Chapter Membership Chair. This person is Jamison Harrell-Latham and one of the first things he did was write a “New Member Welcome Letter” that was e-mailed to every new member to the Chapter. He also made it a point to join other Board members to help greet new people at Chapter meetings. Another task was to present a brief report at each Board meeting about current Chapter size.

Increased Membership
(5 points per one percent increase up to 50 points)
The Chapter started the year with 689 members (counting all classes of membership: student, emeritus, associate, member and professional member), and ended the year with 737 members. This change equates to a 7% increase in chapter membership.

**New Member Orientation**  
(25 points)  
The Chapter’s form of providing New Member Orientation was through a “Welcome Letter” that was sent by our Membership Chair. The letter talked about the Chapter’s meetings, the website resource, and offered a complimentary attendance to their first Chapter meeting.

**Member Expectations**  
(25 points)  
Since we conducted a formal member survey last year we took a less-formal approach this year. In 2010 we will do another formal survey. To determine the members’ expectations of the Chapter, the Chapter would periodically put out meeting evaluations. We also did evaluations at our PDC that is used for future event planning. One way the Chapter responded this year to Members’ needs was by initiating the Chapter meeting videos that can be viewed on our website. Another action we emphasized this year in response to comments was conducting the meetings on a very tight timeline. Specifically we were careful to start at the advertised time and end at the advertised time.

**Chapter Welcoming Team**  
(25 points)  
The Chapter assigned Board members to act as the Chapter’s Hospitality team. These officers welcomed attendees to chapter functions and assisted them in networking with members they had not previously met.

**Member Retention Plan**  
(25 points)  
To increase member retention, the Chapter developed and implemented a plan to contact members whose membership had expired to determine why the membership was expired, and to encourage those members to renew their membership. That plan involved the Membership Chair who obtained lists of expiring memberships from Officer Central. Board members would then contact the person to see if the membership could be reinstated.

**Chapter Website**

**Maintain Chapter Website**  
(140 points)  
The Chapter maintains a current website. The information posted on the website is kept current and updated on a continuing basis by several Board members including Scott Huberty, Rick Johnson, and Kris Johnson. We developed an active Calendar page on the website that we opened up to other area safety organizations where they can post their own events. The website is at: [www.northwest.asse.org](http://www.northwest.asse.org)
**Chapter Newsletters**
*(25 points)*
The Chapter emails monthly newsletter/meeting announcements. The same information on the Chapter meetings is then posted to our website’s Homepage.

**Hyperlinked Resources**
*(25 points)*
The Chapter’s website includes hyperlinks 45 other sites. The list is too long to post here… This list includes the Society website, the Members Only page of the Society website, and the sites to other Chapters in our Region. We also have links to sources for standards and regulations, regulatory organizations, and a variety of safety products and services.

**Sections and Special Interest Groups**
*(25 points)*
The Chapter’s website includes information on the Chapter’s events, a calendar page, study groups, our Chapter Store, our new video area, a jobs page, a photo gallery, a government affairs section, and other areas. This year the Government Affairs section was reorganized to create a tab for each of the states covered in our Chapter’s boundaries. We then identified someone from those states to act as our “Special Correspondent” who would report on related items for their assigned state.

**Student Sections**
*(25 points)*
The Chapter’s Calendar Page has links set up for our two Student Sections where they are able to post their information and materials.
Appendices
<table>
<thead>
<tr>
<th>Goal</th>
<th>Strategy</th>
<th>Per Activity Value</th>
<th>Chapter Achieved</th>
<th>Total Possible Points</th>
<th>Your Chapter's Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Submitted Annual Performance Report by August 15.</td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>4</td>
<td>Submitted Annual Performance Report after the due date.</td>
<td>25</td>
<td>NA</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>Submitted Chapter Officer, Delegate and Committee Chair Report by May 31.</td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>4</td>
<td>Submitted the Chapter Officer, Delegate and Committee Chair Report after the due date.</td>
<td>25</td>
<td>NA</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>Submitted Chapter Financial Report by May 31.</td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>4</td>
<td>Submitted the Chapter Financial Report after the due date.</td>
<td>25</td>
<td>NA</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>Reviewed Chapter Bylaws annually, and resubmitted biennially by February 1.</td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>4</td>
<td>Submitted the Chapter Bylaws to RVP after the due date.</td>
<td>25</td>
<td>NA</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>Maintained Chapter Bylaws Incorporation and Affiliate Agreement.</td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>4</td>
<td>Developed and submitted the Chapter's Operations and Strategic Plan.</td>
<td>100</td>
<td>yes</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>4</td>
<td>Provided appropriate representation at the Annual House of Delegates meeting and Regional Caucus as well as other HoD business during the year.</td>
<td>100</td>
<td>yes</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>4</td>
<td>Provided assistance to Society, Regional or Area activities.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>4</td>
<td>Submitted required chapter report to RVP and AD for each AOC and/or ROC meeting.</td>
<td>50</td>
<td>2</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>4</td>
<td>Chapter President or proxy attended AOC and/or ROC meetings.</td>
<td>100</td>
<td>2</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>4</td>
<td>Sent at least one representative to the Society Leadership Conference, Regional leadership training, Area leadership training, or conducted Officer training at chapter level.</td>
<td>100</td>
<td>yes</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>4</td>
<td>Sent additional chapter representatives to Society Leadership Conference.</td>
<td>50</td>
<td>4</td>
<td>300</td>
<td>200</td>
</tr>
<tr>
<td>4</td>
<td>Chapter Executive Committee conducted a pre-planning meeting before the first general member meeting of the Chapter Year.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>4</td>
<td>Developed a succession plan for the training and development of officers.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>4</td>
<td>Used a duty checklist for all incoming officers.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>6</td>
<td>Held 4 or more technical meetings during the chapter activity year.</td>
<td>100</td>
<td>10</td>
<td>300</td>
<td>250</td>
</tr>
<tr>
<td>6</td>
<td>Distributed meeting notice at least 14 days prior to each meeting.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>6</td>
<td>Sections of the chapter met at least (4) times per year.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>6</td>
<td>Tracked meeting attendance and provided data in this annual performance report.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>1</td>
<td>Recognized volunteers for their service to the Chapter, Region, Area, or the Society.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>1</td>
<td>Nominated a Chapter Safety Professional of the Year (SPY).</td>
<td>25</td>
<td>no</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>Nominated a candidate for Region SPY.</td>
<td>25</td>
<td>no</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>Recognized members in newsletter, web site and/or chapter functions.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>1</td>
<td>Submitted member recognition information to the Society for publication in Society publications and/or to local/regional media sources.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>6</td>
<td>Published newsletters.</td>
<td>15</td>
<td>12</td>
<td>180</td>
<td>180</td>
</tr>
</tbody>
</table>
### ANNUAL PERFORMANCE REPORT

**Northwest Chapter**

Orange highlighted items are required to maintain Chapter Charter; Yellow highlighted items are Core Competencies

<table>
<thead>
<tr>
<th>Goal</th>
<th>Strategy</th>
<th>Per Activity Value</th>
<th>Chapter Achieved</th>
<th>Total Possible Points</th>
<th>Your Chapter's Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Included graphics and pictures in newsletters.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>6</td>
<td>Included membership profiles and membership surveys in newsletters.</td>
<td>25</td>
<td>no</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>Provided employment information at meetings, in Chapter newsletters and Chapter website.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>7</td>
<td>Developed a review class or study group for certification preparation.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>7</td>
<td>Participated in career day for local schools.</td>
<td>25</td>
<td>no</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>Developed or maintained a Scholarship program.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>8</td>
<td>Supported the ASSE Foundation.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>7</td>
<td>Provided seminars, conferences, or workshops.</td>
<td>50</td>
<td>3</td>
<td>300</td>
<td>150</td>
</tr>
<tr>
<td>7</td>
<td>Offered CEUs for each Chapter seminar, conference and workshop.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>7</td>
<td>Included vendor displays/exhibits at Chapter PDC.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>3</td>
<td>Established/maintained a Public Relations program.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>3</td>
<td>Submitted Chapter events to local media.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>6</td>
<td>Developed a plan for member recruitment and recruited new members.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>6</td>
<td>Increased chapter membership by (X)%</td>
<td>5</td>
<td>7</td>
<td>50</td>
<td>35</td>
</tr>
<tr>
<td>6</td>
<td>Conducted a new member orientation program annually.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>6</td>
<td>Surveyed members or used some other means to determine member expectations and shared the information.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>6</td>
<td>Assigned officers to welcome members at all Chapter functions.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>6</td>
<td>Instituted or maintained a program to contact former members whose membership has expired.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>6</td>
<td><strong>Maintained a Chapter website.</strong></td>
<td>140</td>
<td>yes</td>
<td>140</td>
<td>140</td>
</tr>
<tr>
<td>6</td>
<td>Included electronic versions of Chapter newsletters on Chapter website.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>6</td>
<td>Hyperlinked Chapter website to the Society website, ASSE’s Member Only area and NexSteps.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>6</td>
<td>Included Section(s) and/or Special Interest Group information on Chapter website.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>8</td>
<td>Included Student Section(s) information on Chapter website.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
</tbody>
</table>

**Total Performance Points Achieved**

<table>
<thead>
<tr>
<th>Month</th>
<th>Technical Meeting Held</th>
<th>Meeting Attendance</th>
<th>Month</th>
<th>Technical Meeting Held</th>
<th>Meeting Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>0</td>
<td>Jan 82</td>
<td>Aug</td>
<td>0</td>
<td>Feb 82</td>
</tr>
<tr>
<td>Sept</td>
<td>78</td>
<td>Mar 62</td>
<td>Oct</td>
<td>61</td>
<td>Apr 49</td>
</tr>
<tr>
<td>Nov</td>
<td>52</td>
<td>May 15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>45</td>
<td>June 31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Average Monthly Attendance: 56
<table>
<thead>
<tr>
<th>Strategy</th>
<th>Priority</th>
<th>Champion</th>
<th>Due Date</th>
<th>Resources Required</th>
<th>Budget and Source</th>
<th>Measured Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Annual Performance Report by August 15.</td>
<td>5</td>
<td>Bill Stuart</td>
<td>8/15/2009</td>
<td>0</td>
<td>N/A</td>
<td>Report for 2008-2009 was submitted 8/13/09</td>
</tr>
<tr>
<td>Submit Chapter Officer Delegate and Committee Chair Report by May 31.</td>
<td>5</td>
<td>Bill Stuart</td>
<td>5/31/2009</td>
<td>0</td>
<td>N/A</td>
<td>Report for 2008-2009 was submitted 5/19/09</td>
</tr>
<tr>
<td>Submit Chapter Financial Report by May 31.</td>
<td>5</td>
<td>Megan Rooney</td>
<td>5/31/2009</td>
<td>0</td>
<td>N/A</td>
<td>Report for 2008-2009 was submitted in May, 2009</td>
</tr>
<tr>
<td>Review Chapter Bylaws annually, and resubmit biennially by February 1.</td>
<td>5</td>
<td>David Volker &amp; Successor to be named</td>
<td>2/1/2009</td>
<td>0</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Maintain Chapter Incorporation and Affiliate Agreement.</td>
<td>5</td>
<td>Scott Hubertv</td>
<td>10/31/09</td>
<td>0</td>
<td>N/A</td>
<td>Will be accomplished</td>
</tr>
<tr>
<td>Develop and submit the Chapter's Operations and Strategic Plan.</td>
<td>5</td>
<td>Scott Hubertv</td>
<td>8/15/2009</td>
<td>0</td>
<td>N/A</td>
<td>Submitted 8/14/09</td>
</tr>
<tr>
<td>Provide appropriate representation at the Annual House of Delegates meeting and Regional Caucus as well as other HoD business during the year.</td>
<td>5</td>
<td>Scott Hubertv</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td>Northwest Chapter is supporting a MN Safety Council seminar on 9/30/09 in Duluth, MN with a networking breakfast. We're also helping to conduct a meeting on 9/29/09 in Duluth for what could become our &quot;Arrowhead Section&quot;.</td>
</tr>
<tr>
<td>Provide assistance to Society, Regional or Area activities.</td>
<td>5</td>
<td>Scott Hubertv, Tim Flint, Paul Beck</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Submit required chapter report to RVP and AD for each AOC and/or ROC meeting.</td>
<td>5</td>
<td>Scott Hubertv</td>
<td>Prior to ROC</td>
<td>0</td>
<td>0</td>
<td>Report not received yet.</td>
</tr>
<tr>
<td>Send Chapter President or proxy to AOC and/or ROC meetings.</td>
<td>5</td>
<td>Scott Hubertv</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td>Two officers are scheduled to attend the ROC in Sept., 2009</td>
</tr>
<tr>
<td>Send at least one representative to the Society Leadership Conference, Regional leadership training, or conducted Officer training at chapter level.</td>
<td>5</td>
<td>Executive Committee</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td>Two officers are scheduled to attend the Society Leadership Conference in Sept., 2009</td>
</tr>
<tr>
<td>Send additional chapter representatives to Society Leadership Conference.</td>
<td>4</td>
<td>Executive Committee</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td>Scott H. may be attending in addition to the other two Officers that are confirmed.</td>
</tr>
<tr>
<td>Conduct with Executive Committee a pre-planning meeting before the first general member meeting of the Chapter Year.</td>
<td>5</td>
<td>Scott Hubertv</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td>Conducted on 6/23/09</td>
</tr>
<tr>
<td>Develop a succession plan for the training and development of officers.</td>
<td>5</td>
<td>Scott Hubertv</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>Scott H. is working with our new Chapter VP through our Mentor Program. Our current Sec. has been working closely with the previous Sec. Last Feb. we approved a By-Laws change to extend the Treasurer's term to two years to provide for better transitional training. Our current President met with the out-going president for a STARS training meeting on 7/31/09</td>
</tr>
<tr>
<td>Use a duty checklist for all incoming officers.</td>
<td>5</td>
<td>0</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Hold 4 or more technical meetings each year.</td>
<td>5</td>
<td>Jeff Jarvela, VP</td>
<td>Monthly</td>
<td>0</td>
<td>0</td>
<td>Eight Chapter meetings plus a Technical Tour are scheduled for the 2009 - 2010 year.</td>
</tr>
<tr>
<td>Strategy</td>
<td>Priority</td>
<td>Champion</td>
<td>Due Date</td>
<td>Resources Required</td>
<td>Budget and Source</td>
<td>Measured Results</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>----------</td>
<td>-------------------------------</td>
<td>-------------------</td>
<td>--------------------</td>
<td>-------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Distribute meeting notice at least 14 days prior to each meeting.</td>
<td>5</td>
<td>Paul Beck, Secretary</td>
<td>4 weeks prior to a meeting</td>
<td>0</td>
<td>0</td>
<td>The announcement for the Sept. meeting is going out the week of 8/10.</td>
</tr>
<tr>
<td>Sections of the chapter meet at least (4) times per year.</td>
<td>0</td>
<td>Existing Student Sections are at: Univ. of MN - Duluth and Univ. of WI - Stout. We do not currently have any other Sections</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td>The two Student Sections schedule their own meetings and meet regularly throughout the academic year. The first meeting of what will hopefully become the Arrowhead Section is scheduled for 9/29/09. A number of NW Chapter members plan to travel to Duluth to participate.</td>
</tr>
<tr>
<td>Track meeting attendance and provides data in the annual performance report.</td>
<td>0</td>
<td>Paul Beck, Secretary</td>
<td>Monthly</td>
<td>0</td>
<td>0</td>
<td>Done</td>
</tr>
<tr>
<td>Recognize volunteers for their service to the Chapter, Area, Region or the Society.</td>
<td>0</td>
<td>Scott Huberty, Pres., Kris Johnson, Pres.-Elect</td>
<td>On-going</td>
<td>0</td>
<td>0</td>
<td>Currently working on Society's Service Award Worksheet for Gerry Gelonka.</td>
</tr>
<tr>
<td>Nominate a Chapter Safety Professional of the Year (SPY).</td>
<td>0</td>
<td>Bill Stuart handled this in 2008-2009. Scott Huberty will handle in 2009-2010</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td>Garry Kroft was Chapter SPY for 2008-2009. In Feb. or March we plan to name a SPY for 2009-2010.</td>
</tr>
<tr>
<td>Nominate a candidate for Region SPY.</td>
<td>0</td>
<td>Bill Stuart handled this in 2008-2009. Scott Huberty will handle in 2009-2010</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td>Garry Kroft was our candidate for 2008-2009. We plan to submit another candidate for 2009-2010.</td>
</tr>
<tr>
<td>Recognize members in newsletter, web site and/or chapter functions.</td>
<td>0</td>
<td>Paul Beck, Scott Huberty</td>
<td>On-going</td>
<td>0</td>
<td>0</td>
<td>We issue a monthly E-newsletter that includes these recognitions.</td>
</tr>
<tr>
<td>Submit member recognition information to the Society for publication in Society publications and/or to local/regional media sources.</td>
<td>0</td>
<td>Scott Huberty, Pres., Kris Johnson, Pres.-Elect</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td>We're currently working on this for David Evans, the Mfg. Practice Specialty SPY</td>
</tr>
<tr>
<td>Publish newsletters.</td>
<td>5</td>
<td>Paul Beck, Secretary</td>
<td>Monthly</td>
<td>0</td>
<td>0</td>
<td>Issue an E-newsletter on a monthly basis. We already did one for July.</td>
</tr>
<tr>
<td>Include graphics and pictures in newsletters.</td>
<td>0</td>
<td>Paul Beck, Secretary</td>
<td>Monthly</td>
<td>0</td>
<td>0</td>
<td>This was started by Carol Keyes in the 2008-2009 year.</td>
</tr>
<tr>
<td>Include membership profiles and membership surveys in newsletters.</td>
<td>0</td>
<td>Paul Beck, Secretary</td>
<td>Monthly</td>
<td>0</td>
<td>0</td>
<td>Northwest Chapter maintains a jobs page on our website. We also announce job openings during the &quot;Business Portion&quot; of monthly Chapter Mtgs.</td>
</tr>
<tr>
<td>Provide employment information at meetings, in Chapter newsletters and Chapter website.</td>
<td>4</td>
<td>Rick Johnson, Jeff Jarvela</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td>Ann will lead the CSP/ASP Study Group in the spring of 2010.</td>
</tr>
<tr>
<td>Develop a review class or study group for certification preparation.</td>
<td>5</td>
<td>Ann Shields</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td>We fund a Northwest Chapter scholarship program each year worth $3000.</td>
</tr>
<tr>
<td>Participate in career day for local schools.</td>
<td>3</td>
<td>1/0/1900</td>
<td></td>
<td>0</td>
<td>0</td>
<td>At Safety 2010 we contributed $2000 to the ASSE Foundation Tom Pollock Scholarship.</td>
</tr>
<tr>
<td>Develop or maintain a Scholarship program.</td>
<td>5</td>
<td>Executive Committee</td>
<td>March, 2010</td>
<td>0</td>
<td>0</td>
<td>A daylong, Northwest Chapter PDC is scheduled for Feb. 4, 2010.</td>
</tr>
<tr>
<td>Support the ASSE Foundation.</td>
<td>5</td>
<td>Executive Committee</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Provide seminars, conferences, or workshops.</td>
<td>5</td>
<td>PDC Planning Committee</td>
<td>2/4/2010</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Strategy</td>
<td>Priority</td>
<td>Champion</td>
<td>Due Date</td>
<td>Resources Required</td>
<td>Budget and Source</td>
<td>Measured Results</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>----------</td>
<td>-----------------------------------------------</td>
<td>-------------</td>
<td>--------------------</td>
<td>--------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Offer CEUs for each Chapter seminar, conference and workshop.</td>
<td>5</td>
<td>PDC Planning Committee</td>
<td>1/15/2010</td>
<td>0</td>
<td>0</td>
<td>We usually receive .6 or .7 CEUs for the PDC.</td>
</tr>
<tr>
<td>Include vendor displays/exhibits at Chapter PDC.</td>
<td>5</td>
<td>PDC Planning Committee</td>
<td>2/4/2010</td>
<td>0</td>
<td>0</td>
<td>We had eleven sponsors for the 2009 PDC and anticipate a similar number for the 2010 PDC in Feb.</td>
</tr>
<tr>
<td>Establish/maintain a Public Relations program.</td>
<td>0</td>
<td>Jackie Sutherland (Outreach Coordinator)</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Submit Chapter events to local media.</td>
<td>0</td>
<td>Scott Huberty</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td>A new Chapter Membership Report will be developed for use at regular Board Meetings that will provide an update on membership status.</td>
</tr>
<tr>
<td>Develop a plan to retain members and recruit new members.</td>
<td>4</td>
<td>Chapter Membership Chair</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Increase chapter membership.</td>
<td>3</td>
<td>0</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td>Have a “New Member” booth at the PDC.</td>
</tr>
<tr>
<td>Conduct a new member orientation program annually.</td>
<td>4</td>
<td>PDC Planning Committee</td>
<td>2/4/2010</td>
<td>0</td>
<td>0</td>
<td>There is a plan to conduct a Member Satisfaction Survey sometime during the 2009-2010 year. We did this about two years ago.</td>
</tr>
<tr>
<td>Survey members or use some other means to determine member expectations and share the information.</td>
<td>3</td>
<td>Chapter Membership Chair</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td>Executive Committee members were recently provided with ASSE name badges to wear at Chapter meetings to help encourage interaction.</td>
</tr>
<tr>
<td>Assign officers to welcome members at all Chapter functions.</td>
<td>5</td>
<td>Executive Committee</td>
<td>Monthly</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Institute or maintain a program to contact former members whose membership has expired.</td>
<td>5</td>
<td>Chapter Membership Chair</td>
<td>On-going</td>
<td>0</td>
<td>0</td>
<td>Maintain a Chapter website.</td>
</tr>
<tr>
<td>Maintain a Chapter website.</td>
<td>5</td>
<td>Rick Johnson, Scott Huberty</td>
<td>On-going</td>
<td>0</td>
<td>0</td>
<td>Check out the website!</td>
</tr>
<tr>
<td>Include electronic versions of Chapter newsletters on Chapter website.</td>
<td>4</td>
<td>Rick Johnson, Scott Huberty</td>
<td>On-going</td>
<td>0</td>
<td>0</td>
<td>A link to a Newsletter Section of the site is on the Homepage.</td>
</tr>
<tr>
<td>Hyperlink Chapter website to the Society website, ASSE’s Member Only area and NexSteps.</td>
<td>5</td>
<td>Rick Johnson, Scott Huberty</td>
<td>Monthly</td>
<td>0</td>
<td>0</td>
<td>Beginning in Sept., we have a plan and technology to record our Chapter meetings and post them to a “Member’s Only” section of the website.</td>
</tr>
<tr>
<td>Include Section(s) and/or Special Interest Group information on Chapter website.</td>
<td>4</td>
<td>Rick Johnson, Scott Huberty</td>
<td>On-going</td>
<td>0</td>
<td>0</td>
<td>We have a special Calendar page on our site where we allow other groups to post their own event information.</td>
</tr>
<tr>
<td>Include Student Section(s) information on Chapter website.</td>
<td>3</td>
<td>Dawn Westin</td>
<td>1/0/1900</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Goals</th>
<th>Priority</th>
<th>Champion</th>
<th>Due Date</th>
<th>Resources Required</th>
<th>Budget and Source</th>
<th>Measured Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish a new &quot;Arrowhead Section&quot; based in the Duluth area.</td>
<td>3</td>
<td>Scott Huberty / Todd Loushine</td>
<td>6/30/10</td>
<td>0</td>
<td>0</td>
<td>Not yet…</td>
</tr>
<tr>
<td>Increase Chapter meeting attendance to an average of at least 50 people per meeting.</td>
<td>5</td>
<td>Executive Officers</td>
<td>6/30/10</td>
<td>0</td>
<td>0</td>
<td>56</td>
</tr>
<tr>
<td>Earn Chapter of the Year award</td>
<td>4</td>
<td>All</td>
<td>1/0/00</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Have at least 100 people attend our Chapter’s PDC in Feb.</td>
<td>4</td>
<td>PDC Committee</td>
<td>2/4/10</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Videotape Chapter meetings and make it possible for members to view them on our website.</td>
<td>5</td>
<td>Scott Huberty</td>
<td>Monthly</td>
<td>0</td>
<td>Budgeted</td>
<td>Done!</td>
</tr>
</tbody>
</table>

21
Northwest Chapter
Officer Transition & Board Meeting
MN Safety Council, St. Paul, MN
3:00 – 4:45 PM, June 23, 2009

Welcome & Introduction of Attendees
- Chapter Roster (See handout)
- Website
- Chapter Officer training now available online (See handout)
- Northwest Chapter / Occupational Safety radio interview
  o Tuesday, July 7th, 5:00 – 6:00 PM
  o AM 1570, “The Peter McClellan Show”

STARS Report – Bill Stuart

Treasurer’s Report – Megan Rooney
- Budget review (See handout)
- Expense Reimbursement Form and procedures

Secretary’s Report – Carol Keyes
- Monthly e-mail newsletter

Upcoming Events
- ASSE Safety 2009 in San Antonio starts this weekend
  o Northwest Chapter Social at 5:30 PM on Tuesday, June 30th
  o Bar Rojo Lounge in street level of Grand Hyatt

- ASSE / AIHA / ACHMM Boat Cruise
  o 3:00 – 6:00 PM, Thursday, August 6
  o Departs Stillwater, MN for a cruise on the St. Croix River

- MN Safety Council Northern Safety Day, Spirit Mountain
  o Wednesday, September 30th
  o Northwest Chapter staff a booth with the UMD Student Section?
  o Host a breakfast networking session like last year?

- Region V ROC Meeting
  o Held at ASSE Society HQ in Chicago
  o Sept. 17-18, 2009
  o Who shall attend?

- ASSE Leadership Conference
  o Thursday, October 1-3, 2009
  o Westin Hotel, Lombard, IL
  o Who shall attend?

- ASSE Future Safety Leaders Conference
  o Nov. 12 – 13, 2009 in Indianapolis, IN
  o “Call for Speakers” due July 31, 2009 (See handout)
  o Todd Loushine at UMD is contact
Chapter Meetings
- Location for meetings
- Topic schedule (See handout)
  - CEU's for October – November – December?
- Identify responsibilities for meeting logistics
- Meeting sponsorships
- Videotaping and posting to website
  - Set up on website for "Members Only"?

Chapter Development
- Special "Arrowhead Region" Chapter Meeting on Tuesday, Sept. 29
  - Gauge local interest in forming an official Northwest Chapter Section
    - Harvey Burski may lead efforts
- Possible formation of a new Northwest Chapter Section in North Dakota
  - Benjamin Sands, of ND Workforce Safety is gauging local interest
- ASP / CSP Study Group
  - Tim Connelly "retired", we need a new coordinator

Northwest Chapter PDC – Kris Johnson
- PDC Planning Committee
- Date
- Location

"Help Wanted"
- PDC Planning Committee Members (New position)
- Government Affairs State Reporter for WI, SD, ND
- Membership Chair
- By-Laws Chair
- Mentor Program Coordinator
- ASP/CSP Study Group Coordinator
- Outreach Coordinator (New position)

New Officer Breakouts
**Northwest Chapter Meeting Notice**

**DATE:** Wednesday, September 9, 2009

**TIME:** Registration & Networking – 11:30 AM  
Lunch is Served – 11:50 AM  
Business Meeting – 12:15 PM  
Special Presentation – by 12:30 PM  
Dismissal – 1:30 PM

**LOCATION:** Grumpy's Bar & Grill  
2801 Snelling Ave. N.  
Roseville, MN 55113  
For directions, check Mapquest or call the restaurant at 651-379-1180.

**TOPIC:** *Minnesota OSHA under the Obama Administration*  
Speaker: Jim Krueger, Director of MNOSHA Compliance.

Join us for the kickoff to the ASSE Northwest Chapter 2009 - 2010 Chapter Meeting schedule! The event features Jim Krueger, Director of MNOSHA Compliance. Jim will be speaking on the status of Minnesota OSHA under the Obama Administration. We'll hear about what's new for Federal and Minnesota OSHA. Our program will also feature a look at the year ahead from Scott Huberty, plus recognition of past Chapter Officers.

**Lunch Menu (Choose one):**
1) **Greek Salad** *(Mixed greens topped with tomatoes, cucumbers, red onions, pepperoncinis, feta cheese, Kalamata olives and green peppers with homemade oregano vinaigrette).*

2) **American Burger** *(Lean, ½ lb 100% Black Angus burger, cheddar cheese, served with a pickle and fries).*

3) **Buffalo Wing Chicken Sandwich** *(Lightly grilled chicken breast smothered in Grumpy’s own buffalo wing sauce, with pepper cheese, cucumber slices & a small side of bleu cheese dressing).*

Meals are $15.00 ($10 for retirees, students, and members between jobs; $20 for non-ASSE members). Register and pay at the ASSE-Northwest Chapter website: [http://northwest.asse.org/index.php](http://northwest.asse.org/index.php) or pay by cash or check only, at the door. Only checks made payable to "ASSE – NW Chapter" will be accepted.

**Pre-Registration:**  
Send your RSVP to Paul Beck at [safety@rjlagencies.com](mailto:safety@rjlagencies.com) by the end of the day on Thursday, September 3, 2009. Be sure to include your lunch selection. (before the Labor Day weekend)

*Note: Late registrants and walk-ins are welcome, but will be limited in menu choices.*

**Additional information:**  
Stay current with the latest EH & S industry news and event information by visiting the Northwest Chapter’s website at [http://northwest.asse.org](http://northwest.asse.org). Have you changed companies or contact information? Please update your personal information at [http://www.asse.org](http://www.asse.org). To stop receiving these emails and to unsubscribe from the ASSE email list, send an email clearly stating your intent to customerservice@asse.org.

*Note: All ASSE – Northwest Chapter correspondence is now sent via email.*

This is an advertisement from the American Society of Safety Engineers – Northwest Chapter
DATE: Wednesday, January 13, 2010

TIME: Registration & Networking – 11:30 AM
Lunch is Served – 11:50 AM
Business Meeting – 12:15 PM
Special Presentation – by 12:30 PM
Dismissal – 1:30 PM

LOCATION: Grumpy’s Bar & Grill
2801 Snelling Ave. N.
Roseville, MN 55113

For directions, check Mapquest or call the restaurant at 651-379-1180.

TOPIC: ASSE Involvement at Extreme Makeover - Home Edition in Superior, WI
Speaker: Todd Loushine, PhD, PE, CSP – Assistant Professor, University of Minnesota, Duluth
Mike Nilsen, Independent Safety Consultant and Trainer

This presentation will provide a view of how the local ASSE Chapter was contacted and thrown into this insane project… and how an amazing outpouring of support and volunteerism was received from the region and ASSE-NW Chapter members. As anyone can imagine, one of the biggest obstacles tackled on this project was figuring out how to protect the massive (and over-curious) unskilled volunteer group, and coordinate with the multiple contractors and camera crew.

Todd and Mike will provide an overview of the project from the initial assessment to the final day. They’ll share some excerpts from a daily notebook that was kept by the safety crew, along with some great stories from the site.

Lunch Menu (Choose one):

1) Roast Beef Philly - Sliced beef with sautéed onions, bell peppers, mushrooms & melted mozzarella, on a grilled French loaf.
2) BBQ Chicken Wrap - Grilled Chicken, shredded lettuce, bacon, BBQ sauce and ranch dressing, wrapped in a flour tortilla.
3) Manicotti - Pasta tubes filled with ricotta, mozzarella and parmesan cheeses baked in marinara sauce.

Meals are $15.00 ($10 for retirees, students, and members between jobs; $20 for non-ASSE members).
Register and pay at the ASSE-Northwest Chapter website: http://northwest.asse.org/index.php or pay by cash or check only, at the door. Only checks made payable to "ASSE – NW Chapter" will be accepted.

Pre-Registration:
Send your RSVP to Paul Beck at safety@rjfagencies.com by the end of the day on Friday, January 8, 2010. Be sure to include your lunch selection.

Note: Late registrants and walk-ins are welcome, but will be limited in menu choices.

Additional information:
Stay current with the latest EH & S industry news and event information by visiting the Northwest Chapter’s website at http://northwest.asse.org Have you changed companies or contact information? Please update your personal information at http://www.asse.org. To stop receiving these emails and to unsubscribe from the ASSE email list, send an email clearly stating your intent to customerservice@asse.org.

Note: All ASSE – Northwest Chapter correspondence is now sent via email.
This is an advertisement from the American Society of Safety Engineers – Northwest Chapter
**American Society of Safety Engineers - Northwest Chapter**  
**2010 Professional Development Conference**  
*University of Minnesota Continuing Education and Conference Center*

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 - 8:00</td>
<td>REGISTRATION / CONTINENTAL BREAKFAST / VENDOR EXHIBITS</td>
</tr>
</tbody>
</table>
| 8:00 - 8:15    | Welcome / Announcements  
*Scott Huberty (ASSE - Northwest Chapter President)* |

**GENERAL SESSIONS**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
</table>
| 8:15 - 9:15    | "For Your Own Safety, Please Live Dangerously"  
*Eric Hayward (Independent Consultant)* |
| 9:15 - 9:30    | BREAK / VENDOR EXHIBITS                   |
| 9:30 - 11:00   | "Ten Characteristics That Distinguish Great Safety Organizations"  
*Don Groover (Behavioral Science Technology, Inc.)* |
| 11:00 - 11:15  | BREAK / VENDOR EXHIBITS                   |
| 11:15 - 12:00  | "Minnesota OSHA Update"  
*Ryan Nosan (MnOSHA)* |
| 12:00 - 12:45  | LUNCH / VENDOR EXHIBITS                   |

**BREAKOUT SESSIONS**

<table>
<thead>
<tr>
<th>Time</th>
<th><em>Loss Control Track</em></th>
<th><em>Technical Track</em></th>
<th><em>Career Development Track</em></th>
</tr>
</thead>
</table>
| 12:45 - 1:45   | "Contractor Control"  
*Garry Kroft  
(S & N Consulting)* | "Using Safety Metrics to Gain Credibility"  
*Dr. Todd Loushine  
(University of Minnesota-Duluth)* | "Using LinkedIn and Social Networking to Advance Your Career"  
*Tim Payleart (IEA)  
Kristy Gusick (Ingenuity Marketing Group)* |
| 1:45 - 2:00    |                      |                  | "Headhunting 101 - What You Need to Know When You're Looking to Make a Job Change"  
*Alice Riggs (Max Recruiting Services)* |
| 2:00 - 2:45    | "Legal Aspects of Safety Consulting"  
*Lee A. Hutton  
(Lommen, Abdo, Cole, King & Stageberg, P.A.)* | "Excavation Overview"  
*Tom Vosberg  
(Hennepin Technical College)* | "How to be a Successful Entrepreneur and Start Your Own Business"  
*G.L. Hoffman (Independent Consultant)* |
| 2:45 - 3:30    | "Fall Protection Update"  
*Mark Monson  
(M2 Safety)* |                  |                              |
* Scenes From the 2010 Northwest Chapter PDC
* Scenes From Chapter Meetings
*Scenes From Chapter Activities*