**Board Meeting Agenda**

**March 28, 2025**

[Microsoft Teams Link](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjdkN2IyNzAtZjRiMi00OTYwLWFlZWEtYmU5ZDdjZTk3OTc5%40thread.v2/0?context=%7b%22Tid%22%3a%2207a94c98-f30f-4abb-bd7e-d63f8720dc02%22%2c%22Oid%22%3a%22030da872-161c-4787-8baf-3bf6e77ed705%22%7d) Meeting ID: 284 008 783 985, Passcode: XTdZGc

**Attendees:**

|  | Name | Position |  | Name | Position |
| --- | --- | --- | --- | --- | --- |
| x | Roger Jensen | Advisory Group | x | Taunia Cherry | Communications |
|  | Doug McElderry | Treasurer/Past Pres. | x | Kayla Quinell | Secretary |
| x | Tim Barth | President |  | Kirby Fugle | President Elect |
| x | Kellie Trudgeon | Prof. Development |  | Lorrie Birkenbuel | Student Liaison |
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**Opening Business:**

* Approval of Minutes from 2 2025

**Reports:**

* Treasurer Report. Update
  + Hello Big Sky Chapter Board Members.
  + This email will serve as a summary of a recent meeting and discussions I have had regarding the Big Sky Chapter financial accounts.
  + On 3/17/25 Doug McElderry called me stating he did not know the whereabouts of the Big Sky Chapter Bank Accounts and was afraid they had been stolen.
  + I set up an appointment at the Helena Wells Fargo Bank on 3/20/25 for Doug and myself. During this meeting the banker, Mykel Olsen, informed us the Big Sky Chapter accounts (checking and savings) were closed on 1/21/25 due to an error with the accounts. Apparently when these accounts were set up in 2012, they had done so incorrectly and they no longer met Wells Fargo policies. Thus, the transfer of these accounts to Doug was not completed as we were led to believe during previous meetings with Wells Fargo Bankers in September and October 2024.
  + Mykel stated after these accounts were closed, two checks, one for checking and one for savings, were sent to the address they had on file, which is Doug's Missoula work address. Doug confirmed the amount for these checks (as provided by Mykel Olsen) was the same as the amount shown in the account register/monthly bank statements that he has.
  + The two checks that were mailed to Doug's Missoula work address were mislabeled with Marissa Morgan's name, a past chapter treasurer. As a result, Doug's office staff did not recognize the name and sent them back "return to sender".
  + Banker Mykel Olsen was able to confirm that the two checks were not cashed and said she would have them reissued to Doug. This process could take up to a week and Doug would receive them by mail.
  + Then Mykel Olson confirmed that I was no longer on these accounts, did not have access to these accounts, and since I am no longer associated with the ASSP Big Sky Chapter I did not need to be at this meeting.
  + When I left the meeting Doug was in the process of trying to set up new accounts for the Big Sky Chapter.
  + Sincerely,
  + Bob Kruckenberg, CSP
  + Former Big Sky Chapter Treasurer

**Old Business:**

* Switch from Google drive to Microsoft.
  + Tim will look into it.
  + <https://www.microsoft.com/en-us/microsoft-365/enterprise/nonprofit-plans-and-pricing>
  + <https://nonprofit.microsoft.com/en-us/getting-started>
* Treasurer Report and Banking
  + Tim and Kirby need to get on account.
  + Doug is in Helena today.
  + Kirby made a motion to remove all prior people from Wells Fargo account and add Doug McElderry, Tim Barth, and Kirby Fugle. MSC
* Coffee Hour
  + Went great.
  + Someone wanted a member directory.
  + Remind them that we have an active member directory and they can find people's contact info.
  + Drone class potential.
    - Potential Drone Class, Lyle Hawsey from CHS Refinery. [Lyle.Hawsey@chsinc.com](mailto:Lyle.Hawsey@chsinc.com)
    - Ryan Mortenson For OSHA
  + Idaho chapter might start a virtual coffee hour.
* Social Media and Networking
  + Kirby is working on having chapter pages linked to our LinkedIn, Facebook, Etc.
  + Taunia has been putting information on the LinkedIn group.
  + <https://www.linkedin.com/groups/12297069/>
  + Kayla will create a page and add everyone as managers.
* Workers Memorial Day
  + Kirby is creating the flyer and RSVP.
  + Kirby is hoping to attend.
  + Kelli and Taunia will be attending.
  + ½ and ½ Kids Chance group asking to do a memorial tree for $325.
    - Kirby motioned to do the tree. MSC
* Miller Welding Fume Training
  + Tim is working on this.
  + One class in Helena.
* Students group
  + Safety Week
* Jerry with Hansel Phillips
  + Leadership in construction. Managing front line supervisors.
  + Lunch and Learn
  + In Person in Butte or Hybrid.
  + Kellie will reach out with Kirby.
* Rock
  + Updating Bylaws
  + Positions
  + Electictions and Terms

**New Business:**

* Silica
  + CEUs Retroactive
  + Need a sign in sheet
  + Info to people who want CEUs.
* **Banking**
  + Tim Barth made a motion to authorize Doug McElderry to open a new bank account for ASSP at First Security Bank. MSC
  + Tim Barth- President and Doug McElderry- Treasurer to be listed on the account.
  + Check into a prepay credit card possibly through the bank.So we can move money into the account as needed for expenses. MSC
* Welding Fumes Training with Miller
  + Tim has been working with them to get this setup. End of summer in Helena.
* Workers Memorial
  + This event is making some good headway.
  + Kellie will be there.
    - Need contact information for on site contacts.
  + Tree with Kids Chance
    - If needed have Kids Chance pay for tree and we will reimburse them.
* Elections
  + Had in October last year.
  + President Elect is an open position.
    - If a current board member gets voted in for the President Elect a special election will need to be held for the open position.
  + Need to call for a President Elect election.
  + Process
    - The most recent past president serves as the head. At least 3 but not more than 5 ASSP members on the nomination board.
    - Nominations at least 60 days prior to election.
    - Tim will head the nominations board. Kayla, Kellie, and Taunia are on the board.
    - Taunia put out a call for nominations. Nominations by April 18th. Kayla to send out email.
      * They need to send their information to the Chapter email.
      * Put in the duties of the President Elect.
      * Discuss at the Coffee Hour Next Week.
  + Board Members who are not officers.
    - Bring on board members to be part of the organization.
  + Tim is going to follow up with region 2 on this process.
* Competent Person Trenching Training
  + Sunbelt Rental Course
    - Bring it to Eastern Montana
  + OSHA Susan Harwood Grant
    - Any of the 7000 classes
* MT SafetyFest- Billings
  + May 13-15th.
  + Do an ASSP Social
    - Either 13th or 14th.
* Orlando Conference
  + Roger is going to attend.
  + Kellie is going.
  + Do an ASSP social.
* Emails
  + Monday before the thursday Coffee chats
  + Reminders for board meetings
  + Reminders for Trainings
  + Kayla will help send these out till we switch over to Microsoft. Taunia cannot access Gmail.

**Next Meeting Date/Time/Location**

* April 25, 2025