



ASSP Northwest Chapter Board Meeting Minutes

Date: 09/10/2024

Call to Order: Combination Teams and in-person meeting called to order by Chapter President, Jon Eichman at 10:05 am.

Roll Call (quorum is five voting members*)

Present	Full Name	Position
X	Jon Eichman, MBA	*President
X	Carol Keyes, CSP	*President-Elect & Programs Chair
X	Megan Navarre	*Vice President
X	Chris Flegel, CSP	*Treasurer
X	Jenn Carlson, CSP	*Secretary & Newsletter Editor
	Jaspreet (Jesse) Narr, CHMM	*Member at Large
	Paul Gammelgaard, CSP	*Member at Large
	Ann Oelrich, CSP	*Member at Large
X	Whitney Larson	*Member at Large
X	Andrea Peterson	*Member at Large
	Megan Rooney	*Member at Large
X	Mark D Nichols, ARM	*Society Advisory Group Member, Membership & Mentoring Chair
X	Jamison Harrell-Latham, CSP, LMSS	*Society Advisory Group Member
		*Society Advisory Group Member, Past President, PDC Chair, Nominations and Elections, ASSP Northwest Chapter Rep to MN Safety Council
X	Alanna Lee, CSP	
X	Scott Huberty, ARM	*Society Advisory Group Member
X	Scott Huberty, ARM	Past-Past President, PDC Acting Chair
	Tailin Tommerdahl, GSP	Outreach/Communications, Social Media & Website Manager
X	Kurt VonRueden, CSP	Bylaws Chair
	Timothy J Flint	Scholarship Chair
	-OPEN-	Awards & Honors
	Mark Lenling, CSP	Government Affairs
X	Jim Nelson	Region V – RVP
	Rebecca Severson	Region V – Area 1 Director
	Katherine Schofield, Ph.D., CSP, CHST, ARM	Student Section Faculty Advisor – UMD
X	Jeff Jarvela, CSP, OHST	UMD Student Section Liaison
X	Brian Finder, CIH	Student Section Faculty Advisor – Stout
	-OPEN-	UW-Stout Student Section Liaison
X	Janie Ritter	*MN Safety Council Rep.
	Charles Clairmont	*North Dakota Safety Council Rep.
	Dr. Tran Huynh	MCOHS Chapter Liaison
	-OPEN-	Northern Plains Liaison
	-OPEN-	Northern Plains Section Chair & Northern Plains Past Chair
	-OPEN-	Northern Plains Section Vice Chair
	Anthony Stoner, CSP	Northern Plains Secretary
	-OPEN-	Northern Plains Treasurer
	Jen Seibel	Northern Plains Member at Large
	-OPEN-	Northern Plains Member at Large
	-OPEN-	Northern Plains Member at Large
X	Guest Attendees: Brandy Katterhagen	



President's Comments (Jon E):

- Welcome!
- Adjustments to agenda will be made for future meetings
- Main goal for Board is how we grow our Chapter presence

President Elect's Comments (Carol K):

- All chapter meetings are scheduled through May
- October chapter meeting will take place at TBG and Kurt VonRueden will be our speaker
- January joint meeting at AIHA at 3M with St Paul Fire Department talking about challenging rescues
- ROC will be in Iowa at month's end; Carol K and Chris F will be attending

Vice President Comments (Megan N):

- Working with Carol K to fill in speaker spots

Region V Vice President's Comments (Jim N):

- New Region V Vice President
- Congrats to the Chapter on Platinum status
- ROC at end of month
- Chapter visits will occur over the next three years and will be discussed at the ROC at the end of the month
- Changes to the website – affect logging on, COMT, and other features
- Looking for Area 2 Director replacement

Treasurer Report (Chris F):

- Bank transition to take place yet, need to align Scott H and Jon E schedules
- Reviewed monthly financial report for June. No questions, comments, or complaints.
 - *Carol K made a motion to approve the June financial report, Jamison H seconded – motion passed unanimously.*
- Reviewed monthly financial report for July. No questions, comments, or complaints.
 - *Carol K made a motion to approve the July financial report with "June 2022 dues" be changed to "June 2024 dues", Jamison H seconded – motion passed unanimously.*
- Reviewed monthly financial report for August. No questions, comments, or complaints.
 - Discussion of our recent transition a few months ago to have a checking and savings account
 - *Jenn C made a motion to approve the August financial report, Jamison H seconded – motion passed unanimously.*

Approval of Minutes (Jenn C):

- Jenn C emailed the Board the June 11 meeting minutes for their review
 - *Mark N made a motion to approve the June 11 meeting minutes; Carol K seconded – motion passed unanimously.*

Committee Reports:

- **Membership & Mentoring (Mark N):**
 - Membership Update
 - As of July 11: 818 active, 3 transfers, 2 new, 14 expired
 - As of August 19: 824, 1 transfer, 4 new, 15 expired
 - Focusing on membership growth and connections to educational organizations and career development
 - MN Career Development Association with 100 members that function as staff on colleges and universities to assist students on planning careers and navigating career programs
 - Met with executive director and a board member and were encouraging; providing information on connections to make on ways to encourage students or career changes to consider safety as a profession
 - Contacted a couple organizations and heard some



- Gustavus Adolphus: Conference Oct 1 and 2: Sleep Unraveled – Mark is understanding what he can do to assist in any way or have an opportunity to get in front of some students
 - Private College Career Consortium in February each year at Convention Center and will follow up
 - Science Fairs in Mankato that may be an opportunity
 - Attended Leadership Development Conference at Denver and shared some feedback on topics that could enhance membership experience
- Mentorship Update
 - Continue to mentor two members currently
- **PDC Committee (Scott H):**
 - Date: Tuesday, February 11
 - Location: not firmed up, but likely Marriot Northwest
 - Theme: open to suggestions!
 - Speakers: looking at two keynote speakers: one for the morning and one after lunch
 - PDC Agenda: Three tracks: construction, healthcare, and general industry
 - Starting in September there will be regular committee members
 - Discussion:
 - Can the Midwest Center provide any support or coordination? Recently they have pulled their support but a recent call occurred to see if there are opportunities, however, they are mostly supporting the AIHA PDC In November. Will be worthwhile to connect with them on potential partnerships as we plan our PDC. Mark N and Scott H offered to reach out to see how we could engage for their presence and additional support.
- **Social Media / Outreach (Tailin T):** no update
- **Nominations & Elections/Succession Planning (Alanna L):** no update
- **ASSP Society Advisory Board:**
 - Thursday, September 12 is Society Advisory Committee meeting at 9am
- **By-Laws (Kurt V):** no update
- **Awards and Honors (OPEN):**
 - Andrea P and Ann O met with Abby F on how this was conducted in the past
 - In the October meeting will provide an update on how it will be completed going forward
- **Government Affairs (Mark L):** no update
- **Scholarships (Tim F):**
 - Scholarship checks have been sent out but there is one outstanding
- **Student Sections:**
 - **UMD (Katie S/Jeff J):**
 - Alanna L and Jeff J met new students in August and provided an ASSP overview
 - Students decided to become student members and have elected their leadership
 - President - Makenzie Clough
 - Vice President - Kaija Jezierski
 - Secretary - Elizabeth Mcdermott
 - Treasurer - Benjamin Long
 - Program Chair - Ramiro Perez
 - Membership Chair - Anthony Saari
 - Special Programs Chair - Ian Lindberg
 - **Stout (Brian F):**
 - 32 students enrolled in Stout program
 - 75% of students are working in the profession in some capacity
 - Classes largely full due to alliances with other programs at Stout
 - With many working in the profession it is difficult to get them to become involved as a student chapter, but encourages them to become student members



- Student resource projects presented last spring was very beneficial to the students and would like to offer that as a presentation topic again
 - At this time, we did not have students slated for a presentation topic but Carol K will review and see if there are options
- **Northern Plains (OPEN):**
 - Only two folks listed as Board Members currently
 - There is no treasurer and Chris F cannot send money to Northern Plains as there is no one to accept it
 - Jim N advises if we cannot fulfil the Northern Plains Board, we should look to close it
 - If a separate bank account, ensure we have control of the bank account
 - Recommendation to send an email to ND members of the current state and that we are looking to close the Section due to inactivity; Chris F and Mark N to draft the email

Previous Meeting Business:

- Branded ASSP merchandise discussions are still ongoing
- Name Tags will be ordered, if you need a name tag, let Chris F know
- Chapter Officer Training: reminder to complete as completion counts towards COMT
- Options to support membership at program meetings: will give away two registrations to future meetings in September meeting
 - If Board members want a free registration, contact Chris F

New Business:

- COMT Report has been submitted and goals for upcoming Chapter year; Jon E will send out the goals, but focus will continue on membership growth
- Safe Kids MN Funding has been provided per previous discussions
- MN Safety Council's Duluth Safety Day on Tuesday, September 24
 - Reception evening prior
 - Alanna L and Jeff J will be present at the event and there is an opportunity to say a few words on ASSP
- Other Regional Safety Days: Brainerd Oct 8 and Mankato October 29
- New member joined in Sioux Falls SD area and kicking around the idea of creating a new section, however, after further discussion with Jon E and understanding requirements, they do not want to create their own section
- Chris F is traveling to Sioux Falls SD Wednesday, October 2 and will try to recruit additional members
- Scott H has an old Chapter laptop and would like to give it a new home; Scott H will look into donation options

Next Meeting – 10/08/2024 at TBG and offered on MS Teams

Adjournment – *Chris F made a motion to adjourn the meeting, Jeff J seconded - motion passed unanimously. The meeting adjourned at 11:12 am.*

Respectfully submitted by,
Jenn Carlson, CSP
ASSP Northwest Chapter Secretary