



ASSP Northwest Chapter Board Meeting Minutes

Date: 10/08/2024

Call to Order: Combination MS 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
X	Ann Oelrich, CSP	*Member at Large, Awards & Honors
X	Whitney Larson	*Member at Large
X	Andrea Peterson	*Member at Large, Awards & Honors
	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
	Alanna Lee, CSP	*Society Advisory Group Member, Past President, PDC Chair, Nominations and Elections, ASSP Northwest Chapter Rep to MN Safety Council
X	Scott Huberty, ARM	*Society Advisory Group Member, Past-Past President, PDC Acting Chair
	Tailin Tommerdahl, GSP	Outreach/Communications, Social Media & Website Manager
	Kurt VonRueden, CSP	Bylaws Chair
	Timothy J Flint	Scholarship Chair
	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
	Jeff Jarvela, CSP, OHST	UMD Student Section Liaison
X	Brian Finder, CIH	Student Section Faculty Advisor – Stout
	-OPEN-	UW-Stout Student Section Liaison
	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
	Guest Attendees:	

Approval of Minutes (Jenn C):

- Jenn C emailed the Board the September 10 meeting minutes for their review.
 - Carol K made a motion to approve the September 11 meeting minutes; Chris F seconded – motion passed unanimously.



President's Comments (Jon E):

- Jim Nelson will be joining us at 10:30 to provide an update on a few topics.

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

- Leadership Conference Thursday, October 17 reminder (online).
- Discussed working through roster changes.
- Bylaw changes status – currently no recent progress by the Board.
- Official Chapter visits will be occurring, and Becky the Area Director may be reaching out for a formal Chapter visit.

Treasurer Report (Chris F):

- Reviewed monthly financial report for September.
 - *Jenn C made a motion to approve the September financial report, Ann O seconded – motion passed unanimously.*

Committee Reports:

- **President-Elect's Report (Carol K):**
 - Fall ROC Update – will send a recap of the ROC to Jenn C to send out with the October meeting minutes.
 - It is proposed that our Chapter hosts the ROC in fall of 2026. This would require some administrative work and planning by the Chapter. Typically, the fall ROC is the last weekend of September.
 - Looking for Regional Spy nominations and suggest we bring Nick forward for the submission; deadline is February 1.
 - Tutorial provided for updated website; Carol is willing to walk through this with anyone interested.
 - If we make any changes to the bylaws, it must first go to the Area Director, Regional VP and then ASSP VP for review and approval before the changes are brought to membership.
 - Looked at how to get more engagement for meetings and events. We could send personal emails to Chapter Members from the Board and/or send at the beginning of the chapter year a magnet type post-card to highlight the upcoming events of the program year.
- **Vice President's Report (Megan N):** no additional updates
- **PDC Committee (Scott H):**
 - Date: Tuesday, February 11, 2025
 - Location (not yet finalized): Crowne Plaza in Plymouth
 - Theme: Where Learning Meets Opportunity
 - First planning meeting occurred on October 4. Sub-committees have been formed and the team is working to finalize the location. Discussions are occurring on including a social and networking event post-conference. The team is exploring topics around the impacts of the safety profession from the technology aspect and soft skills.
 - Discussion occurred amongst the Board on the potential cost of this venue in comparison to previous PDC events and corresponding attendance. Cost seems comparable to events at similar venues in past.
 - Reminder Jim Nelson needs to approve all contracts.
 - The next official meeting of the planning committee is October 16 and hopefully will be lining up exhibitors and sponsors by end of October. Exhibitor experience will be elevated for 2025 PDC.
 - Discussion occurred amongst the Board of how to elevate the exhibitor experience and perhaps allowing them to complete quick pitches on their companies offerings.
 - A save the date will be included in the October newsletter.
- **Social Media / Outreach (Tailin T):** no update
- **Membership & Mentoring (Mark N):**
 - Looking to get additional access to membership roster for Jon E and Mark N – Jon E will need to contact customer service to get this set up.
 - Career Day table set up at Gustavus Adolphus in later November on opportunities in Safety.
 - Looked into the People of Color Career Fair, however, it has a steep exhibitor fee that we will not be exploring at this time.
 - Continue to work in mentorship with one mentor and continue to explore with new members.
- **Nominations & Elections/Succession Planning (Alanna L):** no update
- **ASSP Society Advisory Board:**



- There was a meeting on September 12th and discussion on how to improve ASSP.
- Upcoming online Leadership Conference that is focused on Special Interest Groups; more information to come.
- **By-Laws (Kurt V):** no update
 - If we are going to make suggested changes to the Bylaws, suggest we have a sub-committee to review all aspects for any changes needed.
- **Awards and Honors (Ann O and Andrea P):**
 - One applicant for the SPY Award – Alanna L. Proceeding with nomination process.
 - Working to update the awards and honors page on the website and properly linked.
 - The ASSP website has a placeholder for Chapter SPY recipients and our Chapter is not listed, will proceed with getting this information updated.
 - Can we promote or share other types of celebrations and recognition? Yes – we can do this in our meetings and newsletters.
 - Outside of our Chapter winners, could be neat to highlight ASSP SPY winners at different levels.
- **Government Affairs (Mark L):** no updates
- **Scholarships (Tim F):** no updates
- **Student Sections:**
 - **UMD (Katie S/Jeff J):** no updates
 - **Stout (Brian F):** Semester is proceeding and have three major courses where students are looking for hands on applied research projects in: Ergonomics, Process Hazard Management, Plan B Capstone Thesis for risk-based process deficiencies. If you are looking for assistance on ergonomic assistance, please reach out to Brian F to connect on the research project. Will provide a write-up in the newsletter for this offering.
- **Northern Plains (OPEN):** no updates

Previous Meeting Business:

- Branded ASSP merchandise (Jon E): awaiting response from a contact. Local companies in Eagan, Huebsch and Storm Creek, may be an option.
- Name Tags (Chris F): will be ordered in the very near future.
- Old Chapter Laptop (Scott H): no update
- Northern Plains: no update

New Business:

- Leadership Conference is occurring Thursday, October 17; Anyone on the board is welcome to attend.
- Jenn C will add Josh K to Chapter meetings and roster.
- Chris F attended South Dakota Safety Conference to promote membership.
- Scott H and Mark N attended the Duluth Safety Conference, and we gained a new chapter member.
- Need to identify a new role for Government Affairs Chair.
- Looking to push out information to other Chapters for sharing meeting information. Discussion is underway but if virtual or hybrid, looking to have it automatically posted on the Chapter V website.
- CEU issues: due to website update we have until November 30th to claim CEUs.

Next Meeting – 11/12/2024 at Marsh & McLennan Agency and offered on MS Teams.

Adjournment – *Chris F made a motion to adjourn the meeting, Scott H seconded - motion passed unanimously. The meeting adjourned at 11:14 am.*

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