



## ASSP Northwest Chapter Board Meeting Minutes

**Date:** 11/12/2024

**Call to Order:** Combination MS Teams and in-person meeting called to order by Chapter President, Jon Eichman at 10:07 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
	Whitney Larson	*Member at Large, Government Affairs
	Andrea Peterson	*Member at Large, Awards & Honors
X	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
X	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
X	Josh Kaiser	Website Manager
	Kurt VonRueden, CSP	Bylaws Chair
	Timothy J Flint	Scholarship Chair
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
	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 October 8 meeting minutes for their review.



- *Scott H made a motion to approve the October 8 meeting minutes; Carol K seconded – motion passed unanimously.*

**President's Comments (Jon E):**

- Reminder – Chapter Officer emails are getting updated and forwarded.
- Reminder – Chapter Officer training, if you haven't already completed, please do.

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

- Thank you for sending the PDC contracts for my review.
- Communication Reminders
  - Emailing: Society is pushing to use the ASSP email system for emailing members. Our current Chapter uses HigherLogic, a Society driven application for email, to send membership emails.
  - Text Messaging: If utilizing to reach out to membership, please stop until there is a solution for mass membership text engagement that allows for opt in/out. Our current Chapter does not use mass text messaging to membership.
- Roster Access – has been updated and working through the ease of access.
- Keep Jim in the loop on Northern Plains section decision.

**Treasurer Report (Chris F):**

- Reviewed monthly financial report for October.
  - Correction made to Region V Dues line item description.
  - *Carol K made a motion to approve the October financial report, Mark N seconded – motion passed unanimously.*

**Committee Reports:**

- **President-Elect's Report (Carol K):**
  - Programs Update
    - December 10: Fall Hazards and Fall Protection at TBG
    - January 14: Joint Meeting with AIHA – Challenging Emergencies and Rescue from the Rescuers Perspective at 3M
    - February 11: PDC – Where Learning Meets Opportunity
    - March: Worker Adaption to Technology at TBG
  - Other Discussion
    - Discussion that when we have host locations, we should be giving free access for their attendance.
    - Plans to open December, January, and February registrations now versus after each monthly program concludes.
    - January will have a deadline for registration to account for 3M security registration requirements.
- **Vice President's Report (Megan N):** no update
- **PDC Committee (Scott H):**
  - Date: Tuesday, February 11, 2025
  - Location: Crown Plaza in Plymouth
  - Theme: Where Learning Meets Opportunity
  - Additional Updates
    - PDC Committee has been meeting on a regular basis with subcommittees formed.
    - Contract for the Crown Plaza is approved by Jim Nelson.
    - Currently working to finish updates for PDC registration and general information and expect to go-live within a week.
    - Working to ensure documentation created can be used/recycled year-on-year.
    - First broadcast for sponsorship and exhibitors will be going out in the very near future through direct communications from committee members.
    - Agenda is set and working to set titles, expecting to formalize within a week.
    - CEU efforts are underway
    - Will be initiating more of marketing outreach on LinkedIn.
    - Plans for post-conference reception at the venue.



- Contracts Discussion
  - Contracts need to be reviewed and approved by the RVP. ASSP Financial Guidelines state specific purchases need Executive Committee approval.
  - Current contract proposals are within budget set for the PDC.
  - Scott H to send the contracts for the morning keynote speaker, afternoon keynote speaker. Chris F to send the venue contract. Executive Committee to approve via email.
- Other Discussion: CEUs
  - Up to this point, we were looking to use ASSP for CEUs, but, ASSP has been very slow on approvals.
  - Midwest Center has been engaged to understand CEU support opportunities and we have not heard back.
- **Social Media / Outreach (Tailin T):** no update
- **Membership & Mentoring (Mark N):**
  - Roster information available is not very accurate.
    - Current membership: 917 listed, however, we believe we are at 813.
    - New membership: as of November 11, we had 13 new chapter members.
    - Transferred membership: no information available.
    - Expired membership: 15 listed as expired, however, concerns with dating.
    - Jim N can engage with other RVPs to see if there are other regional issues with roster information.
  - Mentorship: two active mentor connections through ASSP members continues.
  - Reporting difficulties of blocked access to the October Leadership training recording.
- **Nominations & Elections/Succession Planning (Alanna L):** no update
- **ASSP Society Advisory Board:** no update
- **By-Laws (Kurt V):**
  - Need status update on proposed changes to bylaws.
  - Jon E will engage with Kurt V and then will reach out to other potential interested leaders.
- **Awards and Honors (Ann O and Andrea P):**
  - Chapter SPY Award nominee Alanna Lee
    - *Ann O made a motion to nominate Alanna L as Chapter SPY; Carol K seconded – motion passed; Alanna L abstained.*
  - Regional SPY Award nominee Nick Marcella; currently working through obtaining information from Nick M.
  - No update on Chapter SPY Award information on website.
- **Government Affairs (Whitney L):**
  - Whitney L has stepped in to lead Government Affairs.
  - Suggestion to post Whitney's video update to chapter website.
- **Scholarships (Tim F):** no updates
  - Typically get call for applications out around November timeframe; Jon E will engage with Tim F.
- **Student Sections:**
  - **UMD (Katie S/Jeff J):**
    - Working on newsletters and attending an IH conference at the end of this week.
  - **Stout (Brian F):**
    - Current enrollment in program is 33 and spring applicants look promising.
    - Three weeks ago, they had a meeting with BCSP QAP on enrollments and had interesting discussion on college enrollments.
- **Northern Plains (OPEN):**
  - Request for CEU support for NDSC in February; Chris F has engaged with the section and has tried to support.
  - Chris F is trying to engage with current section leaders to understand their interest moving forward. Anthony S still has financial information for their section. Jim N suggests reaching out again and if there is no response, that provides us our path forward; Jon E will take the lead.

#### Previous Meeting Business:

- Branded ASSP merchandise (Jon E): reviewed options and board agreed to proceed with Eddie Bauer quilted vests in Iron Gate coloring with ASSP Northwest Chapter.
- Name Tags (Chris F): will be ordered today.



- Old Chapter Laptop (Scott H): allowed to recycle through TBG and will be turning over to TBG to wipe it clean and proceed with recycling.
- Fall 2026 ROC - Proposal for Northwest Chapter to Host

**New Business:**

- Jenn C to obtain a list of board meeting attendance and send to executive board members.

**Next Meeting** – 12/10/24 – Fall Hazards and Fall Protection at TBG and offered on MS Teams.

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

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