



ASSP Northwest Chapter Board Meeting Minutes

Date: 12/10/2024

Call to Order: Combination MS Teams and in-person meeting called to order by Chapter President, Jon Eichman at 10:08 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
X	Paul Gammelgaard, CSP	*Member at Large
	Ann Oelrich, CSP	*Member at Large, Awards & Honors
	Whitney Larson	*Member at Large, Government Affairs
X	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
	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, ASP, SHRM-CP	Website Manager
X	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
	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 November 12 meeting minutes for their review.
 - *Carol K made a motion to approve the November 12 meeting minutes; Mark N seconded – motion passed unanimously.*

President's Comments (Jon E):

- The ASSP Northwest Chapter vest order has been placed; Jon E will bring to the January meeting.
- Working through final details on the January meeting.

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

- Reach out to Jim N for any topics you would like covered in the upcoming ROC; Jon E, Chris F, Megan N will be attending.

Treasurer Report (Chris F):

- Reviewed monthly financial report for November.
 - Discussion took place on the expense for nametag labels and Square credit card fees and that the nametag labels are a periodic expense. The supply is expected to last through the Chapter year.
 - *Carol K made a motion to approve the November financial report, Jenn C seconded – motion passed unanimously.*
- Request for the upcoming January meeting to put together an updated budget spreadsheet.
- PDC money from sponsors and exhibitors are starting to come in.

Committee Reports:

- **President-Elect's Report (Carol K):**
 - Programs Update
 - Today: Fall Protection at TBG.
 - January 14: Joint Meeting with AIHA – Challenging Emergencies and Rescue from the Rescuers Perspective at 3M from St. Paul Fire. Cut off for registration will be Thursday, January 9th for security preparations.
 - February 11: PDC – Where Learning Meets Opportunity
 - March 11: Worker Adaption to Technology at TBG
 - April 8: potential student presentations
 - ASSP is in a new rhythm for approvals of CEUs and we are on-track for pre-approvals before each event.
- **Vice President's Report (Megan N):** no updates.
- **PDC Committee (Scott H):**
 - Date: Tuesday, February 11, 2025
 - Location: Crown Plaza in Plymouth
 - Theme: Where Learning Meets Opportunity
 - Additional Updates
 - Website with information and registration is up with attendees, sponsors, and exhibitors coming in.
 - Mass emails went out last week to solicit sponsors and exhibitors.
 - LinkedIn post to advertise the event was posted 12/09/2024.
 - Contract approval on Crown Plaza needed from Executive Board.
 - Working on fun kick-off event and exciting exhibitor experience.
 - Need assistance on CEU approval process; Carol K will assist in the interim.
 - Goal for 200 attendees.
 - Executive Board reviewed and discussed the Crown Plaza contract and majority approved.
- **Social Media / Outreach (Tailin T):**
 - Jenn C to assist in interim for LinkedIn postings.
- **Membership & Mentoring (Mark N):**
 - Learning through new system and protocols. Latest report at 862 for active members. We have eight new members with nine expirations. No information on transfers currently.



- Attended the recent Gustavus Adolphus College Career Day and found it beneficial and has been invited back to their next Career Day. Students seemed very interested in internship experiences. Discussion about encouraging employers to post internships on the job page, or similar.
- Continuing to mentor two individuals currently.
- Participated in the Advisory Committee meeting and had good discussion on mentorship opportunities on improving our process and support for mentors and mentees. Consultants Practice Specialty has a good foundation established that may be beneficial.
- **Nominations & Elections/Succession Planning (Alanna L):**
 - Currently working on one individual that may be interested in joining the Board.
- **ASSP Society Advisory Board (Scott H, Mark N, Jamison H, Alanna L):**
 - Fourth quarter Advisory meeting occurred last Thursday, December 5. Scott H, Mark N, and Jamison H were able to attend.
 - Mark N attended a breakout session focused on how to approve the pipeline, support and welcoming aspects of ASSP. Discussion along high potential candidates, barriers for early career professionals, specific mentorship/coaching practices recommended, training opportunities most impactful, and what support mechanisms were most beneficial.
 - Scott H attended a breakout session focused on first experiences and the importance of welcoming new members to events and to potential volunteer opportunities on the Board.
- **By-Laws (Kurt V):**
 - Alanna L had proposed updates to the By-Laws and Jamison H reviewed them and some language changes are needed.
 - Proposal to set up a sub-committee to complete the review and updates. Megan N and Jamison H are volunteers for the sub-committee.
- **Awards and Honors (Ann O and Andrea P):**
 - Chapter SPY: working to order the award.
 - Reached out to Nick M to see if there is interest to apply for the Regional SPY award.
- **Government Affairs (Whitney L):**
 - On Friday, December 6 there was a meeting with Minnesota OSHA Advisory Council. Carol K indicated the following topics were discussed:
 - Two recent press releases related to fatalities. In the past, employers had to wait for a settlement before posting and now it is required 20 days after the employer has been notified. Discussion in our meeting occurred around how the Agency is reaching out to employers with similar activities - currently use of Safety Lines, however the Workplace Consultation is offering services.
 - MN OSHA has 26 inspectors hired in the last two years.
 - NICS codes are going to be updated with proposal coming out in January.
 - Task force established for the blood lead level changes.
 - Ergonomics continues to be a high priority.
 - OSHA recordables down to 2.9 and work comp numbers are down to an all-time low as well.
 - OSHA most frequent citations has been released.
- **Scholarships (Tim F):** no updates.
- **Student Sections:**
 - Remind students we have funds set aside to send them to the February PDC.
 - **UMD (Katie S/Jeff J):** Alanna L updated the Board that the class is interested in continuing their ASSP involvement. Need more information on scholarships.
 - **Stout (Brian F):** busy with end of semester activities.
- **Northern Plains (OPEN):**
 - Chris F received a request from Northern Plains to help with CEU process and reached out to UMN for assistance.

Previous Meeting Business:

- Name Tags (Chris F): Jon E will send a Forms request for name tag ordering.
- Fall 2026 ROC - Proposal for Northwest Chapter to Host; have until fall of 2025 to make decision.



New Business: none.

Next Meeting – 01/14/25 – Joint Meeting with AIHA – Challenging Emergencies and Rescue from the Rescuers Perspective at 3M.

Adjournment – *Carol K made a motion to adjourn the meeting, Chris F seconded - motion passed unanimously. The meeting adjourned at 11:06 am.*

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