



ASSP Northwest Chapter Board Meeting Minutes

Date: 01/14/2025

Call to Order: Combination MS Teams and in-person meeting called to order by Chapter President, Jon Eichman at 10:06 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
	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
X	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
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
	Scott Huberty, ARM	*Society Advisory Group Member, Past-Past President, PDC Acting Chair
	Tailin Tommerdahl, GSP	Outreach/Communications, Social Media
	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
X	Jeff Jarvela, CSP, OHST	UMD Student Section Liaison
	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: Jonny Trevino	



Approval of Minutes (Jenn C):

- Jenn C emailed the Board the December 10 meeting minutes for their review.
 - Carol K made a motion to approve the December 10 meeting minutes; Mark N seconded – motion passed unanimously.

President's Comments (Jon E):

- Board member vests are in, will also bring to the PDC
- PDC Sponsors
 - 3M Gold Sponsor confirmed
 - Target to sign up as a Gold sponsor
 - PMG Safety will likely be a sponsor
- Jonny Trevino guest attendee at today's board meeting (Jonny intro)

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

- Region V SPY due February 1; Jon E to follow up with Andrea P on our submission
- By-law changes, continue to keep in loop
- Survey going out for ROC meeting

Treasurer Report (Chris F):

- No financial report today (Society delay)
- Initial budget discussion needed for next chapter year

Committee Reports:

- **President-Elect's Report (Carol K):**
 - December program feedback was good
 - CEU process is set up and running
 - Programs Update
 - Today: 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: The Value of Humans within Automated Systems at TBG
 - April 8: student presentations at Marsh McLennan
 - May: TBD
- **Vice President's Report (Megan N):** no update
- **PDC Committee (Scott H):** no update
 - Date: Tuesday, February 11, 2025
 - Location: Crown Plaza in Plymouth
 - Theme: Where Learning Meets Opportunity
 - Additional Updates
 - Switching OSHA topic from speaker to panel
 - Working on hand outs for the PDC
 - Do we have summaries of speaker presentations? Carol K will send Megan R the information we currently have
 - Discussion on why we have the same speakers in the morning and afternoon at the PDC – reason being to offer additional opportunities to see them
 - Encourage Jonny T to engage on PDC committee since he cannot serve as a board member until a year of membership
 - Numbers update: 35 registered, seven paid sponsorship, eleven exhibitors
 - Continue to encourage your network to register
- **Social Media / Outreach (Tailin T):**
 - Jenn C is managing LinkedIn in interim
- **Membership & Mentoring (Mark N):**



- 812 members, three new members, no data on transfers available, and nine expired memberships
- Career Fairs
 - February: Johnson High School in St. Paul
 - March: Gustavus Adolphus College
- American School Counselors Association conference July 12-15 in California; engaging with Todd L for support and next steps
- Discussion regarding adaptations for people with disabilities and structure in place at U of MN to support learnings; this may be an area to explore further for ASSP for return-to-work support and could be a potential chapter program meeting
- **Nominations & Elections/Succession Planning (Alanna L):**
 - Reminder – must be a member for a year before running as a board position
 - Working on additional candidates for nominations and elections
- **ASSP Society Advisory Board (Scott H, Mark N, Jamison H, Alanna L):**
 - Mark N and Jamison H confirmed there has been no movement than the last meeting
 - Currently the discussion taking place within these meetings has been on basic ASSP Leadership 101, there has not been a lot of value-added discussion for Northwest Chapter
- **By-Laws (Kurt V):**
 - By-laws subcommittee met last week and reviewed by-laws page by page
 - Do we have a more recent by-laws from August 2022?
 - Do we need a new signature on Region V VP (last signature was Todd L)?
 - New signature is not required unless changes are made
 - If you have responsibilities that are being performed by someone other than what is listed, it should be reviewed and updated
 - Advisory group – supposed to have one for every 200 members; we should have four total
 - Committee to review the redlined version; Alanna L to send
 - Website still lists 2022; Kurt V to send 2022 version to Josh K
- **Awards and Honors (Ann O and Andrea P):**
 - Region V SPY award: received nomination form for Nick M and will get the nomination submitted on-time to Jim N
- **Government Affairs (Whitney L):**
 - Minnesota & Federal Updates (Wisconsin, North Dakota & South Dakota) – Beginning January 2025
 - New OSHA Rule on PPE for Construction Workers
 - Effective Date: January 13, 2025
 - Requirements: Construction employers must provide PPE that fits workers' unique body types, ensuring better safety and comfort.
 - Actions: Assess, offer, and update PPE options for various body sizes and shapes.
 - Minnesota Updates – Effective January 1, 2025
 - Surgical Smoke Evacuation System Policies
 - Effective Date: January 1, 2025
 - Requirements: Healthcare employers must implement policies to use smoke evacuation systems during procedures that generate surgical smoke.
 - Purpose: Protect healthcare workers from harmful surgical smoke exposure.
 - Stay Informed and Compliant
 - Ensure your organization adheres to these new standards to enhance workplace safety.
 - Visit OSHA and Minnesota Department of Labor and Industry websites for more details.
- **Scholarships (Tim F):**
 - Engaging with Jeff J on next steps as we have not been able to engage with Tim F
 - Jeff J needs access to Scholarship email
- **Student Sections: no update**
 - **UMD (Katie S/Jeff J):**
 - **Stout (Brian F):**
- **Northern Plains (OPEN):**
 - Chris F reached out to Northern Plains and continues to have low engagement and response



- Whether Northern Plains or Northwest Chapter events, we cannot make CEUs work through the U of MN at this time. If we wanted to do this, we would have to integrate them into our planning committee.
- Chris F will be in North Dakota in February and will see if any connection can be made.
- Mark N will email Jon E membership in the area for reach out

Previous Meeting Business:

- Name Tags (Chris F): ordered
- Fall 2026 ROC - Proposal for Northwest Chapter to Host; have until fall of 2025 to make decision
- Jon E, Scott H, and Chris F need to get to the bank for the transition

New Business:

- Previous discussion on changing our Chapter name – is this something we want to revisit?

Next Meeting – 02/07/2025 10:00am, offered virtual only

Adjournment – *Chris F made a motion to adjourn the meeting, Janie R seconded - motion passed unanimously. The meeting adjourned at 11:01 am.*

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