



ASSP Northwest Chapter Board Meeting Minutes

Date: 02/07/2025

Call to Order: Combination MS Teams and in-person meeting called to order by Chapter President, Jon Eichman at 10:01 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
	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
	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, ASP, SHRM-CP	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
X	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
	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
X	Jen Seibel	Northern Plains Member at Large
	-OPEN-	Northern Plains Member at Large
	-OPEN-	Northern Plains Member at Large
	Guest Attendees: Bill Wuolu	



Approval of Minutes (Jenn C):

- Jenn C emailed the Board the January 14 meeting minutes for their review.
 - *Alanna L made a motion to approve the January 14 meeting minutes; Chris F seconded – motion passed unanimously.*

President's Comments (Jon E): no updates

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

- Disruptions with ASSP website due to server migrations coming up
- SPY Awards by end of February
- ROC finalization underway
- Reminder on Chapter elections

Treasurer Report (Chris F):

- Reviewed monthly financial report for December.
 - *Carol K made a motion to approve the December financial report, Jenn C seconded – motion passed unanimously*
- January report is not ready currently.
- Budget discussion needed for upcoming Chapter year.

Committee Reports:

- **President-Elect's Report (Carol K):**
 - Programs Update
 - February 11: PDC – Where Learning Meets Opportunity
 - March 11: The Value of Humans within Automated Systems at TBG
 - April 8: Student research presentations at Marsh McLennan
 - May: TBD
 - CEU approval with ASSP is slow process and we are receiving little communication from ASSP
- **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
 - 159 attendees (speakers, sponsors, exhibitors, and attendees)
 - Hotel details are set
 - Committee is working on agenda for the day, printing nametags, and preparing supplies, etc.
 - Good representation from local area universities
 - Program will include recognizing students, Chapter SPY awardee, and other upcoming Chapter events
 - Will open with special video
 - Walk-in attendees are typically very low
 - Exhibitor plan – will have exhibitor bingo, at check in will receive their bingo card and will work their way to get stamped. They will be turned in for a chance at a free PDC registration for next year. Exhibitors are in the central area of the activities for the day. There are 22 exhibitor tables.
 - Food – continental breakfast, buffet lunch, and morning and afternoon snacks at the breaks. Post conference reception with cash bar and buffet of appetizers.
 - Will include a call out during the PDC to join our Board in preparation of upcoming elections.
- **Social Media / Outreach (Tailin T):**
 - Jenn C is managing LinkedIn in interim
- **Membership & Mentoring (Mark N):** no update
- **Nominations & Elections/Succession Planning (Alanna L):**
 - Will put a plug in during the PDC for candidates



- If you have interest in joining the board, please let Alanna L or Carol K know, or if you know of someone that should join the board
- **ASSP Society Advisory Board (Scott H, Mark N, Jamison H, Alanna L):** no update
- **By-Laws (Kurt V):**
 - Should have an update at our next meeting
- **Awards and Honors (Ann O and Andrea P):**
 - SPY award is ready for the PDC to present at the mid-day meeting
- **Government Affairs (Whitney L):** no update
- **Scholarships (Jeff J):**
 - Scholarship information is out
 - Jeff J needs access to scholarship email to see applications coming in (Jon E to follow-up)
- **Student Sections:**
 - **UMD (Katie S/Jeff J):**
 - A few graduates at the semester, all students have a job and are placed
 - Five-year NIOSH grant renewal submitted
 - University-wide budget reduction initiative underway
 - **Stout (Brian F):** no update
- **Northern Plains (OPEN):**
 - Email regarding interest was sent to Northern Plains members, there are 4-5 interested individuals to learn more; Board will set up a meeting with those interested after the PDC

Previous Meeting Business:

- Vests are in – will bring the box of remaining ones to the PDC
- Name tags have been 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 will go to the bank on Monday, February 10

New Business: none

Next Meeting – 03/11/2025 10:00am

Adjournment – *Carol K made a motion to adjourn the meeting, Jamison L seconded - motion passed unanimously. The meeting adjourned at 10:47 am.*

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