



ASSP Northwest Chapter Board Meeting Minutes

Date: 03/11/2025

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
	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
X	Whitney Larson	*Member at Large, Government Affairs
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
	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
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
	<i>Guest Attendees:</i>	



Approval of Minutes (Jenn C):

- Jenn C emailed the Board the February 7 meeting minutes for their review.
 - Carol K made a motion to approve the February 7 meeting minutes; Andrea P seconded – motion passed unanimously.

President's Comments (Jon E): no updates

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

- ROC is planned.
- SPY Award – ended up going through ranking score system for the four candidates, anticipate Friday to go through results and finalize.

Treasurer Report (Chris F):

- Reviewed monthly financial report for January.
 - Discussed the revenue "Other" category, will expect to see that as a reversed expense in February report.
 - Discussed square processing fees and that we separated them out by meetings and PDC.
 - Carol K made a motion to approve the January financial report, Mark N seconded – motion passed unanimously.
- Monthly financial report for February and March to be reviewed in April meeting.
- Upcoming fiscal year budget discussion will be held by Executive Committee before end of March. Request to larger Board to review and send any comments or questions to the Executive Board. Request for Chris F to send current year budget as comparison.

Committee Reports:

- **Northern Plains (OPEN):**
 - Northern Plains section dissolution discussion.
 - Bill W is running for member at large and wants to remain active with the board.
 - Anyone who is in the Northern Plains section will become Chapter only members. We need to have the right messaging to ensure current members in Northern Plains understand the change.
 - Since COVID, the Northwest Chapter has been in a much better position to serve members outside of the Twin Cities area. The Chapter is committed to making our meetings as accessible as possible.
 - We continue to encourage all membership to serve on the board, regardless of their geography within the Chapter.
 - Executive board will vote when Chris F returns from vacation.
- **By-Laws (Kurt V):**
 - Megan N, Jamison H, Kurt V met on February 28th to align and revise current By-Laws.
 - Minor edits were aligned. Board requested Kurt V send the proposed revisions in track changes, and provide a high level summary of changes, to the Executive Board. Discussion that edits were made to 2016 Bylaws instead of 2022 Bylaws. The team will need to reconvene to edit.
 - Website under files has "Chapter Documents" with correct version of By-laws. But the old version under "About our Chapter" that has old Bylaws. Josh K will make this correction.
- **Nominations & Elections/Succession Planning (Alanna L):**
 - Full slate of candidates and email sent out to membership announcing candidates.
- **President-Elect's Report (Carol K):**
 - Programs Update:
 - Today: The Value of Humans within Automated Systems at TBG.
 - April 8: Student research presentations at Marsh McLennan – working to finalize with likely four student presentations. Need to understand if students will be in-person or remote.
 - May: TBD.
- **Vice President's Report (Megan N):**
 - Will be attending the upcoming ROC.
- **PDC Committee (Scott H):**
 - PDC Report-Out:



- PDC made a profit.
 - Committee needs to reconvene for formal debrief.
 - Building on momentum of 2025 PDC to start planning 2026.
 - Targeting Tuesday, February 10, 2026.
 - Potential locations include Bloomington Hilton, Marriott Northwest in Brooklyn Park, and St. Paul Technical College.
 - Goal to have PDC date and venue in place by May 2025 at MN Safety Council.
- **Social Media / Outreach (Tailin T):**
 - Continue to reach out to Jenn C for LinkedIn post needs.
- **Membership & Mentoring (Mark N):**
 - Do not have current numbers available due to access constraints.
 - Still working with two mentees and moving along.
 - Engagements:
 - Career Fair at Johnson Aerospace February 20th
 - Washington Technical High School March 19th
 - Tabling exercise at Gustavus Adolphus March 26th
 - Como Park April 16th
- **ASSP Society Advisory Board (Scott H, Mark N, Jamison H, Alanna L):**
 - Mark N is doing deeper dive into processes.
 - February 27 advisory meeting occurred and used event as practice for presentation that Society developed on CLEAR values and code of conduct. CEUs will be available when this presentation comes out.
- **Awards and Honors (Ann O and Andrea P):**
 - At the PDC we presented the Chapter SPY to Alanna L and included in the last newsletter.
 - Next steps – will wait to hear about Region SPY.
 - For upcoming MN Safety Council booth will develop a poster to highlight the recent SPY award. Aim for sizing of 24 inches x 36 inches.
- **Government Affairs (Whitney L):**
 - Since our last meeting, have not identified any state or federal regulatory changes specific to our industry in last 30 days.
- **Scholarships (Jeff J):**
 - Working to get Jeff J access to the email. Tim Flint likely has the access information. If we need to reset it, work with Society to reset through ticket system: asspchaptersupport.freshdesk.com
- **Student Sections:**
 - **UMD (Katie S/Jeff J):**
 - **Stout (Brian F):**
 - Two students will be presenting at the April meeting.
 - Four students will be attending the upcoming AIHA Conference.

Previous Meeting Business:

- Fall 2026 ROC - Proposal for Northwest Chapter to Host; have until fall of 2025 to make decision.
- Jon E, Scott H, and Chris F: transition for bank signatures.

New Business:

- Summer social at Wabasha Street Caves to occur August 6th and will be replacing the boat cruise.

Next Meeting – 04/08/2025 10:00am

Adjournment – Alanna L made a motion to adjourn the meeting, Megan N seconded - motion passed unanimously. The meeting adjourned at 11:03 am.

Respectfully submitted by,
Jenn Carlson, CSP



ASSP Northwest Chapter Secretary