



# ASSP Northwest Chapter Board Meeting Minutes

Date: 04/08/2025

Call to Order: Combination MS Teams and in-person meeting called to order by Chapter President, Jon Eichman at 10:02 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
X	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
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
X	Tailin Tommerdahl, GSP	Outreach/Communications, Social Media
X	Josh Kaiser, ASP, SHRM-CP	Website Manager
	Kurt VonRueden, CSP	Bylaws 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, Scholarship Chair
	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
	Guest Attendees:	



#### Approval of Minutes (Jenn C):

- Jenn C emailed the Board the March 11 meeting minutes for their review.
  - Carol K made a motion to approve the March 11 meeting minutes; Ann O seconded – motion passed unanimously.

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

- Megan N will report out on ROC

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

- Northern Plains dissolution approved and effective May 1
- Carrie Kolodji elected as Area 2 director

#### Treasurer Report (Chris F):

- Reviewed monthly financial report for February.
  - February financial report includes PDC expenses, however, more will be filtering in over the next month. We are anticipating a final PDC report next month.
  - Jenn C made a motion to approve the February financial report, Carol K seconded – motion passed unanimously.
- Reviewed monthly financial report for March.
  - Carol K made a motion to approve the March financial report, Mark N seconded – motion passed unanimously (Scott H abstained).
- Chris F will send the financial report for the end of our financial year, some PDC expenses and incomes will flow into the new financial year's budget.
- Audit is needed of our financials, audit committee includes Chris F, Carol K, and Jon E.
- The new fiscal year budget has been approved and will be sent out.

#### Committee Reports:

- **Northern Plains (OPEN):**
  - ROC approved dissolution
- **By-Laws (Kurt V):**
  - Bylaws discussion occurred at the ROC, and we have a way to look at other Chapter's Bylaws. Upon reviewing, we have a lot of changes that are needed. Carol K has started making edits and will send to the Bylaws subcommittee.
- **Nominations & Elections/Succession Planning (Alanna L):**
  - April 10<sup>th</sup> is when balloting can open. Chapter Services can assist in setting this up.
- **President-Elect's Report (Carol K):**
  - Programs Update:
    - Today: Student Research Presentations and Posters at Marsh McLennan (four students).
    - May: Intro to Mobile Robot Safety Standards, Jamison H at TBG.
  - Transition Meeting: Carol K will send out doodle poll for transition meeting logistics.
  - Leadership Conference will take place at Safety 2025 in Orlando.
    - Mark N is interested in going, along with Chris F and Scott H.
    - Anyone on the board can attend.
  - Fall ROC September 24-26 in Chicago; if you are interested in attending let Carol K know.
  - We are eligible to receive ten free giveaways annually from ASSP. Carol K will be ordering these for the upcoming year.
- **Vice President's Report (Megan N):**
  - ROC Recap
    - Bylaws discussion occurred at the ROC, and we have a way to look at other Chapter's Bylaws. Upon reviewing, we have a lot of changes that are needed. Carol K has started making edits and will send to the Bylaws subcommittee.
    - Learning best practices from other Chapters, use of Google Drive, options with Canva, professional headshot offerings, giveaway options, different approaches for engagement and participation at monthly programs (average participation goal is around 10% at monthly programs. If scholarship funds are left



over, some chapters offer that to members for continuing education opportunities. Free service for board members to take Gallup survey.

- Megan N will send survey to members as planning for chapter year.
- Good attendance by other Chapters.
- There was not a large focus on membership. Society is focused on getting people into the industry and discussion occurred on ensuring marketing materials are geared towards their targeted demographic. Asking Jim N to include discussion on retaining membership in the next ROC.
- **PDC Committee (Scott H):**
  - Locking in February 17, 2026 for next PDC.
  - Looking at the Marriot Northwest with a theme of Connecting Today for a Safer Tomorrow.
  - Will finalize after chapter elections take place.
  - Chris F will help Scott H on dedicated email for the PDC.
- **Scholarships (Jeff J):**
  - Scholarship window closed end of March, and we received five applications.
  - Jeff J will be reviewing the scholarship applications next for awarding.
  - Should we reconsider the timeline of when we offer scholarship as our current timeline is around the students end of year activities? Last few years we started process in November so fall and spring students can both be eligible and this year was not able to align to that same timeline but we will going forward.
- **Social Media / Outreach (Tailin T):**
  - Tailin T is back and managing social media and outreach.
- **Membership & Mentoring (Mark N):**
  - Currently at 817 active members with six new members and there is no information on transfers. Non-renewals have hit a larger number of 34. Non-renewals driven by retirements in the practice and will be highlighting membership opportunities for retirees in next newsletter. Mark N continues to reach out to those members that are not renewing.
  - Engagements:
    - Attended the Washington Technical High School Career Fair on March 19<sup>th</sup>.
    - Booth set up at Gustavus Adolphus Career Fair on March 26<sup>th</sup>.
    - Como Park set up for April 16<sup>th</sup>.
    - Hard to get engagement with the high-school students at times but it is interesting to see the other booths and organizations at these events. Recommended to include an article in the newsletter about upcoming events to see if there are graduates or people with connections at these schools to help support.
    - There is a potential engagement at the American School Counselors Association conference in July.
    - Learned there are four more St. Paul schools we can engage with and options at vocational technical schools.
    - Connect with Katie S, Brian F and Todd L regarding supporting these engagements.
    - Discussion if we should incentivize high school students with scholarship funds to go to the school to tour and learn more about programs.
- **ASSP Society Advisory Board (Scott H, Mark N, Jamison H, Alanna L):**
  - Next meeting is June 5, 2025.
- **Awards and Honors (Ann O and Andrea P):**
  - Poster prepared for MN Safety Conference. Scott H will take care of the printing for the conference.
  - Region SPY winner was JD Horst from Three Rivers Chapter with Tom M with Board and Safety Excellence.
- **Government Affairs (Whitney L):** no update
- **Student Sections:** no update
  - **UMD (Katie S/Jeff J):** Newsletter by students will be included in April's newsletter.
  - **Stout (Brian F):** no update

#### 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.



- Summer social will take place Wednesday, August 6 at Wabasha Street Caves “A Gathering of Gangsters”. Details are being finalized. ASSP offers insurance for events, just reach out to Chapter Services for certificate. Will move from full meal to appetizer buffet. If contract is more than \$1,500, we need to align with Society. Joint venture with AIHA, MN Safety Council and AHMP.

**New Business:**

**Next Meeting** – 05/13/2025 10:00am

**Adjournment** – *Chris F made a motion to adjourn the meeting, Jamison H seconded - motion passed unanimously. The meeting adjourned at 11:04 am.*

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