



ASSP Northwest Chapter Board Meeting Minutes

Date: 05/13/2025

Call to Order: Combination MS Teams and in-person meeting called to order by Chapter President, Jon Eichman at 10:00 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
	Paul Gammelgaard, CSP	*Member at Large
X	Ann Oelrich, CSP	*Member at Large, Awards & Honors
X	Whitney Larson	*Member at Large, Government Affairs
	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
X	Tailin Tommerdahl, GSP	Outreach/Communications, Social Media
	Josh Kaiser, ASP, SHRM-CP	Website Manager
	Kurt VonRueden, CSP	Bylaws Chair
	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, Scholarship Chair
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
	Guest Attendees:	

Approval of Minutes (Jenn C):

- Jenn C emailed the Board the April 8 meeting minutes for their review.
 - Ann O made a motion to approve the April 8 meeting minutes; Megan N seconded – motion passed unanimously.

President's Comments (Jon E):

- Jamison H has stepped into the Bylaws Chair position.
- National Safety Stand-Down Week last week.

Region V Vice President's Comments (Jim N): No update in today's meeting.

Treasurer Report (Chris F):

- We will review the April financial report in a future meeting.



Committee Reports:

- **By-Laws (Jamison H):**
 - Jamison H has stepped into the Bylaws Chair position.
 - Carol K has started making edits and will send them to the Bylaws subcommittee.
- **Nominations & Elections/Succession Planning (Alanna L):**
 - Results are in:
 - VP: Paul Gammelgaard
 - Secretary: Jenn Carlson
 - Member at Large:
 - Curt Schroeder
 - Bill Wuolu
 - Amy Satterfield – *to be confirmed*
 - Advisory Committee Member:
 - Kate Carlson
 - Jamison Harrell-Latham
 - Alanna L will work with Society to send a ballot out to finalize Amy Satterfield's position as we do not have 40 members signed up for our May program meeting.
- **President-Elect's Report (Carol K):**
 - Transition Meeting: Carol K will send out doodle poll for transition meeting.
 - Working to identify two potential dates for the transition meeting in June.
 - Doodle poll will go out to identify the best date.
 - Looking at Chapter volunteer event.
- **Vice President's Report (Megan N):**
 - Megan N reviewed the member survey results.
 - 48 responses; noted this was lower response than hoping for. May need more campaigns in future to advertise.
 - Work demands were reported as the main reason preventing members from attending, as well as location and unawareness of virtual offering.
 - Discussion to offer virtual meetings as free to see if we obtain more engagement or potential to give a free virtual attendance if the survey is completed post-meeting or potential to offer free virtual attendance by bringing a "buddy" to register.
 - Additional discussion on offering a bundle of seven monthly program meetings for members, both for virtual, \$35, and in-person meetings, \$70. A discount code would be provided for the monthly program meetings (excludes joint meeting and PDC), registration will still be required, and individuals have to attend to obtain CEUs.
 - Other Chapters send a postcard at the beginning of the year with save the dates of when our monthly program meetings will be.
 - Motivation for attending meetings included continued learning, followed by CEU offerings and networking.
 - General concerns about time of day and location for monthly program meetings.
 - General interest in exploring different times of the day for our monthly program meetings to see if participation changes.
 - Topics members are interested in: AI and Safety, OSHA Updates, Industrial Hygiene, Generational Shift and Training and Construction Safety. Megan N is working to line up speakers for these topics for the upcoming program year and considerations for upcoming PDC.
 - Jon E has a potential contact for AI and Safety.
 - Write in responses received for other potential topics included ergonomics for remote workers, HOP, solo workers in outdoor remote work sites, influencing leadership, recruiting and retaining talent, and personality types and impacts to training and safety.
 - The survey included asking if members have a topic they would be interested presenting on, unfortunately, the respondents did not all include their name and email addresses.



- There were a few members that indicated they would be interested in learning more about volunteering opportunities.
- **PDC Committee (Scott H):** No update in today's meeting.
- **Scholarships (Jeff J):**
 - Chris F will be issuing scholarship checks near the end of the week.
 - Jeff J to create a newsletter article on scholarship awardees.
- **Social Media / Outreach (Tailin T):**
 - Continuing monthly blasts on Chapter program meetings.
 - Will work with Megan N on additional social media marketing around virtual attendance.
- **Membership & Mentoring (Mark N):**
 - Currently at 820 active members with four new members, and there is no information on transfers. Non-renewals are at 10; Mark N continues to reach out to those members that are not renewing.
 - Mark N will engage to ensure they understand the importance of email roster information.
 - Engagements:
 - Mark N attended the Como Park High School Career Fair on April 16th.
 - There is a potential engagement at the American School Counselors Association conference in July in Long Beach. After a review of the calendar, it is the week prior to Safety 2025 and may have limited potential engagement. Mark N reached out to Society to see about potential advertisement on engagement.
 - Mark N also suggested to Society to have a breakout session at the Leadership Conference at Safety 2025. Society has suggested that Mark N provide the recommendation for the online October Leadership Conference instead. Discussion that this may be a good topic to review at a regional level and could be a great ROC topic.
- **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):** No update in today's meeting.
- **Government Affairs (Whitney L):** No update in today's meeting.
- **Student Sections:**
 - **UMD (Katie S/Jeff J):** No update in today's meeting.
 - **Stout (Brian F):**
 - Next week four students will be attending the industrial hygiene conference as part of NIOSH grant.
 - Enrollments continue.

Previous Meeting Business:

- Fall 2026 ROC - Proposal for Northwest Chapter to Host; have until fall of 2025 to make decision.
- Summer social will take place Wednesday, August 6 at Wabasha Street Caves "A Gathering of Gangsters. If contract is more than \$1,500, we need to align with Society. Joint venture with AIHA, MN Safety Council and AHMP.

New Business:

- Society has a position statement that can be used to write to your legislative representative regarding support of NIOSH.
 - <https://www.assp.org/news-and-articles/assp-urges-lawmakers-to-ensure-safety-of-america-s-workers>
 - <https://www.assp.org/position-statements>
- Comments regarding the last meeting with Student Presentations that it was great networking. Several students have reached out following the event on potential opportunities.

Next Meeting – transition meeting to be scheduled, currently there is a placeholder for June 10th from 10am-1pm.

Adjournment – Ann O made a motion to adjourn the meeting, Carol K seconded - motion passed unanimously. The meeting adjourned at 10:53 am.

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