



ASSP Northwest Chapter Board Meeting Minutes

Date: 06/10/2025

Roll Call (quorum is five voting members*)

Present	Full Name	Position
<i>2024-2025 Chapter Year Board Members</i>		
	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
X	Whitney Larson	*Member at Large, Government Affairs
	Andrea Peterson	*Member at Large, Awards & Honors
	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
	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
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, Scholarship Chair
	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
<i>2025-2026 Chapter Year Board Members</i>		
Attendance above	Carol Keyes, CSP	*President
Attendance above	Megan Navarre	*President-Elect & Programs Chair
Attendance above	Paul Gammelgaard, CSP	*Vice President
Attendance above	Chris Flegel, CSP	*Treasurer
Attendance above	Jenn Carlson, CSP	*Secretary & Newsletter Editor
Attendance above	Whitney Larson	*Member at Large & Government Affairs
Attendance above	Andrea Peterson	*Member at Large, Awards & Honors
Attendance above	Megan Rooney	*Member at Large
X	Curt Schroeder	*Member at Large
	Bill Wuolu	*Member at Large
	Amy Satterfield	*Member at Large
X	Kate Carlson	*Society Advisory Group Member
Attendance above	Jamison Harrell-Latham, CSP, LMSS	*Society Advisory Group Member, Bylaws Chair
Attendance above	Jon Eichman, MBA	*Society Advisory Group Member, Past President, PDC Chair, Nominations and Elections
Attendance above	Alanna Lee, CSP	*Society Advisory Group Member, Past Past President, ASSP Northwest Chapter Rep to MN Safety Council



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	-OPEN-	UW-Stout Student Section Liaison
Attendance above	Janie Ritter	*MN / SD Safety Council Rep.
Attendance above	Charles Clairmont	*North Dakota Safety Council Rep.
Attendance above	Dr. Tran Huynh	MCOHS Chapter Liaison

1. **Call to Order (Carol K)** - Combination MS Teams and in-person meeting called to order by in-coming Chapter President, Carol Keyes at 10:24 am.

2. **Region V Vice President's Comments (Jim N)**

- Thank you to all outgoing Board Members, thank you for those stepping in new to the Board, and those who are continuing their service.
- COMT due June 30, Northwest Chapter is looking to be Platinum level.
- Regional Operating Committee (ROC) will be September 24-26 at Chicago, IL. Please reach out to Carol if you have interest in attending the ROC. The Northwest Chapter is looking to host the ROC in September 2026.
- Chapter Operational Plan is due August 15.
- Currently looking for an Area I Director if there is any interest – applications are due around the end of September.
- Keep Jim in the loop for upcoming Bylaws changes.

3. **Chapter Business**

- Approval of Minutes (Jenn C)
 - Jenn C emailed the Board the May 13 meeting minutes for their review.
 - Chris F made a motion to approve the May 13 meeting minutes; Ann O seconded – motion passed unanimously.*
- Treasurer Report (Chris F)
 - Reviewed monthly financial report for April.
 - Mark N made a motion to approve the April financial report, Jeff J seconded – motion passed unanimously.*
 - Reviewed monthly financial report for May.
 - Jeff J will create a newsletter article on the scholarship award winners.
 - Jenn C made a motion to approve the May financial report, Ann O seconded – motion passed unanimously.*
- Approval to Sign Contracts for Northwest Chapter Joint Summer Social Event (Carol K)
 - The Northwest Chapter is hosting a joint summer social event with AIHA, Safety Council, AHMP: A Gathering of Gangsters on August 6th at the Wabasha Street Caves.
 - Logistics of the event require three different contracts, two of which currently require approval of the Board. The last contract should be coming soon.
 - Ann O made a motion to approve Scott Huberty to give Scott Huberty authority to sign contracts for the upcoming summer social event on behalf of the Northwest Chapter ASSP, Mark N seconded – motion passed with Scott H and Jamison H abstained.*
 - Discussion included:
 - The monetary amount of the contracts.
 - The need to have event insurance and questioning if other joint organizations need liability insurance (Scott H will follow up with ASSP and joint organizations).
 - If the in-coming president should be signing the contract. The current reasoning to have Scott Huberty sign is due to his familiarity with the Wabasha Street Caves and



that Carol K is not the current president. Jim N and Carol K have also reviewed the contracts and made some modifications to the contract.

- d. Bundled Meetings – Virtual and In-Person (Carol K)
 - i. Refer to attachment included in the meeting invitation.
 - ii. For the upcoming year, we are proposing to offer a virtual bundle for \$35 and in-person for \$70. The bundle includes seven meetings – it does not include the January joint meeting or the February PDC. This is only available through December 2025.
 - iii. Discussion if we can include CEU offerings, however, since we do not have the schedule set for the entire year, we cannot guarantee CEUs at this time.
 - iv. We will offer a raffle for one of these bundles at the summer social event.
 - v. *Jenn C made a motion to approve offering a virtual and in-person bundled meeting registration for the 2025-2026 Chapter Year, Jamison H seconded – motion passed unanimously.*

4. COMT/Chapter Annual Planning Report (Carol K)

- a. Requirement to complete by Society and provides the framework for what we need to do as a Chapter.
- b. Carol K showed the COMT from 2024-2025 Chapter Year from her screen and walked through the Board on the requirements.

5. Roles and Responsibilities (Carol K)

- a. Attend Meetings
 - i. Board meetings will be held before our monthly Chapter programs.
 - ii. Board members can attend our events for free – Josh K will create a free event code that we can use and will send out.
 - iii. Carol K will ask for committee updates prior to the meetings to help streamline the Board meeting.
 - iv. Jenn C will send out placeholders for upcoming Board and monthly Chapter program meetings.
- b. Chapter Officer Training
 - i. Most modules are 30 minutes, and further information will be sent out in the near future on required training.
- c. Clarify who is a Voting Member
 - i. Jamison H is working on updating the Bylaws and we are looking for volunteers to assist, with a goal of completion by January.
 - ii. These updates will provide clarity on voting members.
- d. We did not cover the following planned agenda items:
 - i. Volunteer in Another Role
 - ii. What is the Advisory Group

6. Chapter Meetings (Megan N)

- a. Goal to have Chapter schedule by the end of August, working with Scott H to line up.
 - i. September – Minnesota OSHA Update at McGough Headquarters (in-process of confirming speakers).
 - ii. October – Safety in AI at ACME Tools (need speaker and location).
 - iii. November – Ethics in the Workplace at Marsh McLennan (in-process of confirming speaker).
 - iv. December – Industrial Hygiene with Cathy Hovde (in-process of confirming speaker).
 - v. January 20 - Joint meeting with AIHA, Lessons Learned from the Cockpit at the Air National Guard (in-process of confirming speaker).
 - vi. February 17 – PDC.
 - vii. March – HOP with Nikki Knapp at TBG.
 - viii. April – Student Presentations.
 - ix. May – TBD.
- b. Looking for assistance lining up a speaker on AI for October.

7. Volunteer Roles (Carol K)

- a. Refer to attachment included in the meeting invitation.
- b. Areas that need assistance:
 - i. Membership and Mentoring – there is a need for program greeters and check-in, someone to take photos and post on website, etc. Curt S, Chris F, and Mark N have volunteered.
 - ii. PDC Committee – logistics for exhibitors/vendors, speakers, venue selection. Scott H, Megan N, Brandy K, Whitney L, and Kate C have volunteered.



- iii. Bylaws committee – Jamison H and Kate C have volunteered.
- c. We did not cover the following planned agenda items:
 - i. Developing Marketing Materials
 - ii. Chapter Meetings Planning Committee

8. Web Tools (Carol K)

- a. ASSP Chapter Leadership: Carol K showed the website that has additional resources to support your leadership and our Chapter.
- b. We did not cover the following planned agenda items:
 - i. Google Drive
 - ii. Webmail - use ASSP email (or we are subject to fines)
 - iii. Canva
 - iv. Make sure Web Tools info is sent to everyone
 - v. Access - who to notify is access to something needed

9. Emails (Carol K)

- a. If you are doing work on behalf of ASSP, ensure you use your ASSP email and BCC the email recipients.
- b. Make sure password is passed on - let Jenn C know the passwords so we can keep them in central location.

10. Attending Leadership Conference (Carol K)

- a. Mark N, Chris F, and Scott H are attending the leadership conference at Orlando.
- b. If you have interest in attending a future leadership conference, please let Carol K and Megan N know.

11. Strategic Planning (Carol K)

- a. Open discussion about what to accomplish in coming year, which included:
 - i. Bundled meetings.
 - ii. Updated Bylaws.
 - iii. SOPs/instructions for the different committees on expectations and operation.
 - iv. Full dissolution of Northern Plains Section by obtaining remaining funds.
 - v. Growth/learning of the Board and roles.
 - vi. Exploring how we can engage more with membership.
 - vii. Greater reach out to students/vocational schools for those interested in safety as a profession.
 - viii. Increased engagement of volunteers.
 - ix. Workshop – “Key Issues Collaborative Session”, such as what are people struggling with and share ideas. Possibility to incorporate into monthly Chapter program meetings and/or PDC. Potential idea includes “My worst day on the job was....and what I learned”.
 - x. Marketing materials such as:
 - 1. Business cards (website, space for contact information).
 - 2. Additional information on the Chapter via one-page handout.
 - 3. PowerPoint presentation with event pictures, Chapter information, and publicity for our sponsors.
 - 4. Save the date postcards with Chapter events (with QR code for membership).
 - 5. Flyer for young people considering the safety as a profession.
 - xi. Chapter SPY and Region SPY.
 - xii. Social/networking event offering, such as:
 - 1. Regional Safety Day in Duluth.
 - 2. Meet ups in Rochester, Owatonna/Faribault area.
 - xiii. ASSP at American School Counselor Association engagement; Mark N has Society getting involved.

12. Next Meeting – September details to be sent out in the near future. There may be a smaller group pulled together prior to September.

13. Adjournment – *Ann O made a motion to adjourn the meeting, Mark N seconded - motion passed unanimously. The meeting adjourned at 12:01 pm.*

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