ASSP Northwest Chapter Board Meeting Minutes

Date: 09/09/2025

Roll Call (quorum is five voting members*)

Present	Full Name	Position
X	Carol Keyes, CSP	*President
	Megan Navarre	*President-Elect & Programs Chair
X	Paul Gammelgaard, CSP	*Vice President
X	Chris Flegel, CSP	*Treasurer
X	Jenn Carlson, CSP	*Secretary & Newsletter Editor
X	Whitney Larson	*Member at Large & Government Affairs
X	Andrea Peterson	*Member at Large, Awards & Honors
	Megan Rooney	*Member at Large
	Curt Schroeder	*Member at Large
	Bill Wuolu	*Member at Large
	Amy Satterfield	*Member at Large
	Kate Carlson	*Society Advisory Group Member
X	Jamison Harrell-Latham, CSP, LMSS	*Society Advisory Group Member, Bylaws Chair
	Jon Eichman, MBA	*Society Advisory Group Member, Past President, PDC Chair, Nominations and Elections
X	Alanna Lee, CSP	*Society Advisory Group Member, Past Past President, ASSP Northwest Chapter Rep to MN Safety Council
X	Scott Huberty, ARM	PDC Committee Chair, Social Chair
	Tailin Tommerdahl, GSP	Outreach/Communications, Social Media
X	Josh Kaiser, ASP, SHRM-CP	Website Manager
X	Mark D Nichols, ARM	Membership & Mentoring Chair
X	Jeff Jarvela, CSP, OHST	Scholarship Chair, UMD Student Section Liaison
X	Ann Oelrich, CSP	Awards & Honors
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	Brian Finder, CIH	Student Section Faculty Advisor - Stout
X	Nilu Umarova	UW-Stout Student Section Liaison
	Abbigail Bauer	UW-Stout Student Section Liaison
	Janie Ritter	*MN / SD Safety Council Rep.
	Charles Clairmont	*North Dakota Safety Council Rep.
	Dr. Tran Huynh	MCOHS Chapter Liaison
Guests: Jessica Gerlach, Amy Grants, Ryan Krabbenhoft		

1. **Call to Order (Carol K)** - Combination MS Teams and in-person meeting called to order by in-coming Chapter President, Carol Keyes at 10:07 am.
2. **Introductions (Carol K)**
3. **Region V Vice President's Comments (Jim N)**
    a. Congrats on earning Platinum level.
    b. Rosters should be working through normal personal login as of September 8, 2025.
    c. Regional Operating Committee (ROC) in Chicago at the end of month; Carol, Paul and Chris attending.
    d. Will attend the Northwest Chapter Board Meetings as schedule allows.
4. **Chapter Business**
    a. Approval of Minutes (Jenn C)
        i. Jenn C emailed the Board the June 10 transition meeting minutes for their review.
            1. *Mark N made a motion to approve the June 10 transition meeting minutes; Ann O seconded – motion passed unanimously.*
    b. Treasurer Report (Chris F)

i. Reviewed monthly financial report for June.
    1. *Jamison H made a motion to approve the June financial report, Paul G seconded – motion passed unanimously.*

ii. Reviewed monthly financial report for July.
    1. *Mark N made a motion to approve the July financial report with a correction to be made within the "Date on Total Assets" section to 2025, Ann O seconded – motion passed unanimously.*

iii. Reviewed monthly financial report for August.
    1. *Jenn C made a motion to approve the August financial report, Mark N seconded – motion passed unanimously.*

iv. The current budget was sent out to the Board, reach out to Chris with any questions.

v. New signatories on accounts.
    1. *Mark N made a motion to approve Carol K and Chris F to be signatories on accounts, Jamison H seconded – motion passed unanimously.*

vi. The status of dissolving Northern Plains Section (financial) is in-process.

vii. Bundled meetings will be offered through December.
    1. Board members are welcome to purchase bundled meetings, but they can also attend the meetings for free. Please reach out to Carol K, Chris F, or Josh K for that free code.
    2. Josh K will send out a code before the next meeting; we currently have 26 bundles purchased.

5. President's Report (Carol K)

a. Fall ROC representatives (Carol, Paul, Chris) – need vote to approve travel expenses
    i. *Jamison H made a motion to approve travel expenses for Carol K, Paul G, and Chris F to attend fall ROC, Mark N seconded – motion passed unanimously.*

b. Advisory Group (no vacancy) as Alanna L is willing to serve in this role.

c. Web tools – check email and respond to Jenn C. Reminder, official email business correspondence is supposed to come from your official ASSP email address.

6. President Elect Report (Megan N/Carol K)

a. Postcard mailing has received positive feedback. Reminder, if you have recently moved, ensure your address is correct with Society.

b. Meetings set for the year
    i. October – Safety in AI at ACME Tools.
    ii. November – Ethics in the Workplace at Marsh McLennan.
    iii. December – Industrial Hygiene with Cathy Hovde.
    iv. January 20 - Joint meeting with AIHA, Lessons Learned from the Cockpit at the Air National Guard.
    v. February 17 – PDC.
    vi. March – From Near Miss to Meaningful Change with Nikki Knapp at TBG.
    vii. April – Student Presentations.
    viii. May – Electrical Safety.

7. Marketing (Carol K)

a. Minnesota Safety Council request for sponsorship of Regional Safety Days.
    i. The sponsorship budget set aside for the Chapter year supports additional Safety Days across the Region.
    ii. Typical sponsorship has been $500 per Safety Days.
    iii. It may be worthwhile to look at exhibiting with MSC in the future.
    iv. *Jenn C made a motion to approve $500 sponsorship for each of the two Minnesota Safety Council Safety Days from the Chapter sponsorship budget, Chris F seconded – motion passed, Jeff J abstained.*

b. Additional sponsorship opportunities with MN Safety Council – *tabled for next meeting.*

c. Northwoods Technical College, New Richmond 04/09/26 Safety Day. Plan to set aside funds to support this on the 2025-2026 Chapter year budget.

d. Need volunteers to work on marketing materials - Mark N and Nilu U have volunteered to support.
    i. Include both printed and digital marketing materials.
    ii. Students are looking for networking opportunities and scholarship opportunities.
    iii. Perhaps we can engage with exhibitors and vendors about our meetings; Scott H has an extensive list of exhibitors and vendors. We may want to include in newsletter communications.

8. **Bylaws Update (Jamison H)**
    a. Bylaws were last revised in 2022, and Jamison H and Kate C are currently conducting a detailed review with a proposed revision. Jim N and some Executive Board members have commented on the first version.
    b. The Bylaws Committee anticipates they will have a second version ready for the entire board to review and comment next.
9. **PDC Planning Committee (Scott H)**
    a. Keynote speaker approval
        i. Looking for $4,500 plus travel, this is within the budget. Keynote is Safety through the Years, Lessons Learned Across Industries by Ted Schick with breakout session on Making Safety Training Effective.
        ii. Need more details on payment method and cancellation policy.
        iii. *Paul G made a motion to approve $4,500 plus travel for keynote speaker and breakout sessions, assuming contract includes payment method, cancellation policy, and topics to be cover, Chris F seconded – motion passed unanimously.*
    b. Hotel contract approval
        i. The contract is proposed with Minneapolis Marriot Northwest and would include fees for rooms and fees for food and beverages.
        ii. *Carol K made a motion to allow the Northwest Chapter President to approve the contract for the hotel, once the RVP has approved the contract, as long as it is within the budget, Chris F seconded – motion passed unanimously.*
    c. The PDC will be on February 17, 2026, with a theme of Connecting Today for a Safer Tomorrow.
    d. The PDC Planning Committee is well-formed but are looking for a few more volunteers. The PDC Planning Committee will meet in late September. Paul G volunteered to serve on the PDC Planning Committee.
10. **Additional Reports**
    a. **Government Affairs (Whitney L)**
        i. Activity underway with bill introduction on excessive heat protection for workers.
        ii. Continuing to see substantial cuts to labor force in MSHA and OSHA.
    b. **Society Advisory Group (Kate C, Jamison H, Jon E, Alanna L)**
        i. Fall Advisory Group meeting: October 9, 2025, at 11 CST.
        ii. Winter Advisory Group meeting: December 11, 2025, at 11 CST.
    c. **Student Sections**
        i. **UMD (Katie S & Jeff J)**
            1. Jeff J and Alanna L met with the students.
            2. Students have held elections and will share results for inclusion on the newsletter.
        ii. **UW Stout (Brian F, Nilu Umarova, & Abbigail Bauer)**
            1. New student section liaisons, Nilu Umarova and Abbigail Bauer– welcome!
    d. **Membership and Mentoring (Mark N)**
        i. Continuing to track membership status and engaging with expirations.
        ii. See attachment in meeting invitation on opportunities for recruitment of students into safety programs at UW-Stout and UMD.
    e. **Scholarships (Jeff J)**
    f. **Outreach, Communications & Social Media (Tailin T)**
    g. **Website (Josh K)**
    h. **Social Chair (Scott H)**
    i. **Nominations and Elections (Jon E)**
    j. **Awards and Honors (Andrea P & Ann O)**
11. **Next Meeting** – October 14, 2025, at Acme Tools or MS Teams.
12. **Adjournment** – *Jamison H made a motion to adjourn the meeting, Chris F seconded - motion passed unanimously. The meeting adjourned at 11:15 am.*

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