



# ASSP Northwest Chapter Board Meeting Minutes

Date: 10/14/2025

Roll Call (quorum is five voting members\*)

Present	Full Name	Position
x	Carol Keyes, CSP	*President
x	Megan Navarre	*President-Elect & Programs Chair
x	Paul Gammelgaard, CSP	*Vice President
x	Chris Flegel, CSP	*Treasurer
	Jenn Carlson, CSP	*Secretary & Newsletter Editor
x	Whitney Larson	*Member at Large & Government Affairs
	Andrea Peterson	*Member at Large, Awards & Honors
	Megan Rooney	*Member at Large
x	Curt Schroeder	*Member at Large
	Bill Wuolu	*Member at Large
x	Amy Satterfield	*Member at Large
	Kate Carlson	*Society Advisory Group Member
	Jamison Harrell-Latham, CSP, LMSS	*Society Advisory Group Member, Bylaws Chair
	Jon Eichman, MBA	*Society Advisory Group Member, Past President, 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
	Josh Kaiser, ASP, SHRM-CP	Website Manager
x	Mark D Nichols, ARM	Membership & Mentoring Chair
	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
	Brian Finder, CIH	Student Section Faculty Advisor - Stout
x	Nilu Umarova	UW-Stout Student Section Liaison
x	Abbigail Bauer	UW-Stout Student Section Liaison
x	Janie Ritter	*MN / SD Safety Council Rep.
	Charles Clairmont	*North Dakota Safety Council Rep.
	Dr. Tran Huynh	MCOHS Chapter Liaison
Guests:		

1. **Call to Order (Carol K)** - Combination MS Teams and in-person meeting called to order by Chapter President, Carol Keyes at 10:04 am.
2. **Region V Vice President's Comments (Jim N)**  
Nominations for Region SPY will open in November. Suggest include a newsletter article to help expand people for consideration (deadline is October 24 for newsletter).
3. **Chapter Business**
  - a. Approval of Minutes (Jenn C)
    - i. Jenn C emailed the Board the September 9 meeting minutes for their review.
      1. *Mark N made a motion to approve the September 9 meeting minutes; Megan N seconded – motion passed unanimously.*
  - b. Treasurer Report (Chris F)
    - i. Reviewed monthly financial report for September.
      1. *Ann O made a motion to accept the September financial report, Paul G seconded – motion passed unanimously.*



- ii. Reviewed expenses for Chris F to attend SD Safety Conference
  - 1. *Paul G made a motion to approve the budgeted travel expenses of NTE \$1000.00 for Chris F to attend the October South Dakota Safety Council conference, Megan N seconded – motion passed unanimously.*
- iii. Reviewed registration for MN Safety Conference exhibit
  - 1. *Jim N clarified we do not need a motion to approve budgeted items, such as the safety conference registration.*
- iv. Future expenses for ROC travel
  - 1. Went over budget on travel due to more individuals attending. The Spring ROC will be in Kansas City in April 2026, which will require plane tickets, etc. Approval for travel expenses will be on January agenda.
- v. General discussion on what needs to be voted on for expenses and not
  - 1. Reminder contracts above \$1,500 need review by the Chapter President and Regional Vice President. Travel needs to be voted on but not other budgeted items unless it significantly exceeds the budgeted amount.
- vi. Status of dissolving Northern Plains Section (financial).
  - 1. Chris F reached out to Anthony Stoner (Cardinal Health) about final dissolution of the Northern Plains Section. Chris F will continue to reach out for final check to dissolve section.
- vii. Bundled meetings: 25+ sold so far.
  - 1. Approximately 25 bundle meetings sold so far

#### 4. President's Report (Carol K)

- a. Chapter Email: when to use it
  - i. If you are sending an email to someone or a small group with whom you have a relationship, you can send it from your personal email.
  - ii. If you are sending an email to a group, such as when trying to solicit vendors or sponsors, that should come from your ASSP email. If items are being coordinated that will be beneficial for the next individual in your role, you can use the ASSP email to keep information in front of the member taking over.
  - iii. If you are sending an email and you do not want your personal connect with Jenn C and she can send it from ASSP
- b. Fall ROC report (Carol, Paul, Chris)
  - i. Fall 2026 in MN- will be reaching out to join a task force for hosting
- c. Society Updates
  - i. Struggling member memberships – there are hardship memberships are available thru ASSP
  - ii. Can do a search for ASSP Region 5 – they will list all Chapter 5 Region events. If traveling and want to attend a local chapter meeting you can attend. If virtual offering you can log in and attend other Region 5 events.
  - iii. Log into you ASSP account to add a photo. That photo will then automatically go to the chapter website
- d. Policy about handling requests for surveys from graduate students
  - i. Background: We received a request from a student who had coordinated with ASSP. We allowed ASSP to send out an email on behalf of the chapter. Then we received another request. We want to be sensitive to not overwhelming members with emails.
  - ii. Proposed policy: Carol K proposes the following as guidance for how to handle requests for the Chapter to send out survey requests in the future:
    - 1. If the request comes from a student who is a member of one of our student sections, we will promote.
    - 2. For all other requests, we will suggest they can submit an article for our newsletter.

#### 5. President Elect Report (Megan N/Carol K)

- a. Meetings set for the year
  - i. October – Safety in AI at ACME Tools.
  - ii. November – Ethics in the Workplace in person at Marsh McLennan. Adele Abrams will be presenting.
  - 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. October newsletter will have a save the date with information.



- vi. March – From Near Miss to Meaningful Change with Nikki Knapp at TBG.
- vii. April – Student Presentations.
- viii. May – Electrical Safety.

**6. Vice President Report (Paul G)**

- a. Fall ROC – no additions

**7. Social Chair (Scott H)**

- a. Potential networking meet-up in early December with AIHA-UMS (AIHA Upper Midwest Section) at a central location for a few hours. Would have appetizers and cost would be split with AIHA. Chapter budget could accommodate the cost. Scott H will coordinate with AIHA board to determine if interested and can provide update for November board meeting with details.

**8. Marketing (Amy S)**

- a. Status of work on marketing materials – Amy S updated that a first meeting is scheduled for 10/17/2025 with the group of committee members to start discussions and actions on creating marketing pieces for chapter.
- b. Idea to send info to exhibitors and vendors about our meetings. Scott H has a list of vendors and exhibitors
  - Discussion on vendors/exhibitors that attend events and sponsor but are not currently members. Idea would be to have them attend meetings and be aware and possibly join as members.
  - Scott H will provide Carol K with list of vendors and exhibitors to send out postcards about chapter meetings.

**9. Membership and Mentoring (Mark N)**

- a. How do we promote member retention, address memberships that have lapsed, and engage new members. Mark N. updated that our membership is 789. He is reaching out to expired members to see if they can be encouraged to re-engage. Also looking for retired members to be mentors.
- b. Made Career Force contacts to see about making veterans returning from service or retiring aware of safety as a career, and how we could connect them with ASSP.
- c. Scott H attended MN Safety Council Duluth Safety day and will attend Mankato Regional Safety Day.

**10. Bylaws Update (Jamison H)**

- a. Jamison was not present to provide updates for this meeting. May dedicate a future meeting to discuss bylaws.

**11. PDC Planning Committee (Scott H)**

- a. Tues Feb 17, 2026 with the theme of: Connecting Today for safer tomorrow
- b. PDC: Mark Nichols, Amy, Brandy, Megan, Paul, Chris, Lori Severson, Solana Garbow
- c. Committee established and meeting virtually every other Monday. Task forces are created (Sponsor & Exhibitors, Speakers/Schedule, Expo area planning, Website/Marketing, CEU coordination, Post conference reception). Tasks have been divided and are moving forward.
- d. If anyone on Board interested in any way – reach out to Scott to become involved
- e. Call for speakers will be going out – page on website to submit info via email directly

**12. Additional Reports**

**a. Government Affairs (Whitney L)**

- OSHA federal work force is down to 460 full time people during the shutdown Federally.
- MN OSHA is not impacted and is business as usual

**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.
- iii. Alanna L updated on meeting date and no additional updates

**c. Student Sections**

- i. **UMD (Katie S & Jeff J)** –connected with students at Duluth Safety Day. UMD students put out a newsletter, which could be included in the chapter newsletter.
- ii. **UW Stout (Brian F, Nilu U, & Abigail B)**: working to create student organization ASSP section at UW Stout with grad students who don't realize they can join. Waiting for student council to report what they need. There is currently not a non-student member (board member) liaison chapter member; if needed, chapter can help coordinate.
- d. **Scholarships (Jeff J)**- Announcement will go out mid November. The scholarship budget typically falls in the next Chapter fiscal year, and isn't determined until after the PDC, usually in April. That makes it difficult to promote the



scholarships when the amount is not known. The Board discussed possibly changing how the scholarships are awarded. For now, a minimum of \$4000 will likely be awarded, based on prior budgets.

- Jeff J will send the current student section member names to Jenn C and Josh K to update the website.

- e. **Outreach, Communications & Social Media (Tailin T)** – no updates
- f. **Website (Josh K)** – no updates
- g. **Nominations and Elections (Jon E)** – no updates
- h. **Awards and Honors (Andrea P & Ann O)** – no updates

**13. Next Meeting** – November 11, 2025, at Marsh McLennan Agency or MS Teams.

**14. Adjournment** – *Megan N made a motion to adjourn the meeting, Mark N seconded - motion passed unanimously. The meeting adjourned at 11:01 am.*

Respectfully submitted by,

Amy Satterfield

ASSP Northwest Chapter Member at Large