



# ASSP Northwest Chapter Board Meeting Minutes

Date: 11/11/2025

Roll Call (quorum is five voting members\*)

Present	Full Name	Position
X	Carol Keyes, CSP	*President
X	Megan Navarre	*President-Elect & Programs Chair
	Paul Gammelgaard, CSP	*Vice President
X	Chris Flegel, CSP	*Treasurer
X	Jenn Carlson, CSP	*Secretary & Newsletter Editor
	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
X	Kate Carlson	*Society Advisory Group Member
	Jamison Harrell-Latham, CSP, LMSS	*Society Advisory Group Member, Bylaws Chair
X	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
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
	Nilu Umarova	UW-Stout Student Section Liaison
X	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:		

1. **Call to Order (Carol K)** - Combination MS Teams and in-person meeting called to order by Chapter President, Carol Keyes at 10:02 am.
2. **Region V Vice President's Comments (Jim N)**
  - a. Reminder SPY awards and Regional due February 1, 2026
  - b. Transform Safety Tool Box (Spring online virtual) trainings offered February 9-13; will offer ethics course
  - c. Legal side of safety course complimentary next Wednesday with CEUs
  - d. Advisory group survey currently out
  - e. Spring ROC survey will be coming out – funnel ideas through Carol K
  - f. Friday – Central IL celebrating 75 years as a Chapter
  - g. Will need to consider if Jim N comes to Northwest Chapter as a visit
3. **Chapter Business**
  - a. Approval of Minutes (Jenn C)
    - i. Jenn C emailed the Board the October 14 meeting minutes for their review.



1. *Megan N made a motion to approve the October 14 meeting minutes; Ann O seconded – motion passed unanimously.*
- b. Treasurer Report (Chris F)
  - i. Reviewed monthly financial report for October.
    1. *Jenn C made a motion to accept the October financial report, Megan N seconded – motion passed unanimously.*
  - ii. Status of dissolving Northern Plains Section (financial): we have not heard back from Northern Plains section. Will likely need to plan a trip to visit to resolve in November, if not resolved, will escalate after the trip to Jim N.
  - iii. Name tag deadline was October 24. Amy S also needs a name tag.
  - iv. Starting to see funds coming in for the February PDC.
- 4. President's Report (Carol K)**
  - a. Bundled meetings are still available through December.
  - b. This year's winner of the ASSP Foundation Scholarship, in memory of Cary Swenson for \$1,000 is Makenzie Clough, a master's degree student pursuing Environmental Health and Safety at the University of Minnesota Duluth. Applications are now open for the next scholarship.
  - c. Great Plains Chapter has a virtual free meeting on November 21: Scars of Safety with Ryan Wold of Faith Technologies.
- 5. President Elect Report (Megan N/Carol K)**
  - a. Meetings set for the year
    - i. December 9 – What's that smell? IH Made Simple with Cathy Hovde at MN Safety Council.
    - ii. January 20 – Joint meeting with AIHA, Lessons Learned from the Cockpit at the Air National Guard at MSP Airport. Will need registrations completed ahead of time for background checks – OK to open registration early to accommodate, but we need to understand the deadline.
    - iii. February 17 – PDC.
    - iv. March – From Near Miss to Meaningful Change with Nikki Knapp at TBG.
    - v. April – Student Presentations.
    - vi. May – Electrical Safety.
- 6. Awards and Honors (Andrea P & Ann O)**
  - a. Need to open up for nominees for Chapter SPY. With Regional SPY due February 1, we will align our Chapter deadline to support as nominee for Regional. Will open nominations immediately with deadline of December 15 with final submittal and paperwork due January 15.
  - b. Need to understand award ordering deadline for PDC announcement; past it has been around two to three weeks lead time.
- 7. Marketing (Amy S)**
  - a. Status of work on marketing materials: working on developing business cards, chapter marketing flier, and student chapter focused flier.
  - b. Idea to send info to exhibitors and vendors about our meetings. Scott H has a list of vendors and exhibitors, Scott H will send to Carol K for sending postcards.
- 8. Bylaws Update (Jamison H)**
  - a. Have not had a chance to reconnect on feedback on last revision.
- 9. PDC Planning Committee (Scott H)**
  - a. Tues Feb 17, 2026 with the theme of: Connecting Today for safer tomorrow
  - b. PDC Committee: Scott Huberty, Megan Navarre, Amy Satterfield, Eric Toth, Curt Schroeder, Lori Severson, Brandy Katterhagen, Megan Rooney, Chris Flegel, Mark Nichols, Solana Garbow, Paul Gammelgaard, Carol Keyes
  - c. What volunteer needs do you have?
  - d. Call for speakers is out (5 submissions with 20 speaker options). Deadline is Nov 15. <https://northwest.assp.org/call-for-speakers/>
  - e. Exhibitor information (currently 4 exhibitors registered): <https://northwest.assp.org/events/northwest-chapter-pdc-exhibitor-information-and-registration/>
  - f. Sponsor info (currently 2 gold and 2 silver sponsorship): <https://northwest.assp.org/events/northwest-chapter-pdc-sponsorship-opportunities-and-registration/>
- 10. Membership and Mentoring (Mark N)**



- a. 767 active members, 4 new, 37 expired.
- b. Discussion with Arielle Semmeel, ASSP Senior Manager, Communities about LA Chapter’s participation at National Association of School Counselors convention in July. Discussed options in data mining for membership process improvements, including acquisition of new members and retention of retiring.
- c. Attempted engagements with Arizona Chapter – Jim N will engage for help in connecting.
- d. Some expired members were those that received a free membership that has now expired and choose to not renew.
- e. Mark N is also following up with leads in the area for additional engagements and reach-outs. Discussion about more engagements with MN Safety Council and their training class offerings.
- f. MSC Regional Safety Days. Scott H attended Duluth and Mankato. Mankato had a great turn out with around 130 individuals – suggest we become an exhibitor in the future to engage attendees during exhibitor time on ASSP. Would require additional costs and would need individuals to staff (will discuss in May 2026 board meeting).

**11. Additional Reports**

- a. **Student Sections**
  - i. **UMD (Katie S & Jeff J):** Send October newsletter to Jenn C for inclusion in next newsletter.
  - ii. **UW Stout (Brian F, Nilu U, & Abbigail B):** Working with Stout on student organization formation – need four to be an official student organization.
- b. **Nominations and Elections (Jon E)**
  - i. Committee being formed with Megan N and Curt S.
  - ii. Working towards 12/01 deadline for upcoming elections – positions include Advisory, Member at Large, Treasurer, and Vice President.
- c. **Government Affairs (Whitney L)**
  - i. Minnesota

- 1. Last Month: Minnesota OSHA penalty increase effective Oct. 1, 2025

Type of violation	Penalty
Serious, nonserious, posting requirements	Maximum: \$16,550 each violation
Failure to abate	Maximum: \$16,550 a day beyond the abatement date
Willful, repeated	Maximum: \$165,514 each violation Minimum (willful): \$11,823 each violation
Links	Jan. 10, 2025, edition of the Federal Register Sept. 8, 2025, edition of the State Register

- 2. New Requirements: As part of the 2025 Minnesota state legislative session, the Brady Aune and Joseph Anderson Safety Act was passed (Minnesota Statutes section 182.679) and is effective May 2, 2025. It requires employers making improvements to land, including aquatic plant removal, and using scuba-diving equipment, to implement scuba-diving training and certification for employees, and to provide standardized, required equipment.
- 3. In the works: MNOSHA is working with an advisory group to assist the Department of Labor and Industry in updating the current lead regulations for general industry, 1910.1025, and for construction, 1926.62.
- ii. Federal Level
  - 1. Last Month: David Keeling Confirmed as OSHA Assistant Secretary. The U.S. Senate has confirmed David Keeling as the new Assistant Secretary of Labor for Occupational Safety and Health.
  - 2. Shut Down Update: The Senate on Monday, November 10, 2025, passed a short-term government funding bill and sent it to the House, where a vote could come as early as Wednesday. The bill would fund the government through Jan. 30 and provide funding for some government agencies for the remainder of the fiscal year.



- d. **Social Chair (Scott H)**
  - i. Networking Meet-Up in December with AIHA-UMS is not happening.
- e. **Society Advisory Group (Kate C, Jamison H, Jon E, Alanna L)**
  - i. Winter Advisory Group meeting: December 11, 2025, at 11:00am CST.
- f. **Scholarships (Jeff J)**
  - i. Announcement will go out November 15. Send information to Jenn C to include in next newsletter and Josh K for website updates.
- g. **Outreach, Communications & Social Media (Tailin T)**
  - i. Jenn C supporting social media postings – if it's a Friday and urgent, send to Jenn C.
- h. **Website (Josh K)**
- i. **Vice President Report (Paul G)**

**12. Other Topics**

- a. Outreach option to serve our communities with donations this holiday season and can partner with outreach for membership. What is an organization that serves our broader ASSP Northwest Chapter membership...Second Harvest? Feeding America? Diaper drive? Alanna L, Megan N, and Carol K will propose a solution for the December meeting.
- b. When we go to MN Safety Council – they are not set up well for MS Teams meetings. Need to understand if that has changed or if we should look into purchase our own equipment. Mark N has a contact he will reach out to for suggestions.
  - i. **Motion 251111:** *Ann O made a motion to approve up to \$250 for microphone purchase for speaker use, Mark N seconded – motion pass unanimously.*

**13. Next Meeting** – December 9, 2025, at MN Safety Council or MS Teams.

**14. Adjournment** – *Chris F made a motion to adjourn the meeting, Ann O seconded - motion passed unanimously. The meeting adjourned at 11:07 am.*

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