



ASSP Northwest Chapter Board Meeting Minutes

Date: 12/09/2025

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
	Jenn Carlson, CSP	*Secretary & Newsletter Editor
x	Whitney Larson	*Member at Large & Government Affairs
x	Andrea Peterson	*Member at Large, Awards & Honors
x	Megan Rooney	*Member at Large
	Curt Schroeder	*Member at Large
	Bill Wuolu	*Member at Large
	Amy Satterfield	*Member at Large
x	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
	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
	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
	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 10:05 am.
2. **Region V Vice President's Comments (Jim N)**
Region V taking applications for Region SPY and . There have been several people interested in Area Director. Any items we want discussed at the Spring ROC in April can be sent to Becky and Jim.
3. **Chapter Business**
 - a. Approval of Minutes (Jenn C)
 - i. Jenn C emailed the Board the November 11 meeting minutes for their review.
 1. *Megan N made a motion to approve the November 11 meeting minutes; Ann O seconded – motion passed unanimously.*
 - b. Treasurer Report (Chris F)
 - i. Reviewed monthly financial report for November.
 1. *Megan N made a motion to accept the November financial report, once the bank fee entry gets moved to Web Hosting. Ann O seconded – motion passed unanimously.*



- ii. Status of dissolving Northern Plains Section (financial): Chris has not yet had a chance to get to North Dakota to resolve this.
- iii. Name Tags Order: Chris will be putting in the order soon

4. President's Report (Carol K)

- a. Mark and Chris have been researching options for a microphone, although to really offer hybrid meetings, a camera would be needed as well. For a very good system, the cost has been closer to \$2500. MSC is using a j5Create for the meeting today. The cost is within the \$250 approved budget.
- b. Templates that Solana at CHESS has developed will be moved to the Chapter Canva, so that additional people can develop and edit documents.

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

- a. Second Harvest Food Drive/Donations: The Chapter decided to hold a food drive / donation drive for Second Harvest. We are about half way to our goal of \$250 raised.
- b. Meetings set for the year
 - i. January 20 – Joint meeting with AIHA, Lessons Learned from the Cockpit at the Air National Guard at MSP Airport. Will need registrations completed **by Dec 15** for background checks.
 - ii. February 17 – PDC.
 - iii. March – From Near Miss to Meaningful Change with Nikki Knapp at TBG.
 - iv. April – Student Presentations.
 - v. May – Electrical Safety.

6. Awards and Honors (Andrea P & Ann O)

- a. Chapter SPY Nomination deadline **December 22** with final submission January 15. So far no nominations have been received. Nominations can be sent to awards@northwest.assp.org

7. Membership and Mentoring (Mark N)

- a. 775 members. 3 new, only 5 expired. Mark has reached out to encourage long term members whose membership lapsed to consider emeritus membership.
- b. Meeting about participation in career day for ISD 622. Reached out to Peace Corps.
- c. Arizona Chapter Benchmarking (attachment in meeting invitation).
 - o Discussed how Arizona has been able to grow their chapter, which is partially because of a lot of population growth that has helped increase membership.
 - o Surveys: AZ got better response with handing them out at meeting and asking a blend of meeting and chapter items. Mark N will see if we can get copy of AZ's survey
 - o Suggestion for Board members to personally call members: maybe 5 people each if a script or talking points are provided, such as thank them for membership, invite to meetings, ask if they receive chapter emails
 - o **For newsletter:** Put reminder that people have to sign up each month for meeting, using their code. Could do LinkedIn post reminder as well.

8. PDC Planning Committee (Scott H)

- a. Tues Feb 17, 2026 with the theme of: Connecting Today for safer tomorrow
- b. Agenda set with registration open, as well as exhibitor and sponsor registration. There will be 9 different concurrent sessions,.
- c. Special PDC Cyber Week Flash Sale generated a number of early registrations.
- d. The committee will develop a document with recommendations on who receives complimentary registrations, which can be used in the future.
- e. Current status of Sponsors and Exhibitors:
 - i. Gold Sponsors: 6
 - ii. Silver Sponsors: 3
 - iii. Bronze Sponsor: 1
 - iv. Exhibitors: 10

9. Student Sections

- a. **UMD (Katie S & Jeff J):** no update
- b. **UW Stout (Brian F, Nilu U, & Abigail B):** Trying to recruit more people for the Student Section. It would be helpful to have a Chapter liaison. Tyler Murphy will be asked to be the liaison. (*post meeting note:* Tyler and Trent will work together as liaisons)



10. Scholarships (Jeff J)

- a. Announcement was set to go out on November 15. No update available. Send information to Jenn C to include in next newsletter and Josh K for website updates.

11. Marketing (Amy S)

- a. Idea to send info to exhibitors and vendors about our meetings. No updates
 - i. Status of vendors and exhibitors agreeing to receive newsletters (Scott H)
 - ii. Status of sending postcards to them (Carol needs names and addresses)
- b. Amy has been working on marketing materials (Amy S) – no other update

12. Government Affairs (Whitney L)

Federal government has gone back to work. Federal OSHA has extended abatement dates because of the shutdown. This does not apply to Minnesota. MN continues to work on a lead standard.

13. Additional Reports

a. Nominations and Elections (Jon E)

- i. We have to publish the slate of candidates 30 days before holding the election. The election must be held before May. Suggested to publish the slate of candidates no later than March 10 and open election on April 10; allowing two weeks for voting.
- ii. Reminder, candidates must be members of ASSP for at least a year before being nominated.
- iii. Our open positions are:
 - 1. Vice President
 - 2. Treasurer
 - 3. 3 Member at Large (Whitney Larsen, Andrea Peterson, Megan Rooney terms expire).
 - 4. 2 Society Advisory Group Members (Jamison and Kate Carlson. Jon moves to the Past Past President SAG member and Carol to Past Pres).

b. Bylaws Update (Jamison H) – no update

c. Social Chair (Scott H)

- i. There will be a PDC post-conference reception.
- ii. April 9 Safety Day at Northwood Tech College and possible meet up.

d. Society Advisory Group (Kate C, Jamison H, Jon E, Alanna L)

- i. Winter Advisory Group meeting: December 11, 2025, at 11:00am CST.

e. Outreach, Communications & Social Media (Tailin T)

f. Website (Josh K)

g. Vice President Report (Paul G)

14. Next Meeting – January 20, 2026, at Air National Guard or MS Teams.

15. Adjournment – Chris F made a motion to adjourn the meeting, Megan N seconded - motion passed unanimously. The meeting adjourned at 11:08 am.

Respectfully submitted by,
Carol Keyes, CSP
ASSP Northwest Chapter President