



ASSP Northwest Chapter Board Meeting Minutes

Date: 01/20/2026

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
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
	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
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 10:11 am.
2. **Region V Vice President's Comments (Jim N)**
 - a. Reminder Spring ROC: travel April 8, ROC 9, and half day 10; expect tentative agenda out this week.
 - b. SPY (Chapter and Region) and Award of Excellence by February 1 for Regional. Award of Excellence does not have to be tied to SPY submission.
 - c. Ticketing system issues are hoping to be resolved this week.
 - d. Both Area Directors presenting at PDC.
3. **Chapter Business**
 - a. Approval of Minutes (Jenn C)
 - i. Jenn C emailed the Board the December 09 meeting minutes for their review.
 1. *Megan N made a motion to approve the December 09 meeting minutes; Ann O seconded – motion passed unanimously.*
 - b. Treasurer Report (Chris F)



- i. Reviewed monthly financial report for December.
 1. West River and MN Safety Council Fees are included. Anticipating higher West River fees and Spring ROC travel may come into this Chapter year's budget.
 2. Discussion on member renewals information for clarity.
 3. *Jenn C made a motion to accept the December financial report; Amy S seconded – motion passed unanimously.*
- ii. Status of dissolving Northern Plains Section (financial): trip planned in February to recover funds.
- iii. Status of Name Tags Order: on-order.
- iv. Status of Camera and Microphone Purchase: received and in-use.

4. President's Report (Carol K)

- a. Do not have a February board meeting scheduled to discuss the proposed 2026/2027 Chapter Year Budget. Carol K will send out survey for potential dates for virtual meeting. If there are budget items that need to be considered, let Carol K or Chris F know prior to February 5 if you have additional considerations. Anticipate we will offer bundle again. Chris F has draft budget that will be distributed.
- b. Chapter Dues Report due to Society March 1, we do not anticipate changes to our organization at this time.

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 and raised well over \$100 and donated a large amount of food donations to Second Harvest. Discussion that we should do this on an annual basis.
- b. Meetings set for the year
 - i. February 17 – PDC.
 - ii. March 10 – From Near Misses to Meaningful Change: Harnessing HOP to Learn and Improve with Nikki Knapp at TBG.
 - iii. April – Student Presentations.
 - iv. May – Electrical Safety.

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

- a. Will be putting forward Alanna L for Regional SPY and Mark N for Chapter SPY.

7. Membership and Mentoring (Mark N)

- a. Current membership is 781 members, 7 new members and 9 expired.
- b. St. Paul School District engagement – Mark N will be on a volunteer panel on career in safety.
- c. Student Section Leader at Millersville University won award three out of last four years for best practices in Student Section. Engaging to learn more best practices.
- d. Discussion about if we should engage with MN Safety Council as an opportunity to engage about adding ASSP information into their train-the-trainer sessions. Mark N will follow up.
- e. Opened conversation with recent retired teacher on potential student engagements and career opportunities.

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. 12 different speakers throughout the day being offered.
- c. As of 01/19/2026, there are 30 regular attendees and anticipate flood of registrations as we move forward.
- d. We are offering complimentary registration for those helping support the registration desk and logistics, as well as offering a discount code for other Chapter Leadership.
- e. Working with Society to get agenda posted – Society is working through ticketing system backlog.
- f. Our PDC is mentioned in the latest version of Professional Safety!

9. Student Sections

- a. **UMD (Katie S & Jeff J):** no update.
- b. **UW Stout (Brian F, Nilu U, & Abbigail B):** Working with two students to establish section and hoping to wrap up shortly. Tyler Murphy volunteered to be liaison.

10. Scholarships (Jeff J): no update.

11. Marketing (Amy S)

- a. Ideas to send info to exhibitors and vendors about our meetings: no update, suggest having a sign-in to see if they want to opt in to our emails.



- i. Status of vendors and exhibitors agreeing to receive newsletters (Scott H).
- ii. Status of sending postcards to them (Carol K needs names and addresses).
- b. Amy has been working on marketing materials (Amy S): Solana put together draft Student and Chapter fliers and working through reviews and finalizations. Looking for a booth poster and QR code post card for quick information look-up; these need to be drafted for review.

12. Government Affairs (Whitney L):

- a. National Heat Standard expected to be finalized mid to late 2026.
- b. HazComm phase 1 update January 19, 2026, to align with GHS revision number 7, updates to be made by 2028.
- c. Paid Family Medical Leave effective January 1, 2026, new posting requirements in effect for employers.

13. Additional Reports

- a. **Nominations and Elections (Jon E):** no update.
 - i. We must 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 elections 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 L, Andrea P, Megan R terms expire).
 4. 2 Society Advisory Group Members (Jamison H, Kate C terms expire).
 - a. Jon E moves to the Past Past President SAG member and Carol K to Past President.
- 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 in New Richmond, WI and possible meet up.
 - iii. Safety 2026 PDC Meet-Up planned.
- d. **Society Advisory Group (Kate C, Jamison H, Jon E, Alanna L):** no update, next are February 19, 2026 and May 21, 2026.
- e. **Outreach, Communications & Social Media (Tailin T):** no update.
- f. **Website (Josh K):** no update.
- g. **Vice President Report (Paul G):** no update.

14. Next Meeting – virtual meeting February 12th at 3:30pm to review proposed 2026/2027 budget; invitation to follow.

15. Adjournment – *Jenn C made a motion to adjourn the meeting, Chris F seconded - motion passed unanimously. The meeting adjourned at 10:57 am.*

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