



ASSP Northwest Chapter Board Meeting Minutes

Date: 02/12/2026

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
	Whitney Larson	*Member at Large & Government Affairs
X	Andrea Peterson	*Member at Large, Awards & Honors
	Megan Rooney	*Member at Large
X	Curt Schroeder	*Member at Large
X	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
X	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, Co-Chair Membership & Mentoring, Social Chair
	Tailin Tommerdahl, GSP	Outreach/Communications, Social Media
	Josh Kaiser, ASP, SHRM-CP	Website Manager
X	Mark D Nichols, ARM	Co-Chair Membership & Mentoring
	Jeff Jarvela, CSP, OHST	Scholarship Chair, UMD Student Section Liaison
	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
	Nilu Umarova	UW-Stout Student Section Liaison
	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 3:37pm.
2. **Chapter Business**
 - a. Approval of Minutes (Jenn C)
 - i. Jenn C emailed the Board the January 20 meeting minutes for their review.
 1. *Jon E made a motion to approve the January 20 meeting minutes; Janie R seconded – motion passed unanimously.*
3. **Budget Review (Chris F)**
 - a. Chapter priorities and considerations for setting 2026-2027 budget
 - i. Speaker gifts: We can obtain some through Society (they can provide 10 per year—gift cards and swag). We have four remaining. Likely do not need it included in budget and can use the remaining and Society provided.
 - ii. Spring ROC: Jenn C, Chris F, Carol K likely to attend.
 - iii. Fall ROC: The Chapter is budgeting for hosting, including supporting student attendance (Chris added funds under October special projects).



- iv. We have set aside funds for a board member, such as Mark N, to attend the Leadership Conference June 14 in Anaheim.
 - v. We will offer meeting bundles again and plan to give away a meeting bundle at the PDC.
 - vi. We have set aside funds to support printing costs for meeting postcards and printing Chapter materials.
 - vii. Scott H is now co-chair for membership and will partner with Mark N. Budget set aside for boat cruise.
 - viii. Expenses are going up and credit card processing fees are going up. In addition, cost for PDC is more than anticipated compared to revenue. The Chapter will need to consider other options for future PDC, such as less expensive venue and smaller event.
 - ix. We will need at least four meeting sponsors in upcoming budget year. Vendors and manufacturers would likely support the Chapter and welcome an opportunity to do a short pitch at a Chapter meeting. Jon E and Curt S volunteered to help with ideas to promote.
- b. *Bill W made a motion to approve the 2026-2027 Chapter Budget as presented; Megan N seconded – motion passed unanimously.*
- 4. Next Meeting** – March 10th at 10:00am at TBG or MS Teams.
- 5. Adjournment** – *Chris F made a motion to adjourn the meeting, Megan N seconded - motion passed unanimously. The meeting adjourned at 4:32pm.*

Respectfully submitted by,

Jenn Carlson, CSP, ASSP Northwest Chapter Secretary and Carol Keyes, CSP, ASSP Northwest Chapter President