



ASSP Northwest Chapter Board Meeting Minutes

Date: 03/10/2026

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
	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
X	Megan Rooney	*Member at Large
	Curt Schroeder	*Member at Large
	Bill Wuolu	*Member at Large
X	Amy Satterfield	*Member at Large
X	Kate Carlson	*Society Advisory Group Member
X	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, Co-Chair Membership & Mentoring, Social Chair
	Tailin Tommerdahl, GSP	Outreach/Communications, Social Media
X	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
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
	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: Stacy Arnold		

1. **Call to Order (Carol K)** - Combination MS Teams and in-person meeting called to order by Chapter President, Carol Keyes at 10:04am.
2. **Region V Vice President's Comments (Jim N)**
 - a. Society elections are ongoing – ensure you cast your vote.
 - b. Ensure you work on your Chapter elections in alignment with your by-laws.
 - c. Check in on CEU issuance – going well so far, other than the PDC.
3. **Chapter Business**
 - a. Approval of Minutes (Jenn C)
 - i. Jenn C emailed the Board the February 12 meeting minutes for their review.
 1. *Megan N made a motion to approve the February 12 meeting minutes; Amy S seconded – motion passed unanimously.*
 - b. Treasurer Report (Chris F)
 - i. Reviewed monthly financial report for January.



1. *Jenn C made a motion to accept the January financial report; Megan N seconded – motion passed unanimously.*
 - ii. Reviewed monthly financial report for February.
 1. *Jenn C made a motion to accept the February financial report; Ann O seconded – motion passed unanimously.*
 - c. Status of dissolving Northern Plains Section (financial) – no update.
 - d. Approval for travel to West River Safety days (biggest expense will be travel)
 - i. *Jamison H made a motion to approve travel for Chris F to attended to the West River Safety Days; Amy S seconded – motion passed unanimously.*
- 4. President's Report (Carol K)**
 - a. Chris F and Carol K are attending ROC in April.
 - b. Shout-out to Amy S for completing Chapter marketing materials. Carol K will verify that Chris F has the new marketing materials for West River Safety days.
 - c. ASSP Swag request – Carol K will work with Chris F.
- 5. President Elect Report (Megan N)**
 - a. Next meeting in April at TBG for Student Presentations.
 - b. Elections – ballots are assembled.
 - c. Second Harvest food drive – 480 meals provided. Worth doing again.
- 6. PDC Planning Committee (Scott H)**
 - a. PDC was a success based on logistics and feedback.
 - b. PDC generated a small profit, we are still waiting for one expense category to finalize. Venue and food costs were higher than in past years, PDC Committee members were able to attend for free, and we did not adjust registration fees from previous year. We are already looking at different options for 2027 PDC for lower cost venues.
 - c. PDC Committee will have a wrap up meeting to further debrief on 2026 PDC and looking ahead to 2027 PDC. Will aim for second Tuesday of the month – February 9. Scott H to obtain survey feedback results from Nick M.
- 7. Bylaws Update (Jamison H):**
 - a. Executive committee authority – we have a lot of members and does not align written requirements and practices.
 - i. Bylaws currently include all elected officers, which is 18 members. Quorum would result in nine plus one of elected officials. Historically, there has not been clear alignment at Member at Large position.
 1. Question to the board: should the executive committee be the same as the elected officials of the board or should they be a sub-group?
 - a. Discussion around responsibilities and past attendance concerns. Can use electronic voting for those that cannot attend. Is monthly too frequent for meetings?
 - b. Each Chapter elected official must be an ASSP member for at least a year.
 - c. Discussion around representatives from ND, SD, and MN Safety Councils as voting members due to limit attendance and engagement.
 2. Decision on proposed path forward: keep executive committee as all elected positions and remove the representatives from ND, SD and MN Safety Councils as voting members and replace as Chair positions. We will need to add to the by-laws allowing electronic voting.
 - b. Members at Large – strengthen the language around Members at Large for responsibilities.
- 8. Awards and Honors (Andrea P & Ann O)**
 - a. Alanna L awarded Region SPY
 - b. Mark N awarded Chapter SPY
- 9. Nominations and Elections (Jon E):**
 - a. Open positions: Vice President, Treasurer, 3 Member at Large (Whitney Larsen, Andrea Peterson, Megan Rooney terms expire.), 2 Society Advisory Group Members (Jamison and Kate Carlson).
 - b. Goal is to post slate of candidates by March 15. Then allow two weeks for electronic voting.
- 10. Student Sections**
 - a. **UMD (Katie S & Jeff J):** no update
 - b. **UW Stout (Brian F, Nilu U, & Abbigail B):** no update
 - c. Scholarship information went out November 15.
- 11. Membership and Mentoring (Mark N)**



- a. Updated provided to board with agenda.
- b. Discussed calling members. Who can put together a script? – held for next meeting.
- c. April 9 Safety Day at Northwood Tech College and possible meet up.
 - i. *Megan N made a motion to approve \$150 for Northwest Tech College Safety Day Meet Up on April 9, if not already in the budget; Jamison H seconded – motion passed unanimously. Post-meeting note: this was in the approved budget.*

12. Additional Reports

- a. **Society Advisory Group (Kate C, Jamison H, Jon E, Alanna L):** no update
- b. **Government Affairs (Whitney L):** no update
- c. **Marketing (Amy S):** no update
- d. **Outreach, Communications & Social Media (Tailin T):** no update
- e. **Website (Josh K):** no update
- f. **Scholarships (Jeff J):** no update
- g. **Social Chair (Scott H):** no update
- h. **Vice President Report (Paul G):** no update

13. Next Meeting – April 14th at 10:00am at TBG or MS Teams.

14. Adjournment – *Jenn C made a motion to adjourn the meeting, Jamison H seconded - motion passed unanimously. The meeting adjourned at 11:06am.*

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