



ASSP Northwest Chapter Board Meeting Minutes

Date: 04/14/2026

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
	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
X	Amy Satterfield	*Member at Large
	Kate Carlson	*Society Advisory Group Member
X	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, 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
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
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 10:04am.

2. **Region V Vice President's Comments (Jim N)**

- a. Society elections are complete – Brenda Allard will be the new area director.
- b. There will be an engagement feedback survey sent with ROC documents by end of the week.
- c. NW Chapter will host the ROC next year. Jim N will provide the guide to Carol K.

3. **Chapter Business**

- a. Approval of Minutes (Jenn C)
 - i. Jenn C emailed the Board the March 10 meeting minutes for their review.
 - Megan N made a motion to approve the March 10 meeting minutes; Amy S seconded – motion passed unanimously.



- b. Treasurer Report (Chris F)
 - i. Reviewed monthly financial report for March.
 - *Mark N made a motion to accept the March financial report; Alanna L seconded – motion passed unanimously.*
 - ii. Status of dissolving Northern Plains section (financial)
 - ASSP can assist with releasing banks funds from Northern Plains if they do not respond.
 - Carol K will work to move this forward.
 - iii. Financial Review by May 31 – three volunteers needed for financial review: Incoming President (Megan N), MaL (Megan R), and Tyler M volunteered. Chris F will set this up so the review is completed by May 31, 2026.
 - iv. Travel to Regional Operating Committee.
 - *Jon E. made a motion to reimburse Carol K and Chris F for travel to attend the Regional Operating Committee meeting; Megan N seconded – motion passed unanimously.*

4. President's Report (Carol K)

- a. Chapter Elections– slate of candidates are published and on website. Open April 21 and closes May 5th. Will announce new board at May meeting. Encouraging all to vote.
- b. ROC updates – reminder that membership in all common interest groups and practice specialties is free. Reach out to customer service to add these.
- c. The fall ROC Sept 23 -25, 2026 in the Twin Cities and hosted at TBG. Planning committee will be needed with Carol K and Chris F co-chairing.
- d. Transition meeting (tentatively first week of June) – Carol K working on setting up the transition meeting. Monitor emails for a poll for best time/date options. Possibly hybrid or virtual.
- e. Who is attending Safety 2026 and Leadership Conference? Jon E will attend; Alanna L may and Megan R and Kate C are registered. Mark N and Scott H registered for leadership conference.
- f. All Board members should update their ASSP profile, adding a picture, which will then show up on our website.
- g. Thank you to Jon E and Megan N for putting together the slate of candidates!

5. President Elect Report (Megan N)

- a. Next meeting on May 12, 2026 at TBG – Kam Alipour from Cintas will be presenting on NFPA 70E.

6. PDC Planning Committee (Scott H)

- a. Wrap up and feedback - Examine complimentary registrations for next year. Carol K suggested a review of PDC and budget for moving forward. Also discussed how to promote the CEU's, Save the Date,
- b. Final costs – small profit from the event.
- c. Status of reserving venue for 2027? Goal to secure by May 1 and are exploring event locations for next year. Looking at possibly Earl Browne Center in Brooklyn Park, MN. Reviewing cost analysis and location details.
- d. Looking at Feb 16, 2027 for the PDC next year.
- e. Survey results- have not received surveys to date.

7. Boat Cruise (Scott H) – Boat Cruise is August 6, 2026 on the Jonathan Paddleford out of St. Paul. Theme is Viva Las Vegas. Scott H will get the contract for Carol K and Jim N to review, and he is getting a flyer ready for the MN Safety Conference

8. Bylaws Update (Jamison H):

- a. More aligned with ASSP. Executive committee of 15, need 9 attending meetings for a quorum.
- b. Changes will be sent out to the board for review and then approval at May meeting. Will then go to Society to review, then put to Northwest Chapter members for a vote.

9. Membership and Mentoring (Mark N and Scott H)

- a. Mark N is looking to participate in a number of job fairs.
- b. April 9 Safety Day at Northwood Tech College and meet up. Had 17 people show up and was positive event.
- c. West River Safety Day (Chris F) – Membership and participation is down. It is expensive for the chapter to attend and participate, especially with very limited interest. There may be other ways to reach members in North and South Dakota, such as a specific mailing reminding them of hybrid meetings and offering low or no cost attendance.
- d. MN Safety Conference May 5-6 (Chris F) – Chris F, Scott H, Carol K will be attending and covering the booth.

10. Nominations and Elections (Jon E):

- a. Slate of candidates posted. Voting opens soon.

11. Student Sections



- a. **Scholarship update (Jeff J):** No updates. Alanna L will be liaison (Post meeting note: Jeff will stay on as Scholarship Chair)
- b. **UMD (Katie S & Jeff J):** No updates.
- c. **UW Stout (Brian F, Nilu U, & Abigail B):** No updates.

12. Additional Reports

- a. **Awards and Honors (Andrea P and Ann O):** Alanna L is region SPY and will receive the award today.
- b. **Society Advisory Group (Kate C, Jamison H, Jon E, Alanna L):** Next meeting is early May.
- c. **Government Affairs (Whitney L):** see next page for updates.
- d. **Marketing (Amy S):** No updates
- e. **Outreach, Communications & Social Media (Tailin T):** No Updates
- f. **Website (Josh K):** No updates
- g. **Scholarships (Jeff J):** No updates
- h. **Social Chair (Scott H):** No updates
- i. **Vice President Report (Paul G):** No updates

13. Next Meeting – May 12th at 10:00am at TBG or MS Teams.

14. Adjournment –*Jamison HL made a motion to adjourn the meeting, Chris F seconded - motion passed unanimously. The meeting adjourned at 11:04am.*

Respectfully submitted by,
Amy Satterfield, ASSP Northwest Chapter Member at Large



**ASSP Northwest Chapter – Government Affairs Update (MN OSHA / Federal OSHA)
April 2026 (Past 60 Days)**

Federal & ASSP Advocacy Activity

- ASSP submitted/input supported **ongoing OSHA rulemaking priorities**, including **PPE standard alignment with ANSI consensus standards** and continued advancement of **Hazard Communication (HazCom) updates**.
- Continued ASSP engagement with policymakers to reinforce the role of **consensus standards in regulatory modernization**.

Federal Agency Funding & Direction

- Advocacy efforts supported **FY26 funding stability for OSHA, NIOSH, and CSB**, maintaining focus on enforcement, research, and incident prevention.
- Recent updates indicate **continued stabilization of NIOSH operations**, supporting research and guidance development.

Regulatory Focus Areas (Last 2 Months)

- Increased federal emphasis on:
 - **Heat illness prevention rulemaking progression**
 - **HazCom alignment with GHS updates**
 - **Serious Injury & Fatality (SIF) prevention initiatives**

Minnesota (MNOSHA) Implications

- MNOSHA expected to **mirror federal direction**, particularly:
 - PPE and HazCom updates
 - Continued focus on **high-hazard industries and heat-related risks**

Key Takeaway

- Short-term trend: **Incremental regulatory updates + sustained federal support**, with ASSP continuing to influence alignment between **OSHA rules and modern consensus standards**.