



ASSP Northwest Chapter Board Meeting Minutes

Date: 06/03/2026

Roll Call (quorum is five voting members*)

Present	Full Name	Position
<i>2025-2026 Chapter Year Board Members</i>		
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
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
	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, 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
	Ann Oelrich, CSP	Awards & Honors
	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
<i>2026-2027 Chapter Year Board Members</i>		
X	Megan Navarre	President
X	Whitney Larson	President-Elect & Programs Chair
X	Tyler Murphy	Vice President
X	Chris Flegel, CSP	Treasurer
X	Jenn Carlson, CSP	Secretary & Newsletter Editor
X	Scott Huberty, ARM	Member at Large, Co-Chair Membership & Mentoring; Social Chair
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
	Kate Carlson	Society Advisory Group Member
	Jamison Harrell-Latham, CSP, LMSS, CMSE	Society Advisory Group Member, Bylaws Chair
	Jon Eichman, MBA	Society Advisory Group Member, Past Past President



X	Carol Keyes, CSP	Society Advisory Group Member, Past President, Nominations and Elections
	Open	Government Affairs
	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
	Ann Oelrich, CSP	Awards & Honors
	Jim Nelson	Region V - RVP
	Brenda Allard	Region V - Area 1 Director
	Katherine Schofield, Ph.D., CSP, CHST, ARM	Student Section Faculty Advisor - UMD
	Open	UMD Student Section Liaison
	Open	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.
	Alanna Lee, CSP	ASSP Northwest Chapter Rep to MN Safety Council
	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 President-Elect President, Megan R at 11:35am.
2. **Region V Vice President's Comments (Jim N)** – no update
3. **Chapter Business**
 - a. Approval of Minutes (Jenn C)
 - i. Jenn C emailed the Board the May 12 meeting minutes for their review (also provided in meeting invitation).
 1. *Megan R made a motion to approve the May 12 meeting minutes; Chris F seconded – motion passed unanimously.*
 - b. Treasurer Report (Chris F)
 - i. Reviewed monthly financial report for May (was provided in meeting invitation). Boat cruise has been broken out in separate category line items.
 1. *Jenn C made a motion to accept the May financial report; Megan R seconded – motion passed unanimously.*
 - ii. Scholarship checks will be mailed out this month
 - iii. Results of financial review (Megan N, Megan R, Tyler M)
 1. Audit completed May 31, 2026, and a summary was provided in the meeting invitation as an attachment. As the Chapter had annual gross receipts slightly in excess of \$50,000, and the average over the past three years has exceeded \$50,000, taxes will need to be filed by a third party. The Treasurer is looking into this service.
 - a. **Motion 260603:** *Carol K made a motion to approve the cost of completing the 990-EZ by a third party, not to exceed \$500, Megan N seconded – motion passed unanimously.*
 - iv. Approve new signers for bank account
 1. *Jenn C made a motion to have Megan N and Chris F be approved as signatories on the Chapter bank account per our bylaws; Megan R seconded – motion passed unanimously.*
 - v. Approve Megan N as signatory for contracts – tabled for next meeting
 1. Point of clarification needed on the difference between approver versus signatory on contracts.
 - vi. Status of dissolving Northern Plains section (financial) – still working to dissolve.
4. **President's Report (Carol K and Megan N)**
 - a. Reminder to add your picture to ASSP account, which will automatically populate on our website.
 - b. For any change in contact information, send to Jenn C for updates.
 - c. Bylaws vote opens June 17 and will be open for two weeks. Requires 2/3 to vote in favor to pass.



- d. Will need volunteers to help plan ROC. ROC is to be held September 23-25, 2026, will be hosted by NW Chapter. Invites will be sent out to Board and Chapter leaders. Jenn C, Scott H, Megan R have volunteered to help support Chris F and Carol K on planning.
- e. Next meeting is scheduled for September 22 at TBG.
- f. Megan N is looking to set up an August 11 board meeting in preparation for kicking off September program.
 - i. The current chapter year the program postcards went to print at the end of July and mailed the first week in August. Feedback was postcards was successful and we should continue.
 - ii. Megan N and Whitney L will confirm plans for the August 11 board meeting.
- g. This year for meeting bundle package we offered at a cost of \$70 in-person and \$35 online. Board agreed to increase this to \$75 in-person and to \$40 online.

5. COMT Review (Carol K)

- a. Carol K walked through the Chapter Operations Management Tool (COMT) and updated real-time for current status. We are currently at Platinum level.
- b. This is where new operational plan will be loaded by August 15 by Megan N and Whitney L.

6. Review Board Roles and Responsibilities (Carol K)

- a. Read your position descriptions and bylaws.
 - i. Reminder, new bylaws indicate that all elected positions should be assigned another role. We discussed assignments for additional roles. Carol K will be reaching out to those who were not present for assignments, as well as engage on LinkedIn and a newsletter article.
- b. Reporting deadlines and key dates (was provided in meeting invitation).

7. Chapter Accounts (Carol K)

- a. Log in for chapter accounts will be sent in July (website, email, PayPal, Google Drive, Poll Daddy, etc.).
- b. Remember if you are sending emails to a person/people that you do not have a relationship with you need to use the chapter emails. If you change the password, let Jenn C know so we can maintain login information.

8. Leadership Training (Carol K)

- a. There is on-line training required from ASSP, you will need to self-enroll in your role specific training in your ASSP Account. Once registered, it will show up in My Learning.
- b. Reminder to play around on the website to learn more information. Membership -> Community Leader Resources -> Chapters.
- c. ROC – Fall ROC in MN. Volunteers to help plan already discussed.

9. Chapter Activities – FYI (Carol K)

- a. Chapter operational plan (was provided in meeting invitation) has to be submitted by August 15.
- b. Schedule of chapter events (typically 2nd Tuesday: 10 am Board, 11:30 chapter meeting September through May).
- c. Chapter budget: Chris F keeps us in line. Approved for April 1, 2026 – March 31, 2027.
- d. Transfer of relevant documents: We need to determine how best to do this (where to keep documents). – not covered due to time.
- e. Leadership conferences (one remote, one in person).

10. PDC Planning Committee (Scott H)

- a. Still evaluating venues with two quotes obtained.
- b. Looking for someone to serve as the overall chair of the committee.

11. Boat Cruise (Scott H)

- a. Viva Las Vegas – Aug 6. St Paul on the Paddleford. NW Chapter website will serve as the registration hub for attendees. Currently at 40 registrations with sponsors rolling in.

12. Safety 2026 (Scott H)

- a. Discussion if we had budget set aside for meetup expenses at Safety 2026; and we did not have this set aside.
- b. Scott H will be working to set up a photo of membership attending.

13. Society Advisory Group (Kate C, Jamison H, Jon E, Alanna L, Mark N) – information was provided in meeting invitation.

14. Additional Reports – not covered due to time.

- a. **President Elect Report (Megan N)**
- b. **Bylaws Update (Jamison H)**
- c. **Student Sections**
 - i. UMD (Katie S & Jeff J) – need new student section liaison to replace Jeff J.



ii. UW Stout (Brian F, Nilu Umarova, Abbigail Bauer) – need new student section faculty advisor to replace Brian F.

d. **Membership and Mentoring (Mark N and Scott H)** – information was provided in meeting invitation.

e. **Nominations and Elections (Jon E, Megan N, Jenn C)**

f. **Awards and Honors (Andrea P and Ann O)**

g. **Government Affairs (Whitney L)**

h. **Marketing (Amy S)**

i. **Outreach, Communications & Social Media (Tailin T)**

j. **Website (Josh K)**

k. **Vice President Report (Paul G)**

15. Next Meeting – To be scheduled, tentatively planned for August 11.

16. Adjournment – *Jenn C made a motion to adjourn the meeting, Chris F seconded - motion passed unanimously. The meeting adjourned at 1:00pm.*

Respectfully submitted by,

Jenn Carlson, CSP

ASSP Northwest Chapter Secretary