



ASSP Northwest Chapter Board Meeting Minutes

Date: 09/22/2026

Roll Call (quorum is nine elected voting members*)

Present	Full Name	Position
X	Megan Navarre	President*
X	Whitney Larson	President-Elect*, Programs Chair
X	Tyler Murphy	Vice President*, PDC Chair
X	Chris Flegel, CSP	Treasurer*, ROC Host Team
X	Jenn Carlson, CSP	Secretary*, Newsletter Editor, ROC Host Team
X	Scott Huberty, ARM	Member at Large*, Membership & Mentoring Co-Chair; Social Chair, ROC Host Team
X	Andrea Peterson	Member at Large*, Awards & Honors Co-Chair, PDC Committee
	Megan Rooney	Member at Large*, ROC Host Team
X	Curt Schroeder	Member at Large*
	Bill Wuolu	Member at Large*
X	Amy Satterfield	Member at Large*, PDC Committee
	Kate Carlson	Society Advisory Group Member*
X	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, ROC Host Team
	Open	Government Affairs
	Tailin Tommerdahl, GSP	Outreach/Communications, Social Media
X	Josh Kaiser, ASP, SHRM-CP	Website Manager
X	Mark D Nichols, ARM	Membership & Mentoring Co-Chair
	Jeff Jarvela, CSP, OHST	Scholarship Chair
	Ann Oelrich, CSP	Awards & Honors Co-Chair
X	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
	Ashley Der	Student Section Faculty Advisor - Stout
	Open	UW-Stout Student Section Liaison
X	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 (Megan N)** - Combination MS Teams and in-person meeting called to order by Chapter President Megan N at 10:02am.
2. **Chapter Business**
 - a. Approval of Minutes (Jenn C)
 - i. Jenn C emailed the Board the August 11 meeting minutes for their review (provided in meeting invitation).
 1. *Megan N made a motion to approve the August 11 meeting minutes; Scott H seconded – motion passed unanimously.*
 - ii. Special thank you to Amy S for volunteering to take minutes at the October 13, 2026 meeting.
 - b. Treasurer Report (Chris F)
 - i. Reviewed monthly financial report for June (provided in meeting invitation).
 1. *Carol K made a motion to accept the June financial report; Jenn C seconded – motion passed unanimously.*
 - ii. Reviewed monthly financial report for July (provided in meeting invitation).



1. *Jenn C made a motion to accept the July financial report; Carol K seconded – motion passed unanimously.*

- iii. August financial report will be reviewed in the October meeting.
- iv. Filing Taxes: expense for filing taxes will be reflected in September financial report. Three-year average triggers needing to pay for filing taxes. Discussion if boat cruise co-sponsor organizations should help contribute to the cost of filing for taxes.
- v. Anticipate costs coming up for hosting ROC and purchasing food and beverages for upcoming meetings.
- vi. Status of dissolving Northern Plains section (financial) – still working to dissolve.

3. President's Report (Megan N)

- a. Bylaws are finalized and were attached to meeting invite
 - i. Bylaws are posted on the Chapter website
- b. Next meeting: October 13th – Return with a Purpose with MN Occupational Health
 - i. MN Occupational Health
 - ii. Location is Marsh in Golden Valley MN
 - iii. CEU application was submitted and received
- c. May need a new speaker for March event (March 9th at TBG)
 - i. Would like to ensure this is covered
- d. Nick Marcella is stepping away from the CEU applications and surveys
 - i. Need someone to take this over
 - ii. Anyone interested?
- e. Postcards were sent out
 - i. Do we have extra postcards that can be used at events?
- f. Review meeting bundle flyer
 - i. Post to Linked In
 - ii. Post to website
 - iii. Include in upcoming newsletters
 - iv. Other ways to get this out there?

4. Past President Update (Carol K)

- a. ROC update (Sept 23-25)

5. PDC Planning Committee

- a. Carol and Tyler are Co-chairs for the PDC Planning committee
- b. First meeting will be on September 17th at 3 pm
- c. Any other updates?
- d. Last update – venues are still being reviewed and two quotes were obtained

6. Review Board Roles and Responsibilities

- a. Update your profile to include your photo
- b. Position descriptions
- c. Open Positions: Government Affairs and UW Stout and UMD Student Section Liaison s

7. Chapter Accounts

- a. Log in for chapter accounts will be sent in July (website, email, PayPal, Google Drive, Poll Daddy, etc.)
- b. Using chapter emails

8. Leadership Training

- a. Required on-line training from ASSP

9. Chapter Activities (FYI only: no discussion)

- a. Chapter operational plan (due by August 15th) – done.
- b. Leadership conferences (one remote, one in person)

10. Society Advisory Group (Kate C, Jamison H, Jon E, Alanna L, Mark N) (see attached)

11. Membership and Mentoring (Mark N, Scott H)

- a. How was the leadership summit? (Mark N.)

12. Next Meeting –October 13, 2026 at 10 am at TBG.

13. Adjournment –Chris F made a motion to adjourn the meeting, Tyler M seconded - motion passed unanimously. The meeting adjourned at 11:00 am.



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