

# Minutes

**To:** AIHA Officers and Board Members

**From:** Cathy Simmons

**Date:** March 1, 2004

**Re:** Minutes for Board Meeting on February 25, 2004

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Rules of the meeting:

Focus on business issues not personalities.

Seek solutions.

Only discuss items needing all—one on one items handle outside.

Everything available to discuss — keep it confidential.

Once consensus made, all work on getting it done.

## OFFICERS AND BOARD OF DIRECTORS ( = Present )

Kevin Aikman, United Analytical Services

Sara Gibson, Harper College

Aaron Jacob, Argus LLC

Mary Ellen Kut, Union Tank Car Company

Hillary Schneider, UOP

Leslie Peterson, Motorola

George Krafcisin, Mosaic Management, Inc.

Allan Ekstrom, RAECO

Christine Petitti, OSHA

Michael Rosenow, Motorola

Robert Safe, Safe Technology

Eugene Satrun, Exxon Mobil

Catherine Simmons, Boelter & Yates

James Swanson, International Truck and Engine, Inc.

Abe Villegas, MWRD

Fred Tremmel, BP

**SECRETARY'S REPORT – Catherine Simmons**

| <b>General Opportunity / Action Items</b>                    | <b>Status</b> | <b>Team Member(s)</b> | <b>Comments</b> |
|--|---------------|-----------------------|-----------------|
| Review/approve meeting minutes from January 5, 2004 meeting. | Approved      | Present Voting        | Completed       |

**TREASURER'S REPORT – Eugene Satrun**

| <b>General Opportunity / Action Items</b>                                    | <b>Status</b>  | <b>Team Member(s)</b> | <b>Comments</b> |
|--|--|-----------------------|-----------------|
| Treasurer's report given.  | February seminar appears to have been profitable. Balance of accounts is approximately \$40,000. | E. Satrun             | complete        |
| Board requests that the report be revised so that it is easier to understand |  | E. Satrun             | WIP             |

**PROGRAM COMMITTEE – James Swanson**

| <b>General Opportunity / Action Items</b>                               | <b>Status</b>   | <b>Team Member(s)</b>  | <b>Comments</b>   |
|---|---|--|---|
| February all day seminar On Exposure Assessment Strategies and Modeling | Speakers will be set by 1 <sup>st</sup> week in December. Flier sent out 1 <sup>st</sup> week in January.   | C. Simmons<br>A. Jacob<br>A. Ekstrom<br>S. Gibson<br>A. Villegas | Complete. Approximately 45 attendees. Well received seminar with good feedback from attendees |
| Students Night Meeting  | Changed to 2/25/04 from March 3 <sup>rd</sup> to accommodate schedules from the University. Speaker was Dr. John Howard, Director NIOSH. His speech focused on the changing profession of IH. | F. Tremmel<br>M. Rosenow<br>J. Swanson<br>A. Villegas            | Excellent attendance by students. Poster winners were as follows below:                       |

**Undergraduate Student Winner (\$200)**

**Anthony Arms, Illinois State University**

**The Need for Pro-Bono Health & Safety Inspections in Sheltered Workshops**

**Graduate Student 1<sup>st</sup> Place Winner (\$200)**

**Mark J. Knezovich and Dr. James D. McGlothlin, Purdue University, School of Health Sciences**

**Effective Ergonomic Interventions using Biomechanical Modeling at a Trailer Axle Manufacturing Plant**

**Graduate Student 2<sup>nd</sup> Place Winner (2 second place winners, \$100 each)**

**Birute Diciunaite and Amey J Muzumdar, Benedictine University**

**Disaster Management Information: A Model for Website Development.**

**Lisa Wagoner, Purdue University**

**Evaluation of Noise Attenuation and Verbal Communication Capabilities Using Three Ear Insert Hearing Protection Systems Among Airport Maintenance Personnel.**

|   |  |   |   |
|---|--|---|---|
| April Member Appreciation Night and Elections | Meeting will be at Dave and Busters on April 7, 2004. Speaker will be Paul Seidlitz, State of Illinois, Consultation Program. The speaker will discuss the "Pre-Historic days of IH. | C. Petitti<br>G. Krafcisin<br>K. Aikman<br>M. Rosenow | Need to sign contract for meeting room. G. Krafcisin will email to L. Peterson. Leslie will sign for the section and forward to Dave and Busters.<br><br>According to R. Safe there are enough members running for the 4 vacant board seats. R. Safe will be preparing the ballots.<br>Board members F. Tremmel, H. Schneider, and possibly G. Krafcisin will need to be on the ballot since they were appointed and voted on by the Board to fill seats vacated during the term and not voted on by all AIHA Section membership. |
| May Meeting at Hull House                     | Half day seminar   | L. Nichols<br>L. Peterson<br>C. Simmons               | Need to prepare flyer and send out in April. C. Simmons and L. Peterson will visit site in late March/early April with L. Nichols to finalize program.  |

**GOVERNMENT AFFAIRS – ROBERT SAFE**

| <b>General Opportunity / Action Items</b> | <b>Status</b>   | <b>Team Member(s)</b> | <b>Comments</b>  |
|---|---|-----------------------|--|
| Illinois IH License                       | Robert will draft the letter  | R Safe                | WIP  |
| Mold Task Force                           | K. Aikman has been nominated to serve on the Joint House-Senate Taskforce On Mold In Indoor Environments. | R. Safe               | Need closer follow-up on legislative issues in the future. |

**INFORMATION TECHNOLOGY “WEB” COMMITTEE – JEFF ROZAK / ABE VILLEGAS**

| <b>General Opportunity / Action Items</b>                          | <b>Status</b>  | <b>Team Member(s)</b>   | <b>Comments</b>  |
|--|--|---|--|
| Deadline for new information is the 1 <sup>st</sup> of every month |  | M. Rosenow  |  |
| New Web committee Expansion  | <ul style="list-style-type: none"> <li>Develop mission statement</li> <li>Find new service provider. Currently paying \$1500.00 to \$2000.00 per year. Current host is Matrices, Inc.</li> <li>Recommend an implementation plan</li> <li><b>Prepare a proposal for the Board to vote on at the next meeting.</b></li> <li>Roll out new page for 2004-2005</li> </ul> | <p><b>Abe Villegas Is the new leader with the resignation of Jim Morrison,</b></p> <p>Ave Villegas<br/>Michael Rosenow<br/>Jeff Rozak<br/>Eugene Satrun</p> | <p>Requesting proposal from current vendor for web hosting. Team is also considering the proposal from Aaron Jacob’s brother for web hosting. AIHA board wants access to our website for updates. Our contract is up in June. Target decision making date is May 2004.</p> |
| List of attendees for seminars                                     | Updating the list of attendees for seminars on the site  | Web committee   | WIP  |

**PUBLIC RELATIONS AND COMMUNITY OUTREACH COMMITTEE**

| <b>General Opportunity / Action Items</b>   | <b>Status</b> | <b>Team Member(s)</b> | <b>Comments</b> |
|---|---------------|-----------------------|-----------------|
| <p>Small business outreach</p> <p>This committee will be discussed at the 2004-2005 planning meeting.</p> | Research      | F. Tremmel            | Inactive        |

**MEMBERSHIP OPPORTUNITIES**

**Funding Committee**

| <b>General Opportunity / Action Items</b> | <b>Status</b>  | <b>Team Member(s)</b>  | <b>Comments</b>   |
|---|--|--|---|
| New committee                             | <ul style="list-style-type: none"> <li>○ Consider a more organized approach to giving away AIHA funds.</li> <li>○ Need to identify who, what, how much, etc..</li> </ul> | <p>Leader: Robert Safe.</p> <p>Others interested in participating:<br/>                     Leslie Peterson<br/>                     Christine Petitti<br/>                     Fred Tremmel<br/>                     James Swanson<br/>                     Eugene Satrun</p> | <p>No Activity.</p> <p>See new business for decisions on funding of scholarships for students and to support attendance at the AIHCE.</p> |

**NEW BUSINESS**

| <b>General Opportunity / Action Items</b>  | <b>Status</b>  | <b>Team Member(s)</b> | <b>Comments</b>  |
|--|--|-----------------------|--|
| Support for students from ISU, Purdue, UIC, Benedictine to attend AIHCE in Atlanta, GA | <p>Announcement was made at the meeting letting the schools know that they can be awarded up to \$2000.00 each to assist students attending the AIHCE. Request for assistance should be sent to L. Peterson.</p> | L. Peterson           | <p>Board voted to allow up to \$500.00 per student for a total of \$2000.00 max for each school.</p> |

|   |   |             |   |
|---|---|-------------|---|
| Donation to the AIHA Foundation for student scholarship | Board voted to donate \$6000.00 to the AIHA Foundation. We will request the money be used for students in the Midwest. The check will be presented to AIHA at the AIHCE | L. Peterson | WIP<br><br>L. Peterson will contact the Foundation and let them know of the planned donation. |
| Deaths of Larry and Ruth Birkner.                       | A moment of silence will be held during the meeting.  | C. Simmons  | completed   |
| Up Date of By Laws                                      |   | M. Rosenow  | Requested update of bylaws be added to agenda for future meeting.                             |
|   |   |             |   |
| Need for a Lobbyist?                                    |   |             | Add to June meeting agenda.   |

### OLD BUSINESS

| General Opportunity / Action Items | Status   | Team Member(s) | Comments                        |
|------------------------------------|--|----------------|---------------------------------|
| Feb Seminar                        | Will request a reduction in fee for the Wojcik Conf. center since there were problems with the screen. | C.Simmons      | WIP<br>Follow-up with S. Gibson |

**Next Meeting:** April 7, 2004 - Dave and Busters.

## 2003- 2004 AGENDA

2003

2004

| Date                             | Format                                 | Topic   | Location                            | Team  |
|----------------------------------|--|---|-------------------------------------|---|
| *WED<br>SEPT 24 <sup>th</sup>    | Dinner                                 | AIHA National Update  | Maggiano's - Oak Brook              | S. Gibson<br>A. Ekstrom<br>J. Swanson   |
| WED<br>OCT 22nd                  | Full Day                               | Emerging Infectious Diseases and EHS Management   | UIC                                 | L. Nickels<br>J. Morrison<br>R. Safe<br>F. Tremmel  |
| WED<br>NOV 19th                  | Dinner                                 | USDOL Outreach Program<br>Mike Connors  | Wellington in Arlington Heights     | Christine Petitti<br>Mary Ellen Kut<br>Kevin Aikman   |
| DEC 11 <sup>th</sup><br>Thursday | Dinner                                 | Joint Award Mtg. with ASSE  | Wellington in Arlington Heights     | E. Satrun   |
| Jan. 7 <sup>th</sup>             | Dinner                                 | Board Members Only  | Giordano's- Oak Brook Area          | J. Swanson  |
| WED<br>FEB 4 <sup>th</sup>       | Full Day                               | "Exposure Assessment Strategies and Modeling-Past, Present and Future"                        | Harper college                      | C. Simmons<br>A. Jacob<br>M. Rosenow<br>A. Villegas<br>E. Satrun<br>S. Gibson<br>A. Ekstrom |
| <b>Changed to 2/25/04</b>        | Student's Night                        | NIOSH Director Dr. John Howard  | William Tell Restaurant, Joliet Rd. | F. Tremmel<br>M. Rosenow<br>J. Swanson<br>A. Villegas                                       |
| WED<br>APR 7 <sup>th</sup>       | Dinner / Elections                     | Members Appreciation Night – Humorous Speaker, Paul Seidlitz, Pre-Historic Industrial Hygiene | Dave and Busters or                 | C. Petitti<br>G. Krafcisin<br>K. Aikman<br>M. Rosenow                                       |
| WED<br>MAY 26 <sup>th</sup>      | Half Day                               | Hull House – Silicosis Then and Now   | Jane Adams Hull House               | L. Nichols<br>L. Peterson<br>C. Simmons<br>J. Morrison                                      |
| JUNE 8, 2004                     | Full DAY<br>9:30 am to approx. 2:30 pm | Planning Meeting for 2004 -2005 meeting.  | Motorola, Schaumburg, IL            | J. Swanson  |
|                                  |  |   |                                     |   |

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