

Minutes

To: AIHA Officers and Board Members

From: Catherine Simmons

Date: January 21, 2005

Re: Minutes for Board Meeting on January 19, 2005

Rules of the meeting:

Focus on business issues not personalities.

Seek solutions.

Only discuss items needing input from the board—one on one items handle outside.

Everything is open for discussion— but, keep it confidential.

Once consensus is made, all work on getting it done.

OFFICERS AND BOARD OF DIRECTORS (= Present)

- Kevin Aikman, United Analytical Services
- Markus Schaufele, U of Chicago Hospital
- Glenn Filip, Hewitt
- Mary Ellen Kut, Union Tank Car Company
- Hillary Schneider, UOP
- Leslie Peterson, Motorola

George Krafcisin, Mosaic Management, Inc.

Allan Ekstrom, RAECO

- Karen Boyce-Lindgren, Boelter & Yates
- Michael Rosenow, Motorola
- Fred Tremmel, BP
- Eugene Satrun, Exxon Mobil
- Catherine Simmons, Boelter & Yates
- James Swanson, International Truck and Engine, Inc.

Abe Villegas, MWRD

Paul Seidlitz, State of Illinois - Consultation Service

SECRETARY'S REPORT – Catherine Simmons

General Opportunity / Action Items	Status	Team Member(s)	Comments
Approve minutes from September and November meetings.	Approved	Board members	Complete

TREASURER'S REPORT – Kevin Aikman

General Opportunity / Action Items	Status	Team Member(s)	Comments
Treasurer's report given.	Software will be transferred to K. Aikman	E. Satrun	Complete
Online billing system	Up and running – working smoothly	E. Satrun	Difficult to resolve fees for using credit cards - looking at new way to record.
Status of funds	Scudder approx. 20,000 Bank One Money Market – 15,000 Checking	K. Aikman	Voted on report and approved.

PROGRAM COMMITTEE – Kevin Aikman

General Opportunity / Action Items	Status	Team Member(s)	Comments
Chicago Land Safety Conf.	Working on finalizing dates for 2005 Kevin is looking for ideas for the IH track at the Conference. Need 8 speakers 1.25 hour presentations. Then some whole day	E. Satrun	Organization of planning meetings will be changed for next year. Point system for last year was scratched. We received about \$3000.00 This year the conference will be run like last years'.

Mold Task Force	<p>K. Aikman has been nominated to serve on the Joint House-Senate Taskforce On Mold In Indoor Environments.</p> <p>Distributed the regulations from the State on licensure of consultants (like the contractors must be licensed).</p> <p>New mold regulation has been introduced.</p> <p>AIHA Guideline for “Assessment, Remediation, and Post-Remediation Verification of Mold in Buildings”, from the AIHA IEQ Committee is now available.</p>	K. Aikman	WIP
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INFORMATION TECHNOLOGY “WEB” COMMITTEE – M. Rosenow

General Opportunity / Action Items	Status	Team Member(s)	Comments
Deadline for new information is the 1 st of every month	Jobs are now posted with the date the job was posted included.	M. Rosenow	Pleased with progress and timeliness of vendor.

New Web committee Expansion	<ul style="list-style-type: none"> • Develop mission statement • Find new service provider. Currently paying \$1500.00 to \$2000.00 per year. Current host is Matrices, Inc. • Recommend an implementation plan 	<p>Mike Rosenow Is the new leader for this committee.</p> <p>Ave Villegas Eugene Satrun</p>	Decided to stay with the current provider for the next 6 months.
List of attendees for seminars	Updating the list of attendees for seminars on the site	Web committee	Need to update and post the list of attendees at the OSHA tour from Spring of 2003.

PUBLIC RELATIONS AND COMMUNITY OUTREACH COMMITTEE

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

MEMBERSHIP

General Opportunity / Action Items	Status	Team Member(s)	Comments
Membership status	322 on the list. Haven't found 8 members. 2 were deleted – moved out of area.	Karen Boyce-Lindgren	WIP

	All Sept. dues payments are reflected in the database. Still working on another packet of names from Eugene. 50 – 60% done with database update. Eugene will send the update to Karen.		
Retired Members	Will be given membership free until they die.		Complete
Out of work members	Karen will check with National AIHA to determine how they handle this issue.	Karen Boyce-Lindgren	WIP

Funding Committee

General Opportunity / Action Items	Status	Team Member(s)	Comments
New committee	<ul style="list-style-type: none"> ○ Consider a more organized approach to giving away AIHA funds. ○ Need to identify who, what, how much, etc.. 	Leader: Need a new leader Others interested in participating: Leslie Peterson Christine Petitti Fred Tremmel James Swanson Eugene Satrun	No Activity.
Need for a Lobbyist?			Add to June 2005 meeting agenda.

OLD BUSINESS

General Opportunity / Action Items	Status	Team Member(s)	Comments
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Kevin Aikman would like to develop a sub-committee to study and develop a proposal to find ways to fund a special project	Board voted to approve the subcommittee	K. Aikman	Funds for this project will come from various sources not necessarily Chicago Section AIHA.
Past President's recognition for the Dec. meeting	K. Aikman and E. Satrun will purchase a plaque for past president. Will research other appropriate gifts for board members.	Aikman Satrun	Complete
January Meeting	Need to discuss AIHCE 2006. Chicago Section will be responsible for Opening Ceremony, Spouse Tours, Professional tours, Fun Run, Blood Drive, High Schools	To be determined	A list of the needed committees was presented by Eugene Satrun. The Board agreed that we need to start now to fill the needed slots. Eugene also urged all Board members who will be attending the AIHCE for 2005 to attend a meeting that will be held on Thursday afternoon to debrief the Local Section that will be hosting the 2005 conference.

NEW BUSINESS

General Opportunity / Action Items	Status	Team Member(s)	Comments
Notice for meetings	Discussed and voted	All	Postcards for dinner meetings and flyer for seminars and email for both. The person in charge of the meeting should send the completed postcard and the completed email notices to Mike Rosenow for distribution to the membership.
Local Section Project Sponsored by National AIHA		Jim Swanson	A questionnaire will be sent for the membership to respond fill out and return.
Tsunami Relief	Board voted not to donate funds	All	
Leadership Conference	Eugene Satrun will attend	E. Satrun	Will be held in March. National AIHA pays for the leadership seminar

Next Meeting: February 23, 2005 (see table below for details).

2004 - 2005

Date & Type	Title/Topic	Speaker	Location	Comments
Sep 20-24, 2004	Chicagoland Safety Conference	Various	Northern Illinois University Naperville Campus	Complete
Sep 29, 2004	Best Practices Roundtable	Roundtable	Giordano's Oakbrook	Complete

			Terrace	
Oct 13, 2004 Full Day Seminar	Advances in Noise Measurement and Control	Beth A. Cooper Steven Lacey Tom Thunder	Harper College 1200 W. Algonquin Rd. Palatine	Complete
Nov 10, 2004	Occupational Health and Safety Management Systems - Draft American National Standard: (ANSI Z10)	Joe Wolfsberger V.P. Environmental Health and Safety—Baxter	Wellington of Arlington 2121 S. Arlington Hts. Rd. Arlington Heights, IL 60005	Complete
Dec 9, 2004	Chicago Area EHS Professional Associations Networking Dinner	Various	Chandler's Restaurant Schaumburg IL	complete
Jan 19, 2005	Board Meeting	K. Boyce-Lindgren will make arrangements	Webber Grill	complete
Feb 23, 2005	Student Night – Dose Reconstruction and Exposure Assessment	Speaker, Fred Boelter Boelter & Yates, Inc.	William Tell Countryside, IL	Gifts for students discussed. New speaker due to Jian Lin cancellation. Expect about 40 students. Request for trivia questions. Ave Villegas Jim Swanson and John Dobby will be judges. \$200.00 will be available from the Section for gifts. Fred T.

				will purchase prizes for students and gift for speaker.
Mar 16, 2005 Full Day Seminar	Incident Management and Risk Communication	Various Dr. Lacey Joe Chaney Tim Coney Mike Rosenow Eugene Satrun Patrick McGinn Carol J. Forrest	Northern Illinois University Naperville Campus Contract is \$395.00 for the room. Limited to 65 people. Local ASSE chapters and AIHA.	Eugene Satrun, Abe Villegas and arrangers. Reviewed the outline for the seminar.
April 13, 2005	Dermal Exposures / Elections	Various	TBD	L. Peterson and C. Simmons Arrangers Leslie Nichols??? Secretary and 3 or 4 board member spots will be open. Dermal Subcommittee for the National AIHA Exposure Assessment Strategies committee has agreed to help find a speaker.
May 11, 2005 Half Day Seminar	Understanding the Design and Operation of HVAC Systems	Various	Siemens Technologies Bldg Buffalo Grove, IL	G. Filip, Kevin Aikman arrangers will be working on the draft outline and speakers.

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