

Minutes

To: AIHA Officers and Board Members

From: Cathy Simmons

Date: February 18, 2004

Re: Minutes for Board Meeting on January 7, 2004

Rules of the meetings:

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

Hilary Schneider, UOP, LLC

Leslie Peterson, Motorola

George Krafcisin, Mosaic Management, Inc.

Allan Ekstrom, RAECO

Fred Tremmel, BP

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

SECRETARY'S REPORT – Catherine Simmons

General Opportunity / Action Items	Status	Team Member(s)	Comments
Review/approve meeting minutes from November 19, 2003 meeting.	Approved	Present Voting	Completed

TREASURER'S REPORT – Eugene Satrun

General Opportunity / Action Items	Status	Team Member(s)	Comments
No report given			
Board requests that the report be revised so that it is easier to understand	WIP	E. Satrun	

PROGRAM COMMITTEE – James Swanson

General Opportunity / Action Items	Status	Team Member(s)	Comments
January Board Meeting	Giordano's on Jan 7th	J. Swanson	Meeting was a success and enjoyed by all.
February all day seminar On Exposure Assessment Strategies and Modeling	Speakers will be set by 1 st week in December. Flier sent out 1 st week in January.	C. Simmons A. Jacob A. Ekstrom S. Gibson A. Villegas	WIP
Students Night Meeting	Changed to 2/25/03 from March 3 rd to accommodate schedules from the University. Location is William Tell Restaurant, family style meal. Tentative student attendance Purdue - 10 ISU - 10 UIC - 5 Benedictine - 2	F. Tremmel M. Rosenow J. Swanson A. Villegas Judges for the posters: K. Aikman A. Villegas M. Rosenow	First 50 student free and have checks made out in advance for poster winners. Committee will come up with grading form for posters. Need give aways for students Announcement about the judges and their function will be made at the meeting so that they get preferential time with

	Speaker is Dr. John Howard, NIOSH Director.	Alternate judges: J. Swanson and C. Petitti agreed to assist if needed.	the authors. Need to come up with raffle or way to win the larger prizes. Send questions to stump the students to Mike Rosenow.
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GOVERNMENT AFFAIRS – ROBERT SAFE

General Opportunity / Action Items	Status	Team Member(s)	Comments
Illinois IH License	Robert will draft the letter	R Safe	WIP

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

General Opportunity / Action Items	Status	Team Member(s)	Comments
Deadline for new information is the 1 st of every month	Open	Jeff Rozak Abe Villegas	No Change
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 Jim Morrison reported to Board on details of hosting page with National AIHA. Prepare a proposal for the Board to vote on at the next meeting. Roll out new page for 2003-2004 	Abe Villegas Is the new leader with the resignation of Jim Morrison, K. Aikman Michael Rosenow Jeff Rozak Eugene Satrun	Web team is proposing to accept 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 switch over is May 2004.

List of attendees for seminars	Updating the list of attendees for seminars on the site	Web committee	WIP
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PUBLIC RELATIONS AND COMMUNITY OUTREACH COMMITTEE

General Opportunity / Action Items	Status	Team Member(s)	Comments
Small business outreach	Research	F. Tremmel	No Change

MEMBERSHIP OPPORTUNITIES

General Opportunity / Action Items	Status	Team Member(s)	Comments
Form Special Interest Groups	Research	E. Satrun	WIP
Track non-members vs. Member on database	<ul style="list-style-type: none"> • 236 Paid members • 67 members (unpaid) • Missing email addresses for 49 members 	S. Gibson	1 emeritus, 5 new 61 renewals
Consider tracking national/local membership			Need to discuss at later date
Membership Renewal	Renewal notices went out to 302 members in August 2003.		WIP
Student Membership	Board agreed that full – time students would receive free membership in the local AIHA and half price for dinner meetings when showing a valid student I.D. Membership forms will be revised by Eugene Satrun to reflect the changes.		Complete/WIP
Organizational Membership	Board agrees that this issue needs to be discussed further to identify benefits, costs, etc. This membership		Tabled until later date.

	category may tie in with advertising on the web site. Board agreed to defer this until the web site issues are resolved.		
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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: Robert Safe. Others interested in participating: Leslie Peterson Christine Petitti Fred Tremmel James Swanson Eugene Satrun	WIP

NEW BUSINESS

General Opportunity / Action Items	Status	Team Member(s)	Comments
TeleWeb, training	Board discussed offering another teleweb class for the Spring		Decided we had enough programs for Spring. Will consider for the Fall.
Elections	Scheduled for April	Officers	3 or 4 board members will need to be replaced for 2004-2005

OLD BUSINESS

General Opportunity / Action Items	Status	Team Member(s)	Comments

Next Meeting: February 25, 2004 - William Tell Restaurant - Student's Night.

2003- 2004 AGENDA

2003

2004

Date	Format	Topic	Location	Team
*WED SEPT 24 th	Dinner	AIHA National Update	Maggiano's - Oak Brook	S. Gibson A. Ekstrom J. Swanson
WED OCT 22nd	Full Day	Emerging Infectious Diseases and EHS Management	UIC	L. Nickels J. Morrison R. Safe F. Tremmel
WED NOV 19th	Dinner	USDOL Outreach Program Mike Connors	Wellington in Arlington Heights	Christine Petitti Mary Ellen Kut Kevin Aikman
DEC 11 th Thursday	Dinner	Joint Award Mtg. with ASSE	Wellington in Arlington Heights	E. Satrun
Jan. 7th	Dinner	Board Members Only	Giordano's-- Oak Brook Area	J. Swanson
WED FEB 4 th	Full Day	"Exposure Assessment Strategies and Modeling-Past, Present and Future"	Harper college	C. Simmons A. Jacob M. Rosenow A. Villegas E. Satrun S. Gibson A. Ekstrom
Changed to 2/25/03	Student's Night	NIOSH Director Dr. John Howard	William Tell Restaurant, Joliet Rd.	F. Tremmel M. Rosenow J. Swanson A. Villegas
WED APR 7 th	Dinner / Elections	Members Appreciation Night – History of Industrial Hygiene, Paul Seidlitz, State of Illinois, Consultation Program	Dave and Busters or Shaws Crab House or Big Bowl (TBD)	C. Petitti G. Krafcsin K. Aikman M. Rosenow
WED MAY 26 th	Half Day	Hull House – Silicosis Then and Now	Jane Adams Hull House	L. Nichols L. Peterson C. Simmons
JUNE	Full DAY	Planning Meeting	TBA	President Elect

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