

# Minutes

**To:** AIHA Officers and Board Members

**From:** Catherine Simmons

**Date:** February 24, 2005

**Re:** Minutes for Board Meeting on February 23, 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**

<b>General Opportunity / Action Items</b>	<b>Status</b>	<b>Team Member(s)</b>	<b>Comments</b>
Approve minutes from January meeting.	Approved	Board members	Complete

**TREASURER'S REPORT – Kevin Aikman**

<b>General Opportunity / Action Items</b>	<b>Status</b>	<b>Team Member(s)</b>	<b>Comments</b>
Treasurer's report given.	K. Aikman has taken over all the responsibilities of the Treasurer	E. Satrun	Total Assets \$50,312.19.  Complete Voted on and approved.
Online billing system	Up and running – working smoothly	E. Satrun	Difficult to resolve fees for using credit cards - looking at new way to record.  WIP
Software	Treasurer needs to buy new software.	K. Aikman	Voted on report and approved.

**PROGRAM COMMITTEE – Kevin Aikman**

<b>General Opportunity / Action Items</b>	<b>Status</b>	<b>Team Member(s)</b>	<b>Comments</b>
Chicago Land Safety Conf.	September 26 – 30, 2005 are the dates for the conference  First 2 days are pre-conference (full day classes)	K. Aikman	This year the conference will be run like last years'.  K.A. is also running the Vendors coordination.  March 4 <sup>th</sup> meeting for planning.



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**

<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	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"> <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> </ul>	<p><b>Mike Rosenow</b> 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	<p>Updated as of February 22, 2005.</p> <p>Need to determine cut off</p>	Karen Boyce-Lindgren	<p>WIP</p> <p>March cut off date for 2005 membership</p>

	date for membership. Move that March 1, 2005 for the cutoff date for this year for membership.		publishing. Publishing cutoff is January 1 <sup>st</sup> , 2006. Voted approved.  Dates of invoices, cost and late fees will be discussed at June Meeting.
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"> <li>○ Consider a more organized approach to giving away AIHA funds.</li> <li>○ Need to identify who, what, how much, etc..</li> </ul>	Leader: <b>Need a new leader</b> 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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<p>Kevin Aikman would like to develop a sub-committee to study and develop a proposal to find ways to fund a special project</p>	<p>Board voted to approve the subcommittee</p>	<p>K. Aikman</p>	<p>Funds for this project will come from various sources not necessarily Chicago Section AIHA.</p>
<p>First meeting with team on proposed asbestos rules</p>		<p>K. Aikman</p>	<p>Do all letters need to be reviewed and approved by the Board before Kevin can send letters to the State of IL. Voted and approved that Kevin will prepare the letters on AIHA letterhead and will request review by others on the Board as he sees fit.</p>
<p>January Meeting</p>	<p>Need to discuss AIHCE 2006. Chicago Section will be responsible for Opening Ceremony, Spouse Tours, Professional tours, Fun Run, Blood Drive, High Schools</p>	<p>To be determined</p>	<p>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. Will request assistance from the universities at the meeting.</p>

**NEW BUSINESS**

<b>General Opportunity / Action Items</b>	<b>Status</b>	<b>Team Member(s)</b>	<b>Comments</b>
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 board fill out and return.
Student Scholarships	Proposed 2 \$1500.00 scholarships for students.		Request that the scholarships be given to local students
Funding for AIHCE	\$2000.00 for each school (ISU, U of I and Purdue) to support travel to AIHCE		

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

**2004 - 2005**

<b>Date &amp; Type</b>	<b>Title/Topic</b>	<b>Speaker</b>	<b>Location</b>	<b>Comments</b>
Sep 20-24, 2004	Chicagoland Safety Conference	Various	Northern Illinois University Naperville Campus	Complete

Sep 29, 2004	Best Practices Roundtable	Roundtable	Giordano's Oakbrook Terrace	Complete
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.  All speakers set and flyers sent out to the membership. Ceu's have been awarded. 10 signed up to date.
April 20, 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.  Chair of the Dermal Subcommittee for the National AIHA Exposure Assessment Strategies committee has agreed to give a presentation 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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