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Metropolitan Water Reclamation
District of Greater Chicago

Past President

Kevin Aikman, PhD, CIH
United Analytical Services

January 14, 2009 Board of Directors Meeting Minutes

Present: Michael Rosenow, Rob Rottersman, Jeff Chennault, Sean Brantl, Salvatore Cali, Anita Chaudhari, John Davis, John Dobby, Glenn Filip, Rita Galvan, David Regelbrugge, Hillary Schneider, Fred Tremmel, Abe Villegas, Jacob Persky

Meeting began at 16:45

President's Report

- Jacob Persky introduced as volunteer web-master (working with Eugene)
- Sean Brantl appointed by the Board of Directors to the Secretary position until next election
- Sean's board position to remain open until next election
- Next e-mail to include bullet point to recruit volunteers to run for BOD positions during next election (4 openings)
- Need volunteers to run for President Elect position
- Revenue from Chicagoland Health & Safety Conference - \$7,170.11
 - Mike Rosenow reinforced the need for AIHA Chicago to stay involved with this conference and IH Track planning. Anita Chaudhari volunteered
- Mike Rosenow suggested a task force for records retention
 - Jeff Chennault performed a review of finance documentation and interpreted it as being 3 years minimum retention for financial documents.
 - Nothing has been discarded and we currently have 3 bankers boxes of records
 - It was mentioned in discussion that we retain a service company to scan everything
 - John Davis volunteered to head up Records Retention Task Force
 - Rita Galvan, Anita Chaudhari and Abe Villegas agreed to assist on Task Force
 - Task Force to coordinate with Jeff to hand off documents then decide on how to archiving, destroying (if needed) and store (on web-site?) documents
 - Objective – to have record retention approach complete and implemented by our June planning meeting
- Bylaws have been accepted and we need to submit current version (as is) to AIHA National. Agreed that we need to post these on the website. Mike agreed to contact Thursa at AIHA National to coordinate submitting our bylaws.
- Northern Illinois University submitted a request for support for their industrial hygiene laboratory.
 - Agreed that AIHA Chicago section will announce (via e-mail) that universities are looking for equipment. Announcement should also include UIC and ISU as possible donation recipients.
- Mike Rosenow indicated we should contact National Members who have not paid local dues and solicit them for local membership
- Speaker Giveaways: order of more "Quite Sickness" books approved. Jeff will order (current stock is only 3 remaining)
- Discussions regarding organizing a joint event and increase communications with UIC Student Section
- Sal Cali indicated that there were routine speaking opportunities (case

Chicago Section
American Industrial
Hygiene Association

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studies) at UIC and volunteers can contact him

Secretary Report

- Minutes from the October 30 meeting approved by the Board
- 104 members paid dues for 2009 through the National AIHA collection program (as of December 31, 2008). Jeff Chenault indicated that he has approximately 20 additional membership forms that were mailed to him. Increase in dues paid members of greater than 20% compared to previous year.
 - Jeff will give forms to Rob Rottersman for inclusion into a master list of dues paid members.
- Fellow nomination for Gary Crawford has been submitted to National AIHA. Dr. Bryns will be eligible for Fellowship in approximately 2 years and we can submit his application at that time.

Treasurer's Report

- Approximate numbers
 - September meeting +\$200, October meeting -\$200, November meeting +\$1,200, December social -\$70
- Real numbers
 - \$18,423.49 – Checking & \$23,221.14 Scudder
- Jeff indicated he is consolidating accounts due to 1.53% interest in Scudder not worth maintaining two separate accounts. It is difficult to transfer accounts between treasurers as people in this position change.
 - Fred motioned to accept Jeff's recommendation, Rita second, motion passed
- Approximately 50% success in collecting payment from no-shows at meetings
- **Meeting Power Point Requests** – we have been receiving multiple requests for electronic versions of power points delivered at meetings.
 - After discussion it was determined that AIHA Chicago should not distribute material prepared by others. In the future may get permission from speakers but for now the following policy was proposed "AIHA Chicago will not provide copies of handouts for those who are not in attendance at a seminar. Those who request this information will be referred to the speaker".
 - Voted on and approved by Board
- Sal indicated positive feedback from November PDC.
 - Downtown loop location was well received
 - When suburban locations are selected they should be near public transportation
 - In general, attendees want hard copies of handouts; either provided at the seminar or by sending electronic versions in advance which they can print out

Budget Report

- Budget on track due to greater than expected revenue from Health and Safety Conference and increased dues (report attached)

Outreach Committee

- Abe and John Dobby agreed to assist David Regelbrugge on the committee
- Letter to schools is complete and to be sent to Community Colleges and other groups
 - Committee committed to get the letter out by the end of February.

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- Mike indicated the need to share our activities with National
- National has a booth and literature if anyone needs it for outreach/career fairs – Chicago Section also has materials and exhibit but it may be dated

Planning Committee

- Zoo Points – Hillary indicated that ABIH is behind on points approval and we may need to re-apply
- Good feedback from November PDC and December Social
- March PDC – 4 confirmed speakers, have kept costs down this year. Will need approximately 19 attendees to break even
- April meeting – Glenn indicated that there were discussions regarding whether it will be on the 8th or 15th. If possible will stick with the 8th since it was already advertised. Looking for a possible south/southwest suburban location (i.e. Willowbrook)
- May Tour – Abe indicated that MWRDGC would host
 - Abe volunteered for planning
 - Tour of Stickney then deep tunnel
 - Need busses for transport to and from sites (Sal volunteered to look into busses/transportation)
 - Might be limited to 50 people or bus capacity
 - Need names in advance for security clearance

Student Night Planning

- Fred indicated that planning was on track. We need trinkets/stuff to give away. RAECO and ENVIRON agreed to provide Best Buy or similar gift cards (\$100 and \$200 respectively)
- Fred also indicated that the judging format will be modified to avoid confusion
 - Judges will wear badges
 - Forms used to evaluate will be sent out in advance
 - Volunteers to judge: Abe, John Dobby and Anita volunteered

Membership Committee Report

- Rob indicated that progress was slow and likely due to his inexperience in this type of programming. Jacob Persky offered to assist

IT/Website Report

- Jacob working on updating. Will include photos of Board members (those without photos stick around after the meeting – he has a camera)

Government Affairs Committee Report

- Hillary indicated that California may move forward on independent PEL updates. There could be others that piggy back onto this perhaps effecting many in the profession
- Consider sending “Thank You” notes to the bosses of PDC speaker.

Meeting adjourned

Minutes prepared by: Rob Rottersman

			2007/2008		2008/2009
Income Accounts	2007/2008 Estimate	Notes	Actual Income/Cost	2008/2009 Estimate	Actual Income/Cost
Safety Conference	3,463		4,525	4500	7,170
Meetings	0	Typically break even	0	0	
Memberships	4,000		2000	2000	
Web Site	500		0	0	
Seminars	8,500	Full Day Seminar est.	2,062	2000	
TOTAL	16,463		8,587	8,500	
Expense Accounts	2007/2008 Budget	Notes			
AIHF Scholarships	2,500	5,000 in 2005	4,000	4000	
Charitable Expenditures	1,000	St. Night Posters	1,000	1000	
Charitable Expenditures	5,000	AIHCE Travel Exp	5,000	5000	
Clothing	1,000	CS AIHA Polo Shirts	0	0	
Gifts	1,000	Past Pres., speakers...	500	500	
Meetings - Meals	1,000		0	0	
Student Night	1,500	Student Meals + Prizes	0	0	
Office Supplies	300		41.11	0	
Postage & Delivery	300		0	100	
Seminar Expenses	5,500		0	0	
AIHCE Reception	500		500	0	
Web Site	100		55	55	
Jan + June BOD Meetings	1,000	Primarily meal costs	278.16	250	
MemberClicks				600	
TOTAL	\$20,700.00		\$11,374.27	\$11,505.00	
NET GAIN/LOSS	-\$4,700.00		-\$2,787.00	-\$3,065.00	(\$395)
Other Liquid Assets	Est. Amount				
Checking Account	1,000		4,686		
Savings Account	9,030		4,948		
Scudder Account	22,138		22,864		
Safety Conf. Seed \$	5,000		5,000		
TOTAL	37,168		37,498		