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Board of Directors

Sean Brantl
RAECO, Inc.

Salvatore Cali, MPH, CIH
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Anita Chaudhari
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John Davis, MS, CIH
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Mary Ficht, MPH, CIH
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Hillary Schneider, CIH, CSP
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Fred Tremmel, PhD, CIH
BP Refining

Abraham Villegas, CPEA
Metropolitan Water Reclamation
District of Greater Chicago

Past President

Kevin Aikman, PhD, CIH
United Analytical Services

www.chicagoaiha.org

June 24, 2008 Board of Directors Planning Meeting Minutes

Present: Michael Rosenow, Rob Rottersman, Sean Brantl, Anita Chaudhari, John Davis, John Dobby, Mary Ficht, Rita Galvan, Rod Harvey, David Regelbrugge, Fred Tremmel, Abe Villegas

Secretary Report

- No minutes to approve. 1st Meeting with incoming officers and directors.
- Discussed need to get officer succession on track. Current opening for Secretary position. No volunteers at this meeting. Tabled and to be revisited in future meetings.

Treasurer's Report (reported by Michael Rosenow)

- Details submitted were from previous balances as follows:
 - Checking account – approximately \$2,700
 - Savings account – approximately \$5,000
 - Scudder account – approximately \$22,350
 - Net income from Product Stewardship (PS) seminar – approx. \$5,510 (assuming no-shows pay)
 - Expenses for (PS) seminar - \$3,386.16
 - Residual Income - \$2,123.84
- Question was raised whether or not the residual income was included with the checking account balance. It is believed to be separate but need to check with Jeff Chennault to confirm
- Request made that we contact Jeff to provide submit current financial information prior to meetings when he is unable to attend

Membership Committee Report

- Chicago Section is now signed up to allow National AIHA to collect Chicago Section dues on National's membership renewal form.
 - Money will be transferred by EFT. It will come in monthly based on when we get the dues. For example, if someone paid their dues in October. Chicago Section should receive the money within the first two weeks of Nov. AIHA will send all the officers a confirmation email about the EFT and a spreadsheet indicating who paid their dues for that month.
 - Chicago Section to switch to calendar year dues collection to coincide with National. Dues for 3 months (August – December 08 will be waived
 - Need more aggressive dues collection and follow-up from our section
- Discussion on whether we can waive dues fees for students the first year after they graduate (not voted on)
- Membership Committee to be revived.
 - Committee volunteers included: Rob Rottersman (lead), John Dobby, Rod Harvey & Fred Trammel. Karen Boyce-Lundgren to be contacted to request her continuing assistance.



Chicago Section American Industrial Hygiene Association

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MemberClicks Update

- AIHA Chicago signed up for MemberClicks in the middle of June
- Rob Rottersman & Karen Boyce-Lundgren currently working on formatting data for upload
- Might take a month or so until system is functional
- Training seminar to be provided by AIHA National and MemberClicks on July 9. Information on how to participate in training e-mailed to BOD members

Student Outreach

- Board approved formally creating Student Outreach Committee
 - David Regelbrugge (lead), Abe Villegas, John Davis and Mike Rosenow volunteered to be on committee
- Discussed that Mike Weeks (ENVIRON) is current Chair for National Committee and Dr. Lacey at UIC is on the National Board. Both would be good local resources to assist
- Requested that we invited student section presidents to sit in on our BOD meetings
 - Suggested that we review the by-laws to determine appropriateness
- Suggested that if student section presidents do not attend then we might be able to create the position of student liaison to the Chicago Section board
- Need to develop form letter to send to schools to increase visibility
 - Mike Rosenow agreed to draft letter

IT/Web Site Committee Report

- Suggested that web site include photos and short bios (25 words or less) for Directors
 - Mike Rosenow agreed to contact Eugene regarding feasibility of doing this

Budget Committee Report

- The Product Stewardship seminar was approximately \$1,000 short of budget goal. Need Jeff Chennault to report on current finances
- Volunteers for budget committee: Jeff Chennault, Sean Brantl, Anita Chaudhari, Michael Rosenow
- Kevin Aikman plans to continue participation on the committee (per Michael Rosenow)

Accountability Committee Report

- Rod Harvey reviewed accountability/responsibility forms with board.
- Forms approved by Board to be signed by all officers and directors
- All at meeting signed and submitted forms



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New Business/Miscellaneous

- David Malter agreed to assist with development of Chicago Section gathering at 2009 AIHce
- Dr. Lacey is now our representative/liaison on AIHA National's BOD
- Mike Rosenow will forward slides from meetings he attended at AIHce
- Board voted to approve purchasing appreciation plaques for 2 most recent past presidents (Kevin Aikman and Catherine Simmons). Approval assumes reasonable cost. John Dobby agreed to research cost and vendor to provide plaques. To be presented during Septembers dinner meeting.

2008 – 2009 Planning

- Tentative topics and dates developed for 2008-2009 sessions including board members responsible for coordinating each event. Planning matrix is attached to these minutes.
- Ideas for topics were solicited from membership. The following ideas/topics were considered.

Diacetyl – flavor industry	NASA – Virtual Training	REACH/GHS
West Nile Virus (vector borne diseases)	Management of Electronic Communications	Amphibole Hypothesis
Vapor Intrusion	Mold Legislation – Junk Science	Combustible Dust
ACGIH – TLV Update	IH in Construction	Government Affairs Update

- Tours were considered for MWRDGC – Abe Villegas proposed and contact and Abbott – Felice Holcomb contact

Prepared by: Rob Rottersman – Acting Secretary