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**Treasurer**

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**Secretary (Acting)**

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ENVIRON International Corp.

**Board of Directors**

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BP Refining

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Metropolitan Water Reclamation  
District of Greater Chicago

**Past President**

Kevin Aikman, PhD, CIH  
United Analytical Services

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**September 11, 2008 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, Rod Harvey, Hillary Schneider, Fred Tremmel, Abe Villegas, Kevin Aikman**

Meeting began at 3:50

***President's Report***

- Michael Rosenow indicated that the President's letter was sent and he received no feedback. Items from the letter were reviewed
- Form for 15% discount on AIHA publications ordered at meeting provided to treasurer
- Accountability forms have been signed and received from all section BOD members and officers
- BCSP will be changing requirements on the CSP exam to include more focus on fire and security
- A motion was made for John Dobby to serve out the remainder of Mary Ficht's term on the board due to her relocation outside of the Chicago Section area: the motion was approved
- Announced candidates running for the Academy of Industrial Hygiene
- AIHA strategic plans were handed out: Mr. Rosenow mentioned that we should discuss with Dr. Lacey and work to align our local section with the national plan
- A conference call would be set up to discuss the October PDC – Hillary Schneider agreed to host the call
- Speaker gifts: only 10 books left. Need ideas for gifts/door prizes, fire extinguishers and smoke alarms with AIHA logos were suggested by Eugene Satrun

***Secretary Report***

- Minutes from the June 24 planning meeting were approved

***Treasurer's Report***

- Treasurer's report approved: distributed and discussed (included as attachment to minutes)
  - Checking account – \$9,495.88 (as of 9/11/08)
  - Jeff Chennault indicated that the savings and checking accounts had been consolidated into one checking account due to service fees on the savings account exceeding revenue from current interest rates
  - Scudder account – \$23,044.10 (as of 8/31/08)
- Dr. Aikman noted that most of our income is from the Chicagoland Safety Conference and we need to support and promote this event
- Chicago Student Section may request funds again this year – need to be ready for this possible expense
- Membership is down and hurting budget: hopes are to increase membership through national dues collection and electronic database (MemberClicks)
- Michael Rosenow suggested endowment to the Foundation. Could return \$1,000/year but need \$25,000 to begin – not possible now but possibly in the future
- Questions regarding whether national has guidance for how much we should have in reserve funds. Eugene Satrun indicated that it should



## Chicago Section American Industrial Hygiene Association

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be 40% of our operating costs

- Jeff Chennault suggested moving the Scudder account to Chase. The matter was discussed but no decision made.

### **Membership Committee Report**

- MemberClicks in the process of being set-up including formatting site and uploading member information. Expected to be complete and usable prior to November meeting announcement
- The membership committee has not met

### **IT/Website Report**

- Eugene Satrun indicated that the recent president's message has been posted to the site

### **Planning Committee Report**

- October 15 meeting (Brookfield Zoo) nearly finalized. Cost to AIHA estimated at \$34/person. Need to confirm speakers and prepare invitation.
- November Combustible Dust Seminar
  - 3 speakers have been confirmed (CSB, NFPA & OSHA)
  - Agenda and location set
  - Committee will determine pricing and prepare invitation
- Discussions of meetings beyond November were tabled

### **New Business**

- Mike Rosenow asked when we would be up and running with MemberClicks. Rob Rottersman indicated that he is working with Karen Boyce-Lundgren to get the member data formatted and uploaded and hope to have it going in time to send out November invites (mid-October)
- Outreach – Mike Rosenow indicated he would draft an outreach letter to schools and would submit to the committee for review

Meeting adjourned at 5:05

Prepared by: Rob Rottersman – Acting Secretary

			2007/2008	
<b>Income Accounts</b>	<b>2007/2008 Estimate</b>	<b>Notes</b>	<b>Actual Income/Cost</b>	<b>2008/2009 Estimate</b>
Safety Conference	3,000		4,525	4500
Bank Deposit	0		2,060	
Meetings	0	Typically break even	15,829	0
Memberships	4,000		1,195	2000
Web Site	500		0	0
Other Income			250	
Interest Income			1,401	
Seminars	8,500	Full Day Seminar est.	4,630	7000
<b>TOTAL</b>	<b>16,000</b>		<b>29,890</b>	<b>13,500</b>
<b>Expense Accounts</b>	<b>2007/2008 Budget</b>	<b>Notes</b>		
AIHF Scholarships	2,500	5,000 in 2005	4,500	4000
Bank Charges	0		208	
Charitable Expenditures	1,000	St. Night Posters	1,000	1000
Charitable Expenditures	5,000	AIHCE Travel Exp	5,500	5000
Clothing	1,000	CS AIHA Polo Shirts	0	0
Funds Transfer	0		16,222	
Gifts	1,000	Past Pres., speakers...	0	500
Meeting Expenses	0		7,440	
Meetings - Meals	1,000		0	1000
Student Night	1,500	Student Meals + Prizes	0	1500
Office Supplies	300		25	0
Postage & Delivery	300		0	100
Seminar Expenses	5,500		4,985	5500
AIHCE Reception	0		500	0
Reimbursement	0		1,555	
Web Site	100		55	100
Jan + June BOD Meetings	1,000	Primarily meal costs	0	250
MemberClicks (\$56.16/month)			42	224.64
MemberClicks (\$40/month)				320
<b>TOTAL</b>	<b>20,200</b>		<b>42,032</b>	<b>19,495</b>
<b>NET GAIN/LOSS</b>	<b>-4,200</b>		<b>-12,142</b>	<b>-5,994.64</b>
<b>Other Liquid Assets</b>	<b>Est. Amount</b>			
Checking Account	1,000		4,686	
Savings Account	9,030		4,948	
Scudder Account	22,138		23,002	
Safety Conf. Seed \$	5,000		5,000	
<b>TOTAL</b>	<b>37,168</b>		<b>37,636</b>	