

AIHA-UMS Meeting Minutes (Debbie Green for Kathy Stock)

Date: Thursday, April 21, 2005

Time: 10:30 – 11:30 AM

Place: KFAN, The Restaurant

Board Member Attendees: Scott Johns, Keith Carlson, Andrea Fell-Moody, Theodore Knutson, Mike McCullough, Debbie Green

Topics of Discussion:

1. Results of Officer Elections

- 112 votes cast, 160 eligible
- Ann Lori (President-Elect), Janet Keyes (Treasurer-Elect), Leslie Henckel (Secretary-Elect) and Norbert Norman (Director) for 2005-06. Ludmila Eklund (current Secretary-Elect) resigned effective July 31, 2005. Debbie Green will be her replacement as next year's Secretary (per the By-Laws, the Board voted and selected her as the replacement).

2. Biannual Directory (Knutson)

- Knutson to review next week before mailing.

3. Budget Summary (McCullough)

- Moved to next meeting as Audit Committee Results (Johns)

4. Leadership Training

- Fell-Moody was unable to attend because of family emergency. Board agreed to reimburse her for remaining 25% of plane ticket cost (pre-paid and unused) that was not covered by national AIHA.

5. Audit of Treasurer's Records (Johns)

- Audit Committee to consist of Scott Johns (Chair) and Dale Hougum (non-Executive Committee, AIHA-UMS Member). Audit Committee to meet June 6 at Honeywell for annual audit of local section records, per SOP guidelines.

6. Summer Field Trip (Fell-Moody)

- Scheduled for August 4, 2005. Have extended invitations to CHMM and ASSE. To date only CHMM has indicated interest. \$500 deposit required for 80 person boat ride on Lake Minnetonka, from 3-6 p.m. with hors d'oeuvres. Members will be charged \$10.

7. Electronic Communications Survey Results (Knutson)

- Received 37 responses. Based on the responses it was concluded that the current format of the AIHA-UMS Announcements and the number of transmissions is a widely accepted, preferred member format.

8. Team Approach Ads. (Knutson)

- Currently only ads are for MSC, MCOSH and School of Public Health. All are free. Knutson clarified that Team Approach is not an actual Organization (not a listed 501 (c) nor a corporation). Any "advertising" revenue must be reported to the IRS (which the TAQ had been ignoring initially).

9. Course Listings / Public Notifications

- Discussed issue of responding to requests for posting course announcements. Knutson explained that listings / notifications can be published in Local / National Event Calendar in the AIHA-UMS Announcements.

10. Suggested Modifications to AIHA-UMS Web Site (Knutson)

- Scott Johns to report on web modifications in 2 months. Treasurer-Elect is currently responsible for sending web announcements to national for posting. Secretary-Elect to take over this responsibility in the 2005-6 year. Knutson to verify change in AIHA-UMS SOP.

11. Kathy to redistribute copies of SOP manual to everyone. Each board member is to review and revise their entries as needed. Finalized SOP by June 23, 2005.

12. Team Approach Update (Knutson)

- Discussion to be continued.

Next AIHA-UMS Board Meeting

OFFICER TRANSITION MEETING TO BE HELD AT
AMERICAN ENGINEERING TESTING

(550 Cleveland N., St. Paul)

JUNE 23, 2:30 to 4:30 PM.

(The current Board will welcome the newest additions.)

Agenda:

1. Welcome new Officers (Board)
2. 2005 AIHA-UMS SOP Discussions (Board)
3. August Field Trip Planning Update (Fell-Moody)
4. Results of the Audit Committee (Johns)
5. 2005 AIHA-UMS Directory Update (Stock)
6. Team Approach Update (Knutson)
7. Planning for the Future - Events and Budgeting \$ (Fell-Moody)