

AIHA-UMS Meeting Minutes

Date: Wednesday, August 17, 2005

Time: 2:30-4:30 p.m.

Place: AES, Inc.

Board Member Attendees: Andrea Fell-Moody, Theodore Knutson, Becky Cornwall, Scott Johns, Janet Keyes, Leslie Henckel, Debbie Green, Norbert Norman (by speaker phone)

Members Absent: Jim Freidman

Topics of Discussion:

Old Business

1. Review and Approval of Minutes (Fell-Moody)
 - Minutes approved with clarification that Caribou cards have been for \$20 value. This will be continued.
2. Boat Cruise (Fell-Moody)
 - Cruise was a lot of fun, 60 people attended
3. September meeting update (Fell-Moody, Green)
 - **Green** to send out reminder notice to membership August 22, 2005
 - **Green** to send **Fell-Moody** a list of registrants with PPE needs after August 25 deadline has passed
 - **Henckel** to post updated announcement, map and directions to web site
4. September Nanotechnology Teleweb (Cornwall)
 - **Knutson/Fell-Moody** to ask Kathy Stock to send out reminder by August 19
 - **Henckel** to post updated announcement to web site and remind people they must submit a self-test and \$20 processing fee to obtain ABIH CM credit
 - **Cornwall** to find out deadline for registration and e-mail **Green**
 - **Green** to request PDF info files from David Wolff to forward to registrants
5. October, November Meetings (Cornwall)
 - Discussed locations, topics, and speakers.
 - Possible October topics: Public Relations (Cornwall to try to find speaker); Emergency Management (possible speaker Dan Johnson)
 - **Board** members assigned to contact potential speakers for Nov. PDC:
 - Cornwall – ANSI Z10 speaker
 - Knutson – Odor Detection and Evaluation speakers
 - Fell-Moody – E-plan speaker
 - Green – Legal vs. Recommended Exposure limits speaker
 - Johns – TSI vendor/speaker. Safe Encasement vendor/speaker
 - Narrowed PDC location choices, **Cornwall** to follow-up with more information
 - Board should plan to bring projector and request microphone and screen. **Cornwall** to ask presenters to send in written copies of presentations in advance.
6. Web Site Suggestions (Henckel)
 - **Henckel** to add scrolling band with of date/s of upcoming meeting/s
 - **Board** should e-mail Henckel additional sites to add
 - **Fell-Moody** is looking for suggestions to help redesign/improve the web site
7. Audit Committee Results (Johns)
 - **Johns** sent out recommendations following July meeting

- **Johns** to develop summary for next Treasurer on use of Quickbooks, and send this to Fell-Moody as Word document to be added to SOPs

8. September Board Meeting

- To be held at BNSF, before tour, in conference room
- **Fell-Moody** to send out directions and room details

New Business

1. New member Recruitment
 - To be discussed at next meeting

Next AIHA-UMS Board Meeting

Thursday, September 15, 2005
BNSF Railway Northtown Terminal
1:45-3:00 p.m. (before 3:00 tour)

Directions to follow.