

AIHA-UMS Meeting Minutes

Date: Wednesday, July 20, 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

Members Absent: Norbert Norman, Jim Freidman

Topics of Discussion:

Old Business

1. Review and Approval of Minutes (Fell-Moody)
 - Minutes approved without correction
2. Boat Cruise (Johns, Fell-Moody)
 - 7 people registered to date
 - **Green** to send out reminder notice July 21, 2005
3. Audit Committee Results
 - Checkbook balance = \$5,003.05, Quickbooks balance = \$4,999.61, Dreyfus Fund = \$13,882.32, Petty Cash = \$100
 - **Johns** to submit audit recommendations to attach to Minutes.

New Business

1. Local Section Budget 2005-6 (Johns)
 - Discussed Leadership Course for President-Elect and encouraged Cornwall to attend (75% of expenses for this are covered by national AIHA)
 - Discussed increasing partial reimbursement for expenses incurred by Knutson to attend Local Section meeting in Anaheim.
 - Discussed \$1,000 allotment for U of M student to attend AIHC. Recommended changing award to "university student"
 - Discussed speaker gifts and decided to continue purchasing Caribou Coffee gift cards. Recommended purchasing in small batches because of expiration dates.
 - Net Income of \$405 will be deposited in Dreyfus Fund
2. September Meeting Update (Fell-Moody)
 - **Green** to send out reminder notice to membership with August monthly announcements and on August 15
 - **Fell-Moody** to arrange for Mark Mitchell to e-mail map and directions for **Henckel** to post on local section web site
3. Nanotechnology Teleweb September 14 (Cornwall)
 - **Cornwall** to contact David Wolff at Hennepin County to reserve meeting space at Ridgedale Library.
 - **Cornwall** monitoring the AIHA web site for more details
 - Discussed holding future telewebs at locations in other metro areas for membership convenience
4. October, November Meeting Planning (Fell-Moody)
 - October meeting to be held at KFAN. Speaker TBD.
 - **Cornwall** to look into alternative PDC and lunch meeting sites with good food and satisfactory meeting space. Locations discussed: Doubletree, Town and Country Club, and 4-Points Sheraton – Industrial Boulevard. **Board members** to e-mail suggestions

to Becky Cornwall

5. Team Approach Quarterly (Knutson)
 - May issue of TAQ not sent out yet. Ann Shields, Past President of ASSE local section, has volunteered to take over as newsletter editor.
 - Board discussed stance UMS-AIHA should take on Team Approach with respect to two issues. Board recommendations were: (1) Advertising should not be permitted in Team Approach Quarterly, (2) UMS-AIHA will not participate in 2006 Team Approach joint meeting because of lack of past participation by UMS-AIHA membership.
6. IRS Request for Information (Johns)
 - IRS was satisfied with information provided
7. Web Site (Henckel)
 - **Henckel** to delete past meetings/announcements from web site and post new monthly announcement
 - **Henckel** to apply for CM#s for each meeting and post list of past meetings with assigned CM#s (this information to be obtained from national AIHA web site)
 - **Green** to file hard copy CM # letters from AIHA
 - **Henckel** to e-mail list of potential links for web site to Board members for feedback.
Board members to e-mail responses to Henckel
8. Miscellaneous
 - Discussed draft calendar of events and possible speakers/topics of interest
 - **Johns** to print meeting CM#s on member receipts

Next AIHA-UMS Board Meeting

Wednesday, August 17, 2005

2:30-4:30 p.m.

AES, Inc. (Debbie Green)

New Address:

8441 Wayzata Boulevard, Suite 103

Minneapolis, MN 55426

763-545-5510 x18

Take General Mills exit off of 394. Office complex is located on frontage road on south side of 394. More detailed directions to follow.

Agenda to include:

1. New member recruitment (Knutson)
2. Web site suggestions