

## **AIHA-UMS Meeting**

Date: June 23, 2005

Time: 2:30 p.m.

Location: AET

Board Member Attendees: Theodore Knutson, Janet Keyes, Jim Freidman, Kathy Stock, Philip Fahlk, Andrea Fell-Moody, Scott Johns, Ludmila Eklund, Leslie Henckel

Members Absent: Ann Lori, Norbert Norman, Deb Green, Mike McCullough, Keith Carlson

### Topics of Discussion

1. Welcome new officers:
  - Ann Lori, Leslie Henckel, Deb Green, Janet Keyes, & Norbert Norman
  - Deb Green will be taking over the position of Secretary from Ludmila Eklund. Deb Green will be responsible for emails to members beginning August 1.
  - Kathy Stock will assist with transition by continuing to send email announcements until that time.
2. 2005 AIHA-UMS SOP Discussion:
  - The Standard Operating Procedures (SOP) are reviewed and updated at the end of each President's term.
  - Board members have reviewed SOP and made suggestions for changes. Main change is in the position of Secretary-Elect.
  - The Secretary-Elect will be responsible for posting information to and making changes to the website.
3. Mailbox:
  - Kathy Stock has given both keys to Scott Johns. Scott will distribute 2<sup>nd</sup> key to Secretary Deb Green.
  - Scott will check the mailbox on a weekly basis.
  - The mailbox has been paid up for one year (the maximum time allowed).
4. August meeting: Lake Minnetonka Boat Cruise, August 4 from 3 to 6 p.m.
  - Boarding will begin at 2:45 p.m.
  - An announcement has been emailed to members and will be posted on the website. It is sponsored by AIHA-UMS, ASSE and ACHMM and 19 vendors.
  - There is a 100 person limit so make your reservation soon.
5. Audit Committee:
  - The audit committee is meeting tomorrow so this agenda item is being moved to the next board meeting.
6. Directory:
  - The 2005 directory is being printed at Kinko's. It will be mailed out the week of June 27.

7. Team Approach Update:
  - Current issues were discussed. We will continue to investigate options.
  
8. Website:
  - We are exploring options for improving website, beginning with having a separate page for links/resources and posting meeting maintenance point information.
  - We need to advertise AIHA web address so members can go directly to local chapter website.
  - Feedback / suggestions should be forwarded to Leslie Henckel.
  
9. Upcoming year:
  - Andrea Fell-Moody will draft a calendar of events. Andrea has a list of possible speakers & topics of interest.
  - The local section will host four teleweb conferences.
  - We need to find a location for the November PDC. The previous location (Sheraton Four Points) will be closing at the end of October. Suggestions for a new location should be forwarded to Andrea as soon as possible.
  - Any suggestions for topics/speakers should be forwarded to Andrea.
  - At section meetings, the ABIH approval number should be on the receipts. Leslie Henckel will send in ABIH approval form for meetings.
  
10. Closing remarks:
  - Thank you to Philip Fahlk for hosting board meeting. Next board meeting will be July 20, 2005 at 2:30 p.m. at Applied Environmental Sciences in Minneapolis.