

## **AIHA-UMS Executive Committee Meeting Minutes – May 2009**

**Date:** May 21, 2009

**Location:** Grumpy's

**Executive Committee attendees:** Karl Braun, Ron Pearson, Vicki Chouinard, Sandy Morey, Steve Gutmann, and Jason Whittymore

**Other attendees:** Dan Westrum, Stephanie Battista, and Cathy Hovde

Meeting called to order.

Ron introduced new officers (Dan, Stephanie and Cathy) who begin terms on August 1, 2009.

### **Old Business:**

1. Officer transition meeting to be held on June 11<sup>th</sup> at 11am-2pm at Imation in Oakdale, Minnesota.

### **New Business:**

2. Annual financial audit: The Operations Manual calls for an annual financial audit to be completed by September of each year. No known protocol exists. Vicki to pursue and provide instructions in order to update the Operations Manual.
3. Transition items: Outgoing EC members are to provide revisions of their roles and responsibilities page from the Operations Manual to Jason based on the review at the meeting. The revisions are to better reflect the current functions of each officer. No changes will be made to the Past President and Treasurer-Elect pages.
4. Membership: Discussed ideas around AIHA solicitation to increase national memberships through local sections. Discussed options for outreach and reasons to join local and national sections. Idea to use Memberclicks database to determine non-national members from the directory to target for membership. Steve expressed interest in talking to AIHA, if needed.

Meeting adjourned.

Next meetings:

June 11, 2009 – Officer Transition

Time and location: 11:00am at Imation in Oakdale, MN

ASSE Boat Cruise, TBD

September Lunch Meeting, TBD