

## **AIHA-UMS Executive Committee Meeting Minutes**

**Date:** September 18, 2008

**Location:** Grumpy's

**Executive Committee attendees:** Karl Braun, Vicki Chouinard, Sandy Morey, Tom Hawkinson, Lisa Brosseau, Alan Johnston, Steve Gutmann, and Jason Whittymore

**Non-Executive Committee attendees:** Chris Western

### **Old Business:**

#### PDC

1. **Speakers:** Karl provided a list of speakers/topics and the current confirmation status of the speakers. Chris provided a list of tasks to be performed prior to the PDC. Discussed the possibility/option of presenting nanoparticle toxicology (Steve) and ergonomic risk assessment (Steve or Vicki) depending on current speaker confirmations. As of now, there are no speaker costs. Decided to give presenters gift cards, which Vicki will work out with Chris. Karl to work with Chris on speaker info/presentations once confirmed. Chris to coordinate speaker abstracts, presentations and permissions to print/post on the web.
2. Edina Country Club meeting space is confirmed. Meal is ECC breakfast option with a buffet-style lunch. Cost was a little more according to Karl. Karl to confirm microphone for speakers.
3. Vendors (presentations). We received good feedback, so Vicki to contact vendor (get list from Scott Johns or Chris) to gauge interest. Logistically, it was decided based on feedback to attempt to have food located next to vendors.
4. Memberclicks: Vicki to confirm if PayPal is set-up and ready for use by Oct. 1. If memberclicks is not available by Oct. 3 meeting, then option to go through Chris/CPHEO. Registration, announcement, evaluation, payment, and speaker presentations will either be handled through memberclicks or through CPHEO.
5. Certificates: Decided to print out certificates as in the past.
6. Nametags: Decided to go with stick-on, but option exists to be generated through memberclicks or CPHEO.
7. Announcement: Will come from memberclicks or CPHEO. Regardless, it was decided to include the announcement on the CPHEO site with a link to the registration page. Chris to send 'save the date' to Team Approach with a link to register.
8. ABIH CM pts: Jason to get CM approval numbers for PDC, as well as the Sept. and Oct. meetings.

Next meeting:

Oct. 3: Memberclicks for PDC (Ron, Karl, Jason and Vicki only)

Time and location - TBD