

AIHA-UMS Meeting Minutes

Date: Thursday, October 20, 2005

Time: 10:30-11:30 a.m

Place: Big City Tavern

Board Member Attendees: Andrea Fell-Moody, Becky Cornwall, Scott Johns, Leslie Henckel, Debbie Green, Jim Freidman, Janet Keyes

Members Absent: Theodore Knutson, Norbert Norman

Topics of Discussion:

Old Business

1. Review and Approval of Minutes (Fell-Moody)
 - Minutes approved with correction: Teleweb fee was \$25, not \$20
2. November meeting planning update (Board)
 - Went through PDC checklist
 - Johns and Cornwall reported on vendors planning to exhibit
 - Fell-Moody sent out announcements to CHMM, IA AIHA, WI AIHA, National AIHA
 - Cornwall to go through list of national members not currently members of local AIHA to identify prospective members to send pamphlets to.
 - Discussed food budget and menu plans for PDC. Decided to recommend \$2,000 max. for food next year.
 - Henckel to design an evaluation form for PDC (Green to check for templates in Sec. Records)
 - Johns to purchase Caribou gift cards and Target gift cards for speakers
3. January and February meeting planning (Cornwall, Board)
 - Cornwall looking for speakers for both meetings as well as the Team Approach meeting in April

New Business

1. New member Recruitment
 - Fell-Moody to distribute list of names from AIHA national to be sent meeting announcements and brochures.
2. National AIHA Conference – Keyes asked for suggestions for speakers for a roundtable on Hurricane Katrina
3. Nov. Teleweb on ANSI Z-10 – Earth Tech has volunteered to host teleweb (first 24 people to register). Green to send announcement to membership.

Next AIHA-UMS Board Meeting

Thursday, November 10, 2005

AES - First Floor Conference Room

8441 Wayzata Blvd. (Westwood Lake Office Building)

Minneapolis, 55426

3:00 - 4:30 p.m.