

Hyatt Regency Tysons Corner, Regency Ballroom C
7901 Tysons One Place
Tysons Corner, VA 22102

Board Officers Present: Cindy Ostrowski (President), Kathy Murphy (President-Elect), Lindsay Cook (Vice-President), Deborah Nelson (Past President), Donna Heidel (Treasurer), Michael Rosenow (Secretary), Dina Siegel (Secretary-Elect) (n=7)

Board Directors Present: Cathy Hovde, Lito Ignacio, Bradley King, Pamela Kostle, Michael Ochs, Michele Twilley (n=6)

Absent: None

Staff Present: Mark Ames, Bethany Chirico, Belinda D'Agostino, Elsa Greer, Russell Hayward, Thursa La, Sue Marchese, Cheryl Morton, Laurie Mutdosch, Angela Oler*, Alla Orlova, Adam Seery, Larry Sloan, Franky Spangler (n=14)

Guests: John Moore (Local Sections Council Vice Chair)

**Thursday only.*

Thursday, July 19

A. Welcome – Call to Order

Cindy Ostrowski called the meeting to order at 8:00 am, welcoming the Board, AIHA staff, and visitors as well as introducing new AIHA staff.

Michael Rosenow confirmed the presence of a quorum.

The Safety and Conflict of Interest Statements were reviewed. A motion was made and approved to accept meeting agenda with no items removed from the consent agenda.

MOTION 1: Accept the Meeting Agenda

VOTE: 12-0-0-0 (*for-against-abstain-absent*)

B. Current Strategic Plan

Larry Sloan provided the Board a progress update on the 2016-2018 strategic plan vis-à-vis summarizing accomplishments to date for the 6 Focus Areas.

1. Drive content focus and dissemination – accomplishments include: new education strategy, define CPAG roles and objectives, AIHce and IOHA 2018 updates and active management of Memorandums of Understanding (MOU).
2. Customize benefits to maximize value to members – accomplishments include: launch on Catalyst and virtual local section, new onboarding program, Local Section Premier Partners and Women in IH to name a few.

3. Pioneer coalition to advance IH science – accomplishments include: hosting the Sensor Summit and the subsequent BoK, Direct Reading Instrumentation certificate and exploring AIHA’s role in sensor certification.
4. Partner to generate and disseminate content – accomplishments include: creation of a MOU scorecard, expanding the Hamilton Club activities, and working more closely with the Intersociety Forum to generate OEHS profession awareness.
5. Support local communities/sections – accomplishments: launch of Premier Partners, Distinguished lecture series, and visits by the CEO and Government Relations.
6. Align support for career stages – accomplishments: New 5th level for Emeritus professional, student local section survey, mentorship leverage to involve Fellows, international professionals etc.

Other accomplishments to date involved marketing and grassroots outreach highlighting the #IAMIH campaign on social media, the brand refresh effort as well as drip marketing tactics. In the area of Government Relations, the creating of the ACTIONS committee and working groups were highlighted as a significant outcome as well as the expansion of AIHA’s reach into the opioid epidemic, contingent workers and teen workplace safety to name a few. Lastly the LAP, PAT and Registry programs and Product Stewardship Society strategic plan accomplishments were summarized.

C. New Strategic Plan

Cindy Ostrowski led a discussion on the final draft 2019-2021 strategic plan while acknowledging the team efforts of AIHA staff and the strategic planning task force. Five domains each have a set of strategic objectives and suggested metrics. The domains include:

1. Community
2. Awareness
3. Advancement and Dissemination of Knowledge
4. Integrity of IH Practice
5. Advocacy

Discussion ensued on proposed and suggested metrics for the majority of strategies under the strategic objectives. A motion was made and seconded to approve the strategic plan.

MOTION 2: Approve the 2019-2021 Strategic Plan.

VOTE: 12-0-0-0

D. Foundations

Hayward summarized AIHA’s participation in standard setting committees and related memberships by committee title, IH topic addressed, AIHA representative, cost and summary of pros and cons of each membership. In general, the **Sense of the Board** was to cancel an \$8000 annual membership currently allocated to the Bioacoustics Committee to a more applicable recipient and to require a periodic report back to the BOD on standards updates.

Cindy Ostrowski and Thursa La provided an update on the AIHF. In summary, the AIHF executive committee approved that graduate and undergraduate schools with IH-centric programs that do not currently meet the AIHF scholarship criteria could apply to have their program accepted and their students eligible as a result. The **Sense of the Board** was in support of this approach with the stated stipulations.

E. 2019 Dues Adjustment

Laurie Mutdosch briefed the Board on the current membership dues structure as well as the pros and cons to raising or holding static membership dues for the next calendar year. A motion was made and seconded to maintain the 2019 dues at the current rate.

MOTION 3: Approve to maintain the current rate of AIHA membership dues for 2019.

VOTE: 12-0-0-0

F. Strategic Visioning Sessions

1) Sue Marchese and Larry Sloan led a discussion on Technology, applications, virtual assistants as they relate to the IH profession. There was a **Sense of the Board** to continue to research whether or not a global IH application made business sense, but to also not lose sight of possible NIOSH funding.

2) The Board discussed the future of AIHA publications and the possibility of e-publications. Several possible options were discussed: a) Convert existing free documents to ePubs, b) develop a free ePub option for members, c) investigate a subscription model, d) explore further options. It was agreed that when a volunteer group wanted to create a new publication, that proposal should follow the CPAG model for new content.

3) Russ Hayward and Cheryl Morton led a discussion on various options that AIHA could pursue in the sensor certification space. The **Sense of the Board** was to conduct additional research using remaining IRAT monies and report findings by the end of 2018.

G. Program Updates

1. Local Section Summit Report

Lito Ignacio and Bradley King reported on the Local Section (LS) Summit outcomes. After the report, Cindy Ostrowski provided an analysis from staff on the amount of time and funding spent from AIHA National to supporting Local Sections. Approximately, for year 2017, over \$500,000 was spent on Local Sections in the form of AIHA staff travel to Local Section or Regional events, paid speakers (through the Distinguished Lecturer Program) to present at LS or Regional events, travel support of LS Officers to leadership workshops, or LS webinars. In addition, the findings from the Local Section Summit had similar themes based on past AIHA surveys from the Local Sections despite the amount spent from AIHA National supporting the Local Sections. The Board agreed on the importance to “fix” the concerns addressed by the Local Sections (in past surveys and from the Summit). Thus, the Board supports Cindy’s recommendation to create a Local Section Task Force. The vision of the Task Force is to identify AIHA policies and processes to improving the relationship between AIHA National and the Local Sections. This assessment would include a review of the current governance structures (e.g., Local Section Council function and Board Liaison roles), AIHA staff supporting Local Sections, communication and engagement activities with Local Sections from National, and any other areas involving AIHA National and the LS. The assessment would not, however, review existing Local Section structure such as governance, membership or activities. The Board further supported an open call process for a Local Section Task Force. Although the specific member composition was not established by the Board, the members did comment that the Task Force should at least have some current or past Local Section Officers, and current and/or past Local Section Regional Representatives. A face to face is tentatively scheduled to coincide with

the November BOD meeting. Lito Ignacio and Bradley King can assist in providing an initial concept paper draft of the Local Section Task Force.

*****Adjourn @ 5:06pm*****

Friday, July 20

Cindy Ostrowski called the meeting to order at 8:34 am. Michael Rosenow confirmed the presence of a quorum.

H. Governance Matters

1. Bylaw Amendment Update

Cindy Ostrowski led a brief discussion on the proposed bylaw amendments. A motion was made and seconded to strikeout a proposed addition to Article XII in section 5. Statements.

MOTION 4: Modify Article XII – Local Sections, Section 5. Statements to remove the italics, underlined language from the proposed ballot: “Broadened language such that the AIHA Board must approve any public statement utilizing AIHA’s name including issues that primarily affect the Local Section.”

VOTE: 12-0-0-0

2. Board schedule

Cindy communicated that going forward, the monthly Board teleconferences will only be held as needed.

3. Monthly CEO Reports

Larry will continue to update the action items list, including items previously closed for up to one year, and post on the Board Catalyst community page.

4. e-Balloting

All Board e-balloting will move to Catalyst. The Board is reminded to discuss ballot uncertainties or questions prior to voting, so as to minimize the risk of delaying Board action on a ballot issue. Non-unanimous e-ballots are moved to the next face-to-face meeting.

5. Board vs. Executive Committee Decision-making

It is preferred to utilize the full Board for all decisions in person or virtually. If an answer is needed within 1-2 days, as long as the Executive Committee has a Sense of the Board on the issue, the Executive Committee may make the decision.

6. Violation of Member Code of Conduct

Lito Ignacio provided a detailed process for submitting complaints to AIHA, and suggested timeframes for AIHA Officers and/or staff to take appropriate action to addressing the complaints. Much of the information was derived from the Federal Government process of addressing ethics violations. Larry Sloan suggested having the new AIHA Human Resources Director review the process since this department will have the charge to implement the compliance policy. The Board was in agreement.

7. Governance Committee, Cultural Values Task Force

The Governance Committee's work is currently complete. Future bylaws projects will be performed by a reconstituted Governance Committee using the open call process for seats not made up of Board members. The Cultural Values Task Force was recommended to be either an annual event at the July strategic planning meeting or an embedded ongoing effort to ensure Board harmony and respect. Cindy will work with HR Director Franky Spangler to present cultural values as lunch time discussions at future board meetings.

8. Separating Board Nominating Committee from Awards Committee

An open call approach will be used for both committees with the specifics outlined in the Board nominating policy. Note that some awards to have specific additional members for applicant evaluations.

I. Assessment of Inactive SIGs/VGs

Three Special Interest Groups (due to lack of activities) and one volunteer group (by request) are to be sunsetted.

A motion was made and seconded to sunset various SIGs/VGs.

MOTION 5: Approve to sunset the following Special Interest Groups and Volunteer Groups due to lack of activities: Environmental Issues SIG, Engineering Industry SIG, Indoor Environmental Quality SIG, and the Green Building Working Group.

VOTE: 12-0-0-0

J. International Strategy

Kathy Murphy led a discussion and summarized the draft International Strategy. The Association does have multiple international efforts in play and will continue to do so, but there are staff capacity concerns should an elevated effort level be expected. It was decided that an open call for International Strategy Task Force volunteers would occur. The International Affairs Committee was indicated as a player of interest and Cheryl Morton stressed that her robust international travel schedule could be two-fold in promoting the greater AIHA.

K. Program Updates (continued)

2. Board Liaison Color Council Update

Lito Ignacio provided a concise summary of the Yellow council volunteer group activities, accomplishments and challenges. Laurie Mutdosch provided a summary for the Green council on behalf of Cathy Hovde.

3. Educational Needs Assessment

Alla Orlova provided an update on the recently conducted assessment and made recommendations for a next step.

4. Government Relations Report

Mark Ames summarized accomplishments to date vis-à-vis our five policy priorities, and provided a brief update on current legislative and regulatory activities. He noted that AIHA would drop out of the AAI Coalition as a result of its focus on advocating for specific product bans (which the AIHA Board has decided not to address).

L. Routine Business

1. New Business

- Action items captured during the meeting were reviewed.

2. Old Business

- None

M. Consent Agenda

MOTION 6: Approve the consent agenda items 1-8

VOTE: 11-0-0-1

1. Ballot 18-004 CPAG Vice Chair Recommendation
2. Ballot 18-005 AIHA Bylaws Amendment - Academy
3. Diversity & Inclusion Policy VER 4A
4. Awards & Honors Policy VER 2
5. Board Nominations Policy VER 5A
6. Board Roles & Responsibilities Policy REV1
7. May 20, 2018 Board of Directors Meeting Minutes
8. May 23, 2018 Board of Directors Meeting Minutes

MOTION 7: Adjourn the meeting.

VOTE: 12-0-0-0

Cindy Ostrowski adjourned the meeting at 12:13 p.m.