

**Hyatt House Mosaic
8296 Glass Alley
Fairfax, VA 22031**

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

Directors Present: Lito Ignacio, Bradley King, Pam Kastle, Michael Ochs, Michele Twilley (n=5)

Board Member Absent: Cathy Hovde

Staff Present: Mark Ames*, Bethany Chirico, Belinda D'Agostino, Peter Hanley, Russell Hayward, Thursa La, Sue Marchese*, Cheryl Morton, Laurie Mutdosch, Angela Oler, Alla Orlova, Larry Sloan, Franky Spangler (n=13)

*November 10th only.

Guests: None.

Saturday, November 10

A. Welcome – Call to Order

Cindy Ostrowski called the meeting to order at 8:00 am, welcoming the AIHA Board and staff. Peter Hanley was introduced as the new Information Technology Department Head.

Michael Rosenow confirmed the presence of a quorum.

Cathy Hovde sent an email indicating that she would be unable to attend.

Cindy confirmed that all Board members had reviewed the Antitrust, Board Cultural Values, and Conflict of Interest Statements.

All Board members were made aware of a Board Cultural Values assignment to occur during lunch via small group discussions.

MOTION 1: Accept the November 10-11, 2018 AIHA Board of Directors Meeting Agenda

VOTE: 12-0-0-1 (*for-against-abstain-absent*)

B. Financials

1. Year-to-Date 2018 Financials

Chief Financial Officer (CFO) Belinda D'Agostino provided an Investment Update as of October 31, 2018. AIHA's investment balances were down in October due to market fluctuation. AIHA's investment advisor fully expects it to recover and sees this as an opportunity to invest. Belinda also reviewed the investment allocation with the Board explaining that currently the intermediate fund is low while the long-term fund is high. This is due to the cyclical nature of AIHA's cash receipts and will correct itself by about February.

She also presented 2018 Financial Information as of October 31, 2018. A review of the Statement of Financial Position shows that AIHA is financially healthy with more assets than liabilities and few long-term liabilities with a large reserve. As of October 31, 2018, the total operating margin is \$717k which is \$364k better than budget but the year-end projection is closer to budget. Belinda reviewed significant gross profit variances of revenue producing departments and natural direct expense variances.

2. 2019 Budgets (Operating, Capital, IRAT)

Belinda reviewed the budget preparation process and how the 2019 budget reflects Board priorities.

The Finance Committee provided recommended adjustments to the staff prepared operating budget. Volunteer Group (VG) requests not recommended for approval were those that are covered by other budget processes; positive communication is planned for each VG request that was not approved. Staff and President international travel and activities were reduced.

Belinda provided an overview of 2019 expected revenue sources and expenses and reviewed the largest revenue departmental budgets.

Significant points covered in the review:

- The Product Stewardship Conference will be a stand-alone conference for the first time, with a corresponding increase in direct expenses for that conference.
- AIHA is in an investment phase, based on board priorities and the AIHA Strategic Plan. Additional staff has been added to reflect Board priorities for our LLCs, membership, meetings, and business development.
- Membership continues to be a priority. There are several new membership initiatives, including those that focus on students, early career professionals, organizational members, and other allied professionals.
- The PAT and LAP LLCs continue to provide the majority of AIHA's revenue; additional savings are now realized by bringing EMPAT in-house for PAT.

Belinda also reviewed the Capital budget requests that totaled \$419,000 explaining that it reflects removal of expenses associated with the Learning Management System (LMS) and the addition of one more ACGI modification to accommodate ePubs. Staff will do further research related to the LMS and will return with a mid-year request.

Belinda presented a Finance Committee adjusted IRAT budget of \$813,500. After further Board discussion, additional amendments were made, namely due to scheduling delays, the Product Steward credential development activity which had been approved as a 2018 operating expense is now being moved to a 2019 IRAT expense. The revised IRAT budget is \$626,500. The Board asked staff to come back with revised IRAT requests for the Sensor Technology and Big Data.

A motion was made and seconded to approve each of the three budgets.

MOTION 2: Approve the Capital Budget for 2019 in the amount of \$419,000.

VOTE: 12-0-0-1

MOTION 3: Approve the Operating Budget for 2019 with revenues of \$15,918,000 and expenses of \$16,188,000.

VOTE: 12-0-0-1

MOTION 4: Approve the IRAT budget for 2019 in the amount of \$626,500.

VOTE: 12-0-0-1

3. ACGI Update

Peter Hanley provided an update on ACGI software integrations. Project management within ACGI has improved, and the revised timeline indicates all systems should be fully operational and functioning by end of Q1 2019.

4. Progress Report on 2018 IRATs

IRAT Project Leaders provided updates on 2018 IRAT projects. An expected unused IRAT budget amount of \$97,700 was communicated.

IH Pro Pathways: This IRAT is now being led by Larry. Two projects are in final stages of completion: (1) In collaboration with the National Association for Environmental Management (NAEM) and ABIH, an EHS generalist survey of practitioners and academicians was launched to better understand needs of this population; a co-branded (with NAEM) report is forthcoming; (2) A comprehensive IH Pro Pathways guidance document is being finalized to help professionals with their career path progression. This should be completed by year-end.

Occupational Exposure Assessment Certification: Angela reported that the assessment will most likely be completed in early 2019.

Online Communities: Laurie Mutdosch reported on continued strong use by our members. A new mentor module will enable staff to manage this program directly. A communication campaign for the new mentoring module is planned for early 2019.

Sensor Certification Standard: Russ Hayward reported that the market research study has been completed. He suggests the first step should be to explore existing and if appropriate, develop new standards, upon which a certification could be based.

Brand Refresh: Sue Marchese reported AIHA's retained market research firm (88 Brands) has utilized focus groups to validate messaging for two priority stakeholder groups: Business/C-Suite and Secondary/Undergraduate College Students. The full report to be provided at the end of November will be the basis for year 2 (2019) activities.

PAT Pilot Programs: Angela Oler reported that this was deferred to 2019.

Educational Member Needs Assessment: Alla Orlova reported that this has been completed.

C. Strategic

1. Local Sections Task Force Report

Cindy reported on the previous day's Local Section Task Force meeting. The task force agreed to recommend to the Board that the Local Section Regional Representatives (LSRR) structure be eliminated. Other recommendations included creation of a transition communications plan, and the development of a brief recorded AIHA National update that would be distributed to all sections and updated as needed throughout the year.

A motion was made and seconded to eliminate the LSRR structure.

MOTION 5: Eliminate the LSRR structure

VOTE: 12-0-0-1

The effectiveness of the Local Section Council (LSC), with corresponding demands on staff time were also discussed. The task force recommended that the LSC be replaced by a Local Section Advisory Group, made up of two elected local section members, 2 elected student local section members, 2 AIHA Board liaisons, and a staff liaison. Because AIHA bylaws state that the LSC shall exist, a change to the bylaws is necessary and will be deployed via e-ballot in mid-2019.

A motion was made and seconded to replace the LSC with an advisory group.

MOTION 6: Eliminate the LSC and create a Local Section Advisory Group, made up of two members from the local sections (elected), 2 student members (elected), 2 AIHA Board liaisons, and a staff liaison.

VOTE: 12-0-0-1

2. International Advisory Group Report

Kathy Murphy provided an update on the International Advisory Group. The projected spending is \$88K vs. a \$190K budget. The Group has identified five program activity areas: altruistic, membership/sections, international relationships, events/education, and standards/guidelines. The 2019 budget includes: International AIHce reception funding, monies for charitable micro-grants, IOHA dues expense, President's international travel, and associated staff support. The Advisory Group will convene to review all current and potential activities, weighing the return on investment (ROI) and recommending priorities for the Board's consideration.

3. Vision Topic #1: Sensor Certificate Study

Russ Hayward presented preliminary findings from the market research study. The study was completed to help determine whether AIHA should certify sensors. Staff contracted with AMG research, who performed 15 telephone interviews to identify technical and sales issues. Initial results showed that there is a need for a performance standard, not a certification, for an entire instrument versus sensors solely. The final report is due November 12, 2018. There was consensus to focus efforts on three areas: (1) analysis of existing standards and identification of unmet needs; (2) creation of new sensor certificate program for personnel responsible for using field instrumentation; and (3) completion of a sensor use/maintenance Body of Knowledge.

4. Vision Topic #2: Technology Road Map for External-Facing IT Initiatives

Bradley King and Peter Hanley discussed the need for development of an AIHA industry-wide Technology Initiatives Roadmap. They focused their talk on two projects: (1) an AIHA global app and (2) voice-activated virtual assistants. It was suggested we conduct an Open Call for volunteers to serve on a new Advisory Group that will lead development of the roadmap and provide recommendations to the Board over time. A mid-year IRAT may be requested for this work.

5. AIHA Education/Press Strategic Marketing Plan Vision

Sue Marchese provided an overview of a new AIHA Education/Press Strategic Marketing Plan, including objectives for the next 3-4 years to achieve net margin profitability across all programs, increase in aggregate revenues by 8% by July 2021, and creation of a new "Worker Health University". A market-driven strategy (rather than a VG-driven strategy) that ties into content priorities will be used, along with drip-marketing campaigns.

The meeting was adjourned for the day at 5:05 pm.

Sunday, November 11

Cindy Ostrowski called the meeting to order at 8:01 am.

C. Strategic (cont'd)

6. Vision Topic #3: Publications Strategy

Alla provided an overview of a proposed publications subscription plan. All products and services would be organized under the AIHA Worker Health University. Because publication revenue has been steadily decreasing over the last three years, the Education Department is exploring ways to combat this, including an ACGI software update for E-pubs that facilitates internet searches for our products, and expanding our customer focus to non-traditional IH professionals. A mid-year IRAT may be proposed.

D. Operational

1. Code of Conduct Compliance Policy

Cindy and Larry reviewed legal counsel's suggestion to create a new Code of Conduct Committee under our revised compliance policy. The Sense of the Board was that the Executive Committee should serve in this capacity.

2. Review of July Board Meeting Survey Feedback

Cindy discussed the Board and Senior Leadership Team feedback from the July meeting. All agreed that the survey feedback process would be implemented twice a year.

3. Women in IH – New Working Group

Dina Siegel and Laurie Mutdosch presented the proposal to convert the Women in IH Working Group to an official AIHA committee.

A motion was made and seconded to create the WIH Volunteer Group.

MOTION 7: Create the AIHA Women in IH Volunteer Group

VOTE: 12-0-0-1

4. Guideline Foundation Report

Russ Hayward and Michelle Twilley provided a review of Emergency Response Planning Committee (ERPC) activities, discussed challenges with the ERPC (e.g., significant personal time investment, lack of computer skills, no new volunteers) and proposed an open call process to populate the ERPC. The open call would include non-AIHA member experts. Changing the title from “committee” to “working group” would allow addition of both AIHA members and non-members. The ERPC currently has 9 members, some of which have been on the committee for many years. The ERPC has asked for administrative assistance, although that may not be possible for staff due to limited bandwidth. The ERPC is also willing to consider a mentor/mentee approach to help with research and documentation, while adding new members to eventually bolster the inhalation toxicology specific expertise required. The Board was reminded that the Guideline Foundation has a separate Board and would have to make the decision on the path forward. A Guideline Foundation Board meeting is scheduled for December.

E. Governance Matters

Cindy presented a proposal to have the full Executive Committee serve as the Executive Development Committee. The Sense of the Board concurred. Cindy recommended protocols for Catalyst posts by Board members. Cindy reiterated that the only time the Executive Committee will make a decision without the full Board, will be when less than 24 hours is required for a response. When it must make a decision within 24 hours, the Board will be updated with details via email. The Special Appointments policy will be updated accordingly.

F. Review of Action Items

The action item status was reviewed by staff. Highlights included:

IH Analyst Chemical Registry/Certification with National Registry of Certified Chemists (NRCC): Based on survey findings, there is interest in training and certification. NRCC would administer the certification program. NRCC has already approved the concept; next steps are to enter into a Memorandum of Understanding.

International/GDPR: AIHA awaits additional regulatory clarification via our legal counsel’s UK associate.

G. Program Updates

1. Government Relations

Mark Ames provided updates on the renewed OSHA Alliance, refinements to the decision-making process, and recent successes.

OSHA Alliance: There is a work plan associated with the alliance agreement. It was agreed that if OSHA makes a request for a volunteer, we would utilize the open call process. In the meantime, staff will promote the work plan, and communicate it on Catalyst. OSHA has a requirement for reporting twice a year on the alliance via metrics. This information will be updated on the website as well.

The Government Relations update included advances made for first responders for opioid safety, cannabis workers, disaster protocols, teen safety, title protection, hearing protection, and safety for contingent workers. A 2019 Government Relations "roadmap" is being finalized.

2. CPAG

Dina and Alla provided the update on CPAG, including the purpose, roles and responsibilities of CPAG, activities completed this year, improvements on the review process for 2019, status of existing content review, challenges, and the path forward for strategic focus and re-engagement of VGs. Alla will put together an action plan with milestones and deliverables for existing content review.

3. Scientific & Technical Initiatives (STI)

Russ provided the update on Science and Technology Initiatives, including the recent Total Worker Health meeting with NIOSH, and a discussion of our Bodies of Knowledge.

4. Membership

Laurie reported on the Membership Task Force activities and other planned membership promotional programs for 2019, completed 2018 actions to date, and status of the Membership Task Force action times. The goal for 2019 is to reduce member attrition by half (from 4% to 2%).

5. LAP

Cheryl presented the LAP update. While we continue to lose IH labs, this is offset by gaining other types of labs. She commented on continued implementation of ISO 17025:2017 for our laboratory customers.

6. PAT and Registries

Angela presented the PAT and Registries update. Programs are stable, and as noted during the Treasurer's Report, multiple new program projects are planned for next year. We continue to enhance promotion of the importance of PAT. A new EMPAT total spore count program is being explored.

7. Product Stewardship Society

Larry provided the update on membership, the success of the recent PSS conference, and program development plans for 2019.

H. Routine Business

1. New Business (Blue Color Council Update)

Bradley provided the Blue Color Council report. The Blue Color Council includes the: Computer Applications Committee, the Sampling and Laboratory Analysis Committee, the Exposure and Control Banding Committee, the Exposure Assessment Strategies Committee, the Laboratory Health and Safety Committee, the Toxicology Committee, and the Oil and Gas Working Group.

2. New Proposed *Pro Bono* Worker Health & Safety Training Program

Larry alerted the Board on the formation of a new *pro bono* worker health and safety training service to be targeted at charitable organization volunteers. This is being spearheaded by a group of professionals from the New England Local Section. As further developments occur, the Board will be apprised.

I. Consent Agenda

The consent agenda included the July 18-20, 2018 Board of Directors Meeting Minutes and the October 12, 2018 Board of Directors Meeting Minutes. A motion was made and seconded to approve the consent agenda.

MOTION 8: Approve all items on the consent agenda.

VOTE: 12-0-0-1

The Board entered Executive Session from 11:37 until 11:55.

A motion was made and seconded to adjourn the meeting.

MOTION 9: Adjourn.

VOTE: 12-0-0-1

NOTE: All *approved Board minutes* are posted to <https://www.aiha.org/membercenter/Pages/AIHA-Board-Minutes.aspx>