

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

**Board Directors Present:** Cathy Hovde, Lito Ignacio, Bradley King, Nancy McClellan, Dina Siegel, Michele Twilley (n=6)

**Absent:** None

**Staff Present:** Mark Ames, Belinda D'Agostino, Bethany Chirico, Elsa Greer, Russell Hayward, Sue Marchese, Laurie Mutdosch, Angela Oler, Alla Orlova, Adam Seery, René Shonerd, Larry Sloan (n=12)

**Guests:** None

## Saturday February 24

### **A. Welcome – Call to Order**

Deborah Nelson called the meeting to order at 8:31 am, welcoming the Board and staff.

Michael Rosenow confirmed the presence of a quorum.

The Safety and Conflict of Interest Statements were reviewed. The meeting agenda was approved and no items were removed from the consent agenda.

**MOTION 1: Accept the Meeting Agenda**  
**VOTE: 12-0-0-0** (*for-against-abstain-absent*)

### **B. President's Report**

Deborah Nelson updated the Board on her recent Presidential activities. She delivered a very well received [#SafetyMatters](#) presentation at the Australian Institute of Occupational Hygienists ([AIOH](#)) [meeting](#) in December, where she also attended the trilateral meeting between the AIHA, the British Occupational Hygiene Society (BOHS) and AIOH. The next trilateral meeting will be at International Occupational Hygiene Association ([IOHA](#)) International Scientific Conference in September, [#IOHA2018USA](#). She represented AIHA at the India Association of Occupational Health ([IAOH](#)) 67<sup>th</sup> [OCCUCON](#) this past February in New Delhi. She interfaced, along with representatives from ABIH, with the Directorate General, Factory Advice Service and Labour Institutes, Mumbai [DGFASLI](#), who requested AIHA assistance on legislative matters. She attended the Pittsburgh Local Section in February and [presented](#) on a 20<sup>th</sup> century industrial hygienist's perspective and provided an AIHA update. In April she will attend the BOHS annual [conference](#). Next she updated the Board on the Strategic Planning Task Force (SPTF) progress. The SPTF is currently comprised of Deborah Nelson, Cindy Ostrowski, Kathy

Murphy, Dina Siegel, Larry Sloan, Mary Ellen Brennan, Melissa Rupert, Georgi Popov, Barbara Dawson, and John Moore. [Mark Engle](#) of Association Management Center, facilitated efforts towards updating the Mission, Vision, Values and then aligning these within the AIHA Domains. The next meeting in March will focus on the role of current activities as well as strategic objectives and metrics. Lastly the Executive Development Committee met in January.

### C. CEO Report

Larry Sloan updated the Board on further strategic planning progress in which the updated Vision and Mission from the SPTF meeting was shared with the AIHA Senior Leadership Team (SLT), who were fully supportive, with slight modifications. The structure is following that of the Product Steward Society's ([PSS](#)) strategic plan and will serve as the same framework for all future internal strategic plans. The SPTF is targeting a full draft for review at AIHce with the intent of approving at the July BOD meeting. Larry shared with the Board outcomes from a meeting he had with retiring ASSE [CEO](#) Dennis Hudson at which he met their leadership team and discussed the Memorandum of Understanding ([MOU](#)), emphasizing interest in government relations, education, and potentially international activities. Lastly he updated the Board on his attendance at the highly successful Chicago AIHA Local Section student night event. He was able to conduct focus groups with students from Illinois State University, University of Illinois at Chicago, and Purdue. In short he is seeing highly motivated and engaged students but is noting that faculty advisor engagement is inconsistent at best.

### D. Financial

#### 1. Treasurer's Report

Lindsay Cook briefed the Board on unaudited (at the time of the February BOD meeting) year-end financials. As of December 31, 2017, the Statement of Activity indicates a total operating margin of \$497,000 or a \$382,000 variance from the 2017 budget.

Belinda D'Agostino, AIHA Chief Financial Officer, summarized the significant year end versus budget variances. A gross profit positive variance of \$387,000 from the AIHce, along with collective positives from the JOEH renewal bonus, eLearning sales and Synergist advertising gains were offset slightly by \$92,000 less in membership, \$78,000 less in publications and further negatives from the Fall Conference, Product Stewardship Society and the Stewardship Conference. The collective \$231,000 in gross profit variances from budget, when combined with additional significant positive direct expense variances such as \$91,000 for volunteer travel and \$52,000 for staff travel all helped end the year at a total operating margin of positive \$497,000.

Ms. D'Agostino updated the board on 2017 year-end investment results. The intermediate portfolio unrealized return of 5.89% exceeded the 10-year treasury benchmark of 2.48%. The long-term portfolio's 2017 returns were 18.3% as compared to its benchmark moderate portfolio index, which gained 12.84%. There were unrealized gains of \$1,191,000 and a total increase in investments of \$1,956,000. Early 2018 money movements of \$800,000 and \$500,000 from checking into the intermediate portfolio brought the investment allocations back into compliance with AIHA policy.

Lastly, it was reported that only \$178,000 of the available \$413,000 budgeted for the 2017 IRAT were spent. This was partly due to staff capacity. It was decided that midyear IRAT spending updates will occur going forward.

#### 2. New IRAT Request

Adam Seery provided to the board a background and rationale for a 2017 education member needs survey. Utilizing the 2017 member needs survey finding that continuing education is the strongest driver for member loyalty, it was requested that \$20,000 of IRAT dollars be made available to conduct this research. The results will be used to enhance existing education, identify gaps and

develop new programs while ensuring AIHA's brand as a premier content provider and also offering an updated scan for the CPAG on the topic of member educational needs. Director of Education Alla Orlova indicates that the results of this survey will guide the next steps and will also incorporate and capitalize on previous surveys to optimize the path forward, which may result in an additional IRAT funding request.

**MOTION 2:** *Approve IRAT funding in the amount of \$20,000 to conduct an education member needs survey.*

**VOTE:** *12-0-0-0*

### 3. ACGI Update

René Shonerd updated the Board on the five subprojects of the ACGI Project: 1) the AIHA Association Management System (AMS), 2) PAT system upgrade, 3) LAP system upgrade, 4) Registry system upgrade, and 5) Product Stewardship Society AMS implementation. The new AIHA AMS is complete while the other projects are in various stages of completeness. The first and second additional budget requests have been exceeded and a third request for additional funding was to be made at this meeting. The Board expressed concern with the accuracy and finality of this third additional funding request and as a result, it was decided that any request be placed on hold until additional details be assembled on the remaining project scope, hours, and costs. The use of a project management firm was discussed as was a change control board and the need for regular project updates. An Executive Committee will be scheduled the week of March 5<sup>th</sup> to discuss and a follow-up meeting will be held with the overall Board.

## E. Strategic Focus

### 1. Overview of 2017 Member Needs Research

Adam Seery presented an update on the 2017 member needs survey which was aimed at identifying and prioritizing the critical needs of IH professionals. The top four reasons for belonging include: 1) education, 2) staying informed, 3) annual conference, and 4) networking. The generational results and industry sectors represented amongst these four segments were quite mixed. The 2013 member needs survey pointed to the Synergist as a key member benefit. It received substantial attention the following years and continued to improve. In 2017, it saw significant increases in satisfaction across the board. Adam will look at membership "churn" going forward. (Churn occurs when a member joins for the conference discount and doesn't renew until they next plan on attending a conference.) The next Synergist reader survey will be in 2019.

### 2. International Update

Steven Lacey updated the Board on the development of the International Strategy which currently contains defined goals, objectives, and metrics of success but is need of an identified region to specify further. Kathy Murphy outlined the five next steps: 1) utilize a survey to identify hiring practices and education gaps, 2) map current AIHA activities to the international strategy's framework, 3) leverage existing OHTA training modules, converting W201 Fundamentals into an e-learning module, 4) further refine the methodology of awarding micro-grants by a new task force, and 5) utilize Catalyst to connect international professionals and practitioners. The International Affairs Committee (IAC) has been instrumental in drafting the new micro-grant process. Deep discounts on select publications have already been made available for emerging economies. Larry updated the Board on ASSE's activities in the international space. In short, they are only pursuing virtual efforts as they've realized growing internationally has not been financially sustainable. Depending on future AIHA ambitions in this space, additional headcount locally and/or internationally placed may be appropriate.

### 3. Membership Growth Strategic Discussion

Laurie Mutdosch led a discussion on membership recruitment, retention, and the main eight target audiences: 1) students, 2) young professionals, 3) mid-career/senior professionals, 4) allied professionals, 5) international professionals, 6) emeritus, 7) organizations, and 8) local section only members. Membership growth strategies for each audience will be developed. A pipeline task force (PLTF) was formed of: Larry Sloan, Laurie Mutdosch, Dina Siegel, Steven Lacey and Cathy Hovde.

### 4. Government Relations Update

Mark Ames provided a concise update on GR efforts as they have become more focused on five main priorities: 1) protecting first responders from exposure to opioids, 2) teen workplace safety education, 3) cannabis worker safety and health, 4) disaster preparedness and response, and 5) protections for contingent workers. AIHA is currently participating in six separate coalitions: 1) Jobs and Career coalition, 2) Road to Zero, 3) Collaborative for Effective Prescription Opioid Policies (CEPOP), 4) AAI Coalition, 5) Intersociety Forum, and 6) Friends of NIOSH. Participation in these coalitions aids in expanding our bandwidth and reach to relevant topics. Mark has also hired a new MultiState Lobbying Compliance Service vendor to publish a state compliance guide. This will be reevaluated in approximately one year to ensure proper utilization and value. Lastly, the 400+ member ACTIONS working group is quite active with its first in-person meeting to be held at AIHce in Philadelphia.

### 5. STI Update

Russ Hayward provided an update the Science and Technical Initiatives (STI) projects. Sensor technology and big data have received the most attention. For example the direct-reading instrumentation certification is now online and came out of the BoK and Registry. There was commentary about following the "open call" process for volunteer participants selected. It was agreed that more overt engagement with the CPAG likely would prove helpful.

### 6. Content Portfolio Advisory Group (CPAG) Update

Cindy Ostrowski provided an update on CPAG. CPAG is meeting Monday following the BOD meeting. The purpose of the meeting is finalize CPAG policies and procedures to improve the productivity of the group. As CPAG becomes efficient in its role, the Board will rely on their decisions to address the association's products and services. CPAG's role and the new policies and procedures will be presented to the VGs through several venues and on multiple occasions to ensure success of everyone's efforts in the development of products and services.

### 7. Society of Toxicology (SOT) Exposure Specialty Section

Donna Heidel updated the Board on the new Society of Toxicology ([SOT](#)) Risk Assessment Specialty Section. She also mentioned the Scientific Liaison Coalition ([SLC](#)) of which the SOT is a member, but the AIHA is not. Discussion ensued regarding the merits of affiliating.

### 8. Sunsetting Occupational and Environmental Medicine Committee

Lito Igancio brought before the Board the Occupational and Environmental Medicine Committee (OEMC) decision to self-sunset. The decision was one possible outcome of many, but the most logical to the OEMC's current leadership. They will transition to a project team under the Occupational and Environmental Epidemiology Committee. A motion was made and voted on to sunset the committee.

***MOTION 3: Approve to sunset the Occupational and Environmental Medicine Committee and to transition as a project team under the Occupational and Environmental Epidemiology Committee.***

**VOTE: 12-0-0-0**

9. Key Issues from VG Color Council Meetings

Deborah Nelson and others discussed the need to improve two-way communications between Board liaisons and VGs. One venue that was decided upon was for Board Coordinators to update the Board periodically on the VGs within their Color Councils. Laurie and Larry Sloan are working on a document on how VGs should operate to add consistency.

The Board entered into Executive Session from 4:43pm to 5:14pm.

\*\*\*\*\***ADJOURN FOR THE DAY**\*\*\*\*\*

**Sunday, February 25**

Deborah Nelson called the meeting to order at 8:30 am, welcoming back the Board and staff.

**F. Operational**

1. Implementation of Board Cultural Values

Nancy McClellan led the Board through a continuation of the Six Hats exercise from November's Board meeting in which the Board delved deeper into "collaboration" and "diversity" as the two objects on which to focus. Suggestions were made on how to better collaborate. Membership self-feedback forms from VGs on how they're performing might act as a leading indicator to identify success and challenges. With regard to diversity it was suggested to consider a public member and/or a student member, and/or to perform an evolved Board self-assessment. As these ideas grow and become more robust, a phased rollout by quarter was suggested to ensure longer term engagement.

2. Women in IH Update

Cathy Hovde shared the successes of the WIH effort and how current volunteer leadership is fully running with the concept. There was talk of what the WIH long term status might look like (e.g., will it be a Working Group or a committee or be sunsetted). The leadership group has monthly conference calls where strategic planning discussion points are incorporated into the call. There was also discussion of possible collaboration with the ASSE Women in Safety Engineering ([WISE](#)) group.

3. RTDSC Stance on AIHce

Dina Siegel shared with the Board the Real Time Detection Systems Committee's stance on recent changes to the AIHce which appeared in 2017 at Seattle's AIHce. There was concern on shrinkage of time available for vendors to showcase their products/services. Open hours to exhibit have actually increased from 19.5 in 2015 to 20.5 in '16 and '17. The cost per hour concern also is negated by an actual drop from \$138 per hour in 2015 for a standard 10' x 10' booth to three tiered options in '16 and '17 ranging from \$131-\$151 per hour. Non-compete time costs per hour are actually down from \$539 per hour in '15 to \$299 to \$344 in '16 and '17. They were also concerned that the Virtual conference was cannibalizing the face-to face-AIHce. AIHA and third-party research shows that this is not the case. Lastly they expressed concern with the 1-hour educational blocked sessions. The issue of inadequate number of Certification Maintenance (CM) point opportunities was negated by the offering of all On Demand sessions with full registration. Lastly, there were multiple instances where Bethany Chirico demonstrated that many of these changes came directly from attendee feedback as well as were recommended changes from the Mind Your Business and Velvet Chainsaw studies. It was suggested that a more concise FAQ be developed and used as talking points for the Board Coordinators and the Executive Committee.

#### 4. Bylaw Amendments Project Update

Larry Sloan reported that he is seeing no counterpoints to the membership class changes in the proposed bylaws. Based on input from legal counsel, he suggested adding verbiage that would enable the Board to permit additional member classes beyond Full with a super-majority vote (to be considered as a new Article III – Section 13 clause). Some discussion ensued. The Board voted to reject the language which was presented as "*Section 13. Board Service. Full members may be elected to the Board of Directors of the Association. Other membership classes may be considered for eligibility by a resolution of the Board supported by two-thirds (2/3) of its members.*"

**MOTION 4: Approve to remove section 13 of the Bylaws and instead document it in a policy.**

**VOTE: 12-0-0-0**

#### 5. Update on 2018 Named Awards

Steven Lacey presented the slate of 8 names as AIHA Fellows to the Board. A motion was made and voted on to approve the candidates.

**MOTION 5: Approve the slate of 2018 Fellows.**

**VOTE: 12-0-0-0**

#### 6. AIHF Update

Deborah Nelson briefed the Board on the AIHF, whose Board of Trustees met immediately preceding this BOD meeting. She reported as of December 31, 2017, AIHF's Total Net Assets were \$3,388,200 with \$3,306,000 in Investments of which \$2,488,550 were Permanently Restricted Net Assets. Total 2017 unrestricted donations of \$38,600 exceeded 2016 unrestricted donations by \$9,000. In addition, the Fun Run was very successful, with sponsorships of \$15,000 exceeding budget by \$5,000. The total operating margin for 2017 was \$16,000 which was \$14,000 better than budget. A total of \$129,800 of scholarships were awarded in 2017 and the AIHF Board of Trustees just approved \$100,000 of endowed scholarships for 2018, in addition to the \$19,000 of pass thru scholarships. She informed the Board that Tim Walsh, AIHA's investment advisor, will lead two sessions on planned giving at AIHce – one that will be invitation only for past donors and luminaries and one more informal session in the "hub".

### G. Routine Business

#### 1. New Business

a. Discussion was had on the concept of a free student membership. Student memberships currently value around \$17,000. At \$34 per year per student, several Board members felt having a vested interest in the association via having paid for dues was more valuable than getting something for nothing. Since a strategic plan was to be developed around students, this idea will be considered further.

#### 2. Old Business

b. None

### H. Consent Agenda

**MOTION 6: Approve the consent agenda.**

**VOTE: 12-0-0-0**

**MOTION 7:**     *Adjourn the meeting.*  
**VOTE:**         12-0-0-0

*Deborah Nelson adjourned the meeting at 11:26 a.m.*