

**Wild Dunes Resort Room: Palms 1-3
1 Sundial Circle
Isle of Palms, South Carolina, 29451**

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)

Directors Present: Cathy Hovde, Lito Ignacio, Pam Kastle, Michael Ochs, Michele Twilley

Board Member Absent: Bradley King

Staff Present: Mark Ames, Bethany Chirico, Belinda D'Agostino, Karimah Hamad, Peter Hanley, Sue Marchese, Cheryl Morton, Laurie Mutdosch, Alla Orlova, Larry Sloan, Franky Spangler

Guests: None

Saturday, February 23

A. WELCOME – CALL TO ORDER

Cindy Ostrowski called the meeting to order at 8:01 am, welcoming the AIHA Board and staff.

Michael Rosenow confirmed the presence of a quorum.

Bradley King was unable to attend.

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

MOTION 1: Accept the February 23-24, 2019 AIHA Board of Directors Meeting

Agenda

VOTE: 11-0-0-1 (*for-against-abstain-absent*)

B. FINANCIAL

1. Treasurer's Report

Belinda D'Agostino, AIHA Chief Financial Officer, briefed the Board on unaudited (at the time of the February BOD meeting) year-end financials. As of December 31, 2018, the Statement of Activity indicates a total operating margin of \$438,000 for a \$272,000 positive variance from the 2018 adjusted budget (adjusted for budgets moved to 2019). The significant year-end actual versus budget variances were reviewed and discussed. A gross profit positive variance of \$398,000 from the AIHce, along with additional positives from eLearning sales and the Product Stewardship Conference were offset by negative gross profit variances in the IOHA Conference, membership, publications, the Product Stewardship Society, LAP LLC, Registry LLC, and the

Synergist. The collective negative (\$142,000) in gross profit variances from budget, when combined with significant positive direct expense variances such as \$153,000 in outside services and \$92,000 for staff travel along with other various cost savings net to the total operating margin of positive \$438,000.

Belinda then reviewed the 2018 actual to budget variances of the IRAT projects. In total, there was a positive variance of \$160,800. Most of this positive variance was due to a positive \$101,000 variance in the Occupational Exposure Assessment Certificate IRAT that was due to savings and timing. A third year IRAT for the marketing portion of this IRAT was requested for 2019. In addition, the PAT Pilot Program IRAT was rolled over into 2019 as well due to timing and staff capacity. All other IRAT projects moved forward without significant issues.

Belinda updated the board on 2018 year-end investment results. The total investment balance as of December 31, 2018 was \$13,590,000. The intermediate portfolio had a return of 3.74%, which exceeded the 10-year treasury benchmark of 2.58%. The long-term portfolio's 2018 returns were negative (8.33) % as compared to its benchmark moderate portfolio index which had a negative (2.22) % return. Early 2019 fund transfers from checking into the intermediate portfolio totaled \$3,200,000 and brought the investment allocations back into compliance with AIHA policy.

2. Non-Board Finance Committee Member

Belinda also presented the resume for the proposed Non-Board Finance Committee member.

MOTION 2: Approve Brian Bethel as the new Non-Board Finance Committee member, to serve a 3-year term starting at AIHce 2019.

VOTE: 11-0-0-1

C. STRATEGY

1. ACGI Update

Peter Hanley provided an update on ACGI software integrations. He has been leading more strategically focused meetings with the ACGI president and their project managers continue to drive progress with significant milestones being met across Registry Programs and LAP most recently. Staff is now looking at ways to extract meaningful data out of the database. Creation of some reports and other tools can be done at no additional cost. This will allow staff to move from tactical to more strategic deliverables that will build business process efficiencies, enhance user experience, and reduce costs.

2. Board Key Performance Indicators (KPI): Review of Strategic Plan Metrics

Larry Sloan shared the status of the KPIs. Larry will prepare an overall presentation on the overall health of the KPIs to help promote AIHA at local section/other events. Staff is creating meaningful, smart data that can be mined. Larry will update the KPIs twice per year.

3. International Strategy Discussion

a. President's India Trip Report

Cindy provided an update on her experience in India. She attended the CIHA annual conference, of which AIHA is a sponsor, and provided the keynote address. CIHA has a Board made up of volunteers; there is no paid staff, although they are working towards hiring a part-time CIH. CIHA would like more training from professionals. Cindy suggested that we communicate to members that if you are traveling to India on business and are willing to give a 1-2-day PDC, AIHA can offer to pick up the hotel tab. Cindy also encouraged CIHA members to become AIHA international members, and student members where appropriate.

Cindy also visited ISTAR (Institute of Science & Technology for Advanced Studies & Research) and noted they do not have sufficient quality monitoring equipment. She suggested that AIHA put out a call to the membership and rental companies to donate equipment. A suggestion was made to do this through the International Affairs Committee. She noted that the OSHA equivalent in India requires medical officers on site, who actually perform fieldwork. Cindy encouraged them to continue efforts to get a definition of IH built into their national standards.

The AIHce registration fee is a roadblock for many international members. It was suggested that we set aside an amount, create an application process, and discuss forming a new sub-committee within the International Affairs Committee (similar to the micro-grants sub-committee)

b. International Advisory Group Priorities

Kathy Murphy discussed a survey launched in late 2018 to gather input from the International Advisory Group on strategic priorities. She indicated that we have many opportunities to create a sense of community without spending large amounts of resources. The best role we can play is to help make connections more apparent and easier to access for our international members. The Group is working on an article for the *Synergist*, promotion of the pro bono consultation service, and a basic training package that members can use when going on international travel for another reason, e.g., company or church group.

Other activities supported by the Group are translations of some of AIHA's more popular publications, greater awareness of the deep discounts currently offered on selected e-products, and a new road course taught in Spanish, which could be deployed throughout Latin America by AIHA members

c. Approval of 2019 Micro Grants

The AIHA Micro-Grant Subcommittee recommended a total of \$20,000 be awarded.

MOTION 3: Approve the award of \$20,000 for micro-grants as recommended by the AIHA Micro-Grant Subcommittee.

VOTE: 11-0-0-1

4. New 2019 IRAT Approval: e-Subscriptions

Alla Orlova requested approval of a new 2019 IRAT request on e-subscriptions. The contract with OmniPress will allow more visibility for all our products. The Board agreed that we need a means to track how this affects our publication sales. Alla reminded us to give the project two years, to assure effective marketing.

MOTION 4: Approve requested 2019 funding in the amount of \$27,700, with the understanding that an additional \$21,400 is required in 2020.

VOTE: 11-0-0-1

5. IRAT Update #1: IH Pro Pathways (Project Close-Out Report)

Larry presented the two key deliverables. First, the EHS Generalist Educational Needs White Paper (a collaboration between AIHA, ABIH/IPEP, and NAEM) was completed, and the press release went out. Soft skills were identified as a need for EHS generalists. The other deliverable was the new e-guide to the IH Pro Pathways Program, available free of charge. A communication/marketing plan is in progress. It was suggested to have this connect to #IAmIH membership campaign.

6. IRAT Update #2: Brand Refresh Initiative

Sue Marchese presented the Brand Refresh Initiative report, based on feedback from various surveys and a focus group held in Chicago in January. There were several influencing factors, key insights, and recommendations presented. Board member interviews are in progress. There will be additional focus groups at AIHce, with a final branding report due to be presented to the Board in July by 88 Brands.

7. IRAT Update #3: AIHce EXP DesignLab

Bethany Chirico presented the DesignLab project. We are in the third year of changes to AIHce; AIHA's registration vendor is helping us explore the effect of those changes. The planned survey was pushed back to April so as not to compete with the 2019 AIHA salary and compensation survey. At conference, there will be onsite assessments and focus groups. It was suggested that mid-career professionals be added to the design lab team.

8. IRAT Update #4: Leading Health Metrics

Larry presented the progress on the leading health metrics. A strategic framework that includes goals, objectives, and metrics of success has been created. This collaborative effort with CSHS includes an open call to form a task force, to be led by Alan Leibowitz. He will also present an update at the April 18th Intersociety Forum meeting, and an in -

person kick-off meeting in the near future.

9. IRAT Update #5: Sensors

Based on the project description approved by the Board, there are two phases to this project: update and revise the Body of Knowledge (BoK) by 2019-year end, and then revise the certificate program to reflect the updated BoK in 2020. Donna and Lito will co-chair the new BoK team. It was noted that new ISO standards on direct-read instruments are to be completed within the next month.

10. IRAT Update #6: Public Advocacy Engagement

Mark Ames presented progress on the Public Advocacy Engagement IRAT, noting that a wildfire cleanup hazards video is in production and is expected to be deployed on digital media platforms sometime in the spring or summer of 2019. He explained that several people have been identified who have confirmed that they will be in the video. He also invited Board members to send him names of people who they think may be interested in being in the video.

11. Local Sections Oversight-Next Steps/Updating Business Processes

Lito Ignacio presented a recap of the planned actions: a Local Section summit with associated Action Plan (completed), creation of the Local Sections Task Force with implementation of Task Force recommendations (i.e., discontinue the LSRR program, and modification of the LSC to an Advisory Group via an AIHA bylaws amendment presentation to the membership). The LS Advisory Group would still provide a voice for LS to the AIHA Board. A communication plan is already in progress to provide ongoing updates. A new Local Section visits schedule was discussed. Board members were asked to volunteer to present a technical talk at one local section (and include 15 minutes on AIHA National).

MOTION 5: Accept revised proposed AIHA bylaws amendment language, which requires a membership vote: "Section 6. Local Sections Advisory Group. The Local Section Advisory Group shall include representation from local sections, student local sections and two AIHA Board liaisons. The Local Section Advisory Group shall meet at least annually."

VOTE: 11-0-0-1

12. Membership Task Force Update

Dina Siegel and Laurie Mutdosch provided an update on the Membership Task Force, including the new value propositions, identification of non-traditional target audiences, and increasing levels of engagement with our members. Laurie also presented an overview of our 2019 membership campaign.

13. Technology Initiative Strategic Advisory Group Update

Peter presented the status of the Technology Initiative Strategic Advisory Group. Members have been selected. The Group is currently exchanging ideas on what elements should be incorporated into a new externally facing plan. A series of meetings are scheduled, including in-person at AIHce. It is expected that this group will allow us

to identify budget needs for 2020. Board members were asked to submit ideas to Bradley and Peter.

14. AIHA Committees: Open Discussion

Kathy led a discussion on current AIHA Committees, exploring ways to improve and/or streamline the Volunteer Groups. A task force, using the open call process, will be created to help identify objective criteria for future structure, to allow the VGs to play a more strategic role. The Board Liaisons from CPC, CEC, CPAG, Publications and other VGs will be included in the task force. Thursa and Laurie will gather additional data on VGs, e.g., Catalyst use, for the task force.

15. Defining AIHA Member Engagement: Open Discussion

Laurie led a discussion on defining and increasing member engagement.

16. New "Soft Skills" Training Program.

Michael Ochs presented the concept of developing soft skills educational materials. The proposed project came about through the collaborative efforts of the Student and Early Career Professionals, Career and Employment Services, and Leadership and Management Committees. A Stage 1 proposal will be submitted to CPAG. The Board supported proceeding on the project.

17. Mold "Certification" Programs and Other Misnomers

Cindy led a discussion on the impact some advertisements from third-party providers many have on diminishing the value of IH. The Board agreed that the AIHA website should have current mold information and make more consumer-friendly resources available on the website

D. OPERATIONS

1. 2019 Fellow Slate and Update on Named Awards

Deborah Nelson presented the 2019 Slate of Fellows. It was noted that we have reached the cap on Fellows. Deborah also reviewed the list of those receiving Named Awards.

MOTION 6: Approve the 2019 Slate of Fellows

VOTE: 11-0-0-1

2. ASAE Exceptional Boards Workshop: Recap and Exercise

Kathy, Lindsay Cook, and Larry presented a review of the ASAE Exceptional Boards Workshop they attended and provided several takeaways. The Board then participated in a group activity based on the workshop.

3. AIHA Policies: Nominations, Named Awards/Honors, Special Appointments, and Campaigning

Cindy led a discussion on revisions to the AIHA Board Nominations Policy, which reflects separate timelines of activities for the Board Nominating Committee and Nominees/Nominators. A Board call in early January will be scheduled to ratify the

nominations.

Cindy also re-opened a discussion on modifying the process in which officers are nominated – changing from contested elections to a one-candidate per position (which is supported by new ASAE research). As was originally proposed last year, this change would require a bylaws amendment. The Sense of the Board was to develop a new communications plan, survey the general membership to assess their appetite for change, and consider adding to the bylaw’s amendment ballot slated for later in the year.

Cindy reviewed proposed amendments to the AIHA Named Awards and Honors Policy, including separate timelines for the Awards Nominating Committee and Nominees/Nominators, as well as an early and extended timeframe for marketing and communicating the nominations process. There was consensus that current Board members need to remove themselves from consideration. The Board agreed it was acceptable to not give out a Named Award if no qualified candidates were presented in a given year.

The AIHA Special Appointments policy will be updated to clarify the Board review/approval process; it was agreed that the Executive Committee would serve as the approval body in time-sensitive situations (24-48 hour decision window).

Finally, the Board discussed proposed changes to the Board Campaigning Policy that would restrict use of social media. It was agreed to retain the current policy until the definition of “campaigning” could be further defined based on a review of other societies’ best practices and legal counsel input

4. Social Concerns Committee and AIHce Movie

Lito led a discussion on the recent issue concerning the Social Concerns Committee initial movie selection and recommended process.

5. Program Updates: Government Relations

Mark Ames provided a Government Relations update. He described AIHA’s public policy agenda, public relations, engagement of local sections, active campaigns (wildfire, opioids, hearing protection, title protection, transportation safety, and teen workplace health and safety). Upcoming campaigns include worker fatigue, temporary workers, and appropriations (congressional focus). Other actions include implementation of the new AIHA-OSHA Alliance 5-year work plan, Safe + Sound week, grassroots advocate training modules, and legislator report cards.

6. Program Updates: Education/CPAG

Alla provided the AIHA Education update, including a discussion of the new 2019 programming. There will be a Fall Regional Event, October 2019, in Chicago, with five (5) confirmed PDCs. eLearning has implemented its first virtual conference on Exposure Assessment. eLearning has also implemented its first CIH Prep online course, and Basic Principles of Occupational Hygiene Exam and Content, to be launched in March. An OEA

certificate will be launched in March/April. There is an expansion of eLearning subscriptions for 2019. There is an academic track at AIHce this year, with seven publications debuting at or before AIHce. Alla also provided an update on the e-Pubs and the subscriptions IRAT request. The January webinar, "Take Charge of Your IH Career: Road Map to Success", had over 400 registrants.

Dina and Alla provided the CPAG update, with a discussion of the current environmental scan, existing content review efforts. They also discussed how we are re-engaging volunteer groups, including creation of Content Priority Teams. An updated Roles and Responsibilities document will be presented to the Board in the coming weeks.

7. Program Updates: STI

Larry provided an STI update, including the status of BoKs and special initiatives for 2019 (e.g., the Sensor Technology and Health Metrics IRATs). The Rocky Mountain Local Section is holding a Big Data workshop (March 27-29), and there is continued Allied Association participation in standards development.

8. NRCC MOU Update

Larry informed the Board that the legal review of the MOU is complete for the AIHA-NRCC IH Chemist/Analyst Certification; AIHA PAT Programs will provide start-up funds and serve as a liaison between NRCC and the AIHA Board. NRCC will plan, develop, and administer the Certification program AIHA will provide subject matter expertise in the form of volunteers from the Sampling and Laboratory Analysis Committee to complete the deliverables and for ongoing maintenance of the Program.

MOTION 7: Approve the AIHA-NRCC MOU, which supports the new IH chemist/analyst certification partnership.

VOTE: 11-0-0-1

9. Nanotechnology Best Paper Award

Deborah and Pam Kostle presented the Nanotechnology Working Group Best Paper request. The Group would like to award a best paper in nanotechnology, selected from JOEH. The recipient would receive a plaque and recognition. After discussion, the Board agreed instead that they should select a best paper and present at their meeting, similar to what other VGs are doing. They would not present at the Mark of Excellence Breakfast. In addition, there was consensus around focusing the Baier Award for new technologies on emerging issues, selected using criteria established by CPAG. Dina will work with Alla, Laurie and CPAG to establish the criteria.

10. Board Communications from Executive Office

Larry and Karimah Hamad reviewed how communications from the Executive Office would be optimized to reduce email clutter and excessive meeting polling.

E. ROUTINE/NEW BUSINESS

Pam provided the Red Color Council Report.

Lindsay provided a NIOSH update. The goal is for one in-person meeting per year, with two additional calls. The Board discussed how we should prioritize and coordinate NIOSH and CPAG efforts. A new NIOSH scorecard has been developed which will track both strategic and tactical activities. AIHA will be participating in a TWH Affiliates meeting this summer.

Sue provided a brief progress report and timeline related to the enterprise websites redesign project. Updates on the website redesign will be added to the Action Items report.

Larry reviewed the action items identified in this meeting.

F. CONSENT AGENDA

The consent agent included:

1. AIHA Board Call Minutes January 10, 2019
2. AIHA Board Meeting Minutes December 14, 2018
3. AIHA Board Meeting Minutes November 10-11, 2018
4. Ballot 19-001 e-Cigarette Paper

MOTION 8: Approve all items on the consent agenda.

VOTE: 11-0-0-1

MOTION 9: Adjourn meeting.

VOTE: 11-0-0-1

The meeting adjourned at 12:00 pm.