



## Board of Directors Meeting

May 19, 2019

Hilton Minneapolis

1001 Marquette Avenue South

Minneapolis, MN 55403

Minneapolis Ballroom A

**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, Bradley King, Pam Kostle, Michael Ochs, Michele Twilley

**Board Member Absent:** Lito Ignacio

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

### **Guests:**

**New Board Members:** Srinivas Durgam, John Mulhausen, Nicole Greeson, Lucinette Rivera

**Invited Speakers:** Carrie Merritt, Torey Nalbhone, Lexi Pratt, Don Weekes

## **1. Welcome/Call to Order**

Cindy Ostrowski called the meeting to order at 8:02 am, welcoming the AIHA Board and staff.

Michael Rosenow confirmed the presence of a quorum.

Lito Ignacio was unable to attend.

Cindy confirmed that all Board members had reviewed the Antitrust, Conflict of Interest, and Member Code of Conduct Statements.

### **MOTION 1: Accept the May 19, 2019 AIHA Board of Directors Meeting Agenda**

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

No items were removed from the Consent Agenda.

## **2. AIHce 2019 Update**

Bethany Chirico provided an update on the conference, including a description and status of the conference app, and status of registrations. All Board members were asked to gather information before the Board meeting on Wednesday: what worked well (and should be continued), what did not work so well, and what can be refined.

### **3. Treasurer's Report**

Donna Heidel, AIHA Treasurer, updated the Board on the 2018 financial audit, conducted by Johnson Lambert, LLP. The audit was more time consuming than prior years due to several new accounting standards, but there were no audit adjustments and AIHA received another clean audit report. The audit covers all six AIHA organizations, includes IRAT, and investment earnings and/or losses.

Belinda D'Agostino provided an update on the 2019 budget reviewing adjustments approved by the Board of Directors after the original budget approval in November. The adjustment to the operating budget increased the operating margin loss to (\$365K) versus the original budgeted (\$270K). This change was due to rolling over the unused ACGI database project budget, as all organizations have not gone live with ACGI yet. Three Board-approved additions to the IRAT budget resulted in an amended \$705,700 amount versus the original \$626,500. The additions included adding funds for (1) the Direct Reading Instruments Body of Knowledge Update, (2) roll over of budget remaining related to the Occupational Exposure Assessment Certificate, which will be finalized in 2019, and (3) a new e-Subscriptions IRAT.

Belinda D'Agostino also provided a financial update as of April 30, 2019. The total operating margin is negative (\$1,065) as compared to the trended budget operating margin of negative (\$877). The overall negative operating margin variance of (\$188k) is due mainly to negative revenue variances. The significant negative revenue variances include: (\$58k) in dues revenue; a temporary (\$219K) PAT annual revenue fees due to invoice timing; and a temporary (\$33K) LAP revenue timing issue. There is a positive total expense variance of \$101k that is due mainly to depreciation and will be temporary.

Investment balances at April 30, 2019 were a total of \$16,865,000 with \$5,095,000 in the intermediate fund and \$11,770,000 in the long-term fund. Investment returns in the first four months have been excellent with a 3.73% yield on the fixed income funds in the intermediate fund as compared to the 2.53% yield on 10-year treasury bonds and a 17.62% return in the long-term fund as compared to the moderate portfolio index rate of return of 10.62%.

### **4. Board KPIs Update**

Larry Sloan provided an update on the Board Key Performance Indicators (KPIs) mapped to the AIHA Strategic Plan 2019-2021 domains: Community, Awareness, Advancement and Dissemination of Knowledge, Integrity of IH Practice, and Advocacy. Larry explained that some of the 2019 goals are stretch goals that staff is tracking. The Board recommended that a high-level graphic be prepared to show the overall health of the KPIs. Cathy Hovde asked that the metrics be defined. Kathy Murphy suggested that we focus our discussion on the yellows and reds. Larry will provide definitions and a mid-year update report that includes a high-level analysis at the July meeting.

### **5. IEQ-GA: Decision to Support New 501(c)3**

Don Weekes, invited guest, provided a review of the Indoor Environmental Quality – Global Alliance (IEQ-GA) activities and its impact on AIHA. Don went over the accomplishments and purpose of the IEQ-GA. AIHA is a founding member of IEQ-GA, a member organization undergoing a change from Memorandum of Understanding status to incorporation, while expanding to India, Italy, and Brazil and within the USA. Per Don, incorporation will protect the organizational members, and allow the organization to purchase liability insurance, while providing quality IEQ content worldwide. The Board discussed how AIHA would be involved, what the benefit to our members might be, and whether this is

in the best interest of AIHA. The topic will be discussed again in July. In the meantime, Board members were asked to come up with specific questions for Don via the Board Catalyst Community.

## **6. IAQ MOU with Allied Associations**

Don Weekes, invited guest, provided a review of the Allied Industry Partners (AIP) group activities and its impact on AIHA. He presented a Memorandum of Understanding that would allow AIHA to continue to be a separate entity, and yet interact with allied industry partners in the IAQ realm. The members of this group have stated they will work together, foster interactions, and drive towards common goals. Donna spoke at the Allied Association's annual meeting and believes that there is a benefit to bringing IH expertise to these groups.

**MOTION 2: To enter into Allied Associations MOU after it has been updated with language to protect AIHA trademark and cautionary language which addresses cross-organization endorsements.**

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

## **7. ABET Accreditation Update**

Torey Nalbone, invited guest, provided information on the current status of ABET accreditation program, and identified needs from AIHA members in the review and accreditation processes. By partnering with ABET, AIHA receives the world value of ABET status for both accreditation and the profession's key components. Torey is meeting with the ABIH Board regarding the CIH exam.

There was a discussion of what AIHA and ABET could do to help advance progress in this area. There is concern that some educational institutions have dropped ABET because they cannot afford it, or they question the cost with a small number of students. Torey expressed concern about the American Industrial Hygiene Foundation (AIHF)'s decision to accept non-ABET accredited recipients. Cathy Hovde suggested that we define the value that ABET offers accredited schools. It was agreed that we should consider ABET accreditation in the Brand Refresh project; AIHA would explore opportunities for reinforcing the value of ABET accreditation across the university community.

## **8. Brand Refresh Update**

Sue Marchese and Carrie Merritt, 88 Brand Partners (invited guest) gave an update on the Brand Refresh project. The second step, Define the Brand Strategy, is complete, resulting in a modified mission and vision statement, brand positioning (progressive steward and trusted community), message platforms (advancing the profession, advancing the professional), brand personality, and suggested renaming of the profession. Step 3, Create the Brand Identity, is now in progress. Process has been thoughtful, collaborative and focused. A Brand Strategy Workshop was held at 88 Brand Partners officers in January. Attendees discussed strengthening the AIHA brand, what AIHA is today vs. what we should be tomorrow, and the inherent complexity of the profession. There was broad agreement that the term industrial hygiene is not effective for communicating, and that the term occupational safety and health is a preferred alternative. 88 Brand Partners recommended retaining AIHA as the name of the organization, without specifically defining the acronym. Focus groups to review identify concepts are being hosted at AIHce.

## **9. International Advisory Group Update**

Kathy Murphy provided an International Advisory Group Update. She discussed reiterated the top-level objectives for international engagement, and discussed the group's consensus to target international activities in six emerging economies: delivering education, translations of current content, and in-region training by members who travel to those regions for work. It was noted that altruism is an important aspect of our international strategy. The next steps include identifying organizations and schools for collaboration, discussions of what regions need the most assistance, projects for 2020 budgeting, and a need to identify develop and deploy approved projects. There was a discussion of how much staff support will be needed.

## **10. Tech Initiatives Strategic Advisory Group Update**

Bradley King provided an update on the Technical Initiatives Advisory Group. Several telephone calls have been completed, and there will be a face-to-face meeting at AIHce. Mission and vision statements have been proposed along with a strategic framework that will help inform the AIHA Board on priority projects requiring new resource allocations. Specifically, it was agreed that development of new smart phone apps are important tools and will be a part of the strategy.

## **11. New Volunteer Community Assessment Task Force**

Kathy Murphy provided an update on the Volunteer Community Assessment Task Force. She described the importance of our volunteer groups (VG), and stated that it is time to assess our VG community to explore ways to improve processes and enhance member experiences. Michael Ochs is the Task Force Leader/Board Liaison. The task force will review data associated with VGs, make a determination regarding each VG, develop structure and resources recommendations, and discuss use of task forces rather than standing committees to address specific project needs. A draft timeline was presented. The Board discussed ensuring the best possible experience for our members, which will likely span a mix of conventional committees, project teams for special projects and micro volunteering opportunities. Metrics will be developed to measure success.

## **12. Committee Engagement: Collecting Baseline Information**

Laurie Mutdosch led a discussion on committee engagement. A Task Force will collect baseline information, and then make recommendations to the Board. The discussion included development of metrics, tracking long-term engagement of individuals, and drilling down on overall engagement of VGs/members. The data will allow for an array of common attributes upon which to identify engagement champions.

## **13. Student Local Section Report**

Lexi Pratt, the upcoming Student Local Section Council (SLC) Chair, presented for Josh Shedd (invited guest and current chair). The Council created five major goals for 2019: update the SLC charter, increase student engagement, increase career development opportunities, engage students in government relations advocacy, and assist international students. New materials aimed at educating future professionals will be developed in conjunction with the Brand Refresh initiative.

#### 14. CPAG / Environmental Scan Update

Dina Siegel provided the CPAG/Environmental Scan Update. She provided the status of the existing content review efforts through Q2, discussed the re-engagement of VGs using the new CPAG Champions approach, and provided status of dashboards. A high-level discussion of the environmental scan interviews and focus group information was provided. Results of the electronic survey are still pending. CPAG will use the results of the environmental scan to review and refine content priorities at their face-to-face meeting in July. CPAG will reach out to the JOEH Review Board for input on possible new priorities.

**MOTION 3: Approve the CPAG Recommendation of John Baker as the Vice-Chair of CPAG**

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

#### 15. CPAG e-ballots

Cindy discussed the results of two e-ballots submitted as a result of CPAG review: 19-003 (Earl Dotter Calendar), and 19-005 (USPHC Use of Safety Matters). CPAG did not support the Earl Dotter Calendar proposal because of necessary timing, funding, and staff resources. The Board discussed the issue, and staff provided detailed funding and staff requirements.

**MOTION 4: Approve the CPAG Recommendation to “Not Approve” 19-003, Earl Dotter Calendar Proposal**

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

19-005 (USPHC Use of Safety Matters) was also discussed. USPHC wants to make non-substantive changes of the Safety Matters material to match their style.

**MOTION 5: Approve the CPAG Recommendation to Approve 19-005, USPHC Use of Safety Matters Proposal**

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

#### 16. Review of Talking Points for AIHce

Cindy discussed the talking points to be used for the proposed changes to the Local Section Bylaws and officer nominations, as well as talking points to introduce the Assessment of the AIHA Volunteer Group Network. There will be a 30-day open comment period on all proposed changes to bylaws.

**MOTION 6: Accept the revised amendment language to the Section 6. Local Sections Advisory Group of the bylaws as follows: *Section 6. Local Sections Advisory Group. The Local Section Advisory Group shall include representation from local sections, student local sections and AIHA board liaisons. The Local Section Advisory Group shall meet once a year. It shall communicate its concerns to and coordinate its activities with the Board of Directors of AIHA.***

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

Cindy then reviewed the proposed changes to modify Board officers elections to a single-slate approach. The Board discussed several points which will be reflected in a communications outreach campaign to the membership.

**MOTION 7: Proceed with preparing ballot for bylaw amendment to mandate single-candidate slate for officer positions only.**

**VOTE: 10-1-0-1** (for-against-abstain-absent)

## **17. Foundation Update**

AIHF: Cindy provided an update on the 2109 scholarships that included the expanded scholarship eligibility requirements. Forty-six students received scholarships totaling \$70,755. There are four new endowed scholarships: the D. Jeff Burton Engineering scholarship, the Philip R. Morey Memorial Scholarship, the Pengfei Gao Memorial Scholarship, and the Upper Midwest/John Pendergrass Memorial Scholarship.

AIHF Activities at AIHce included the Donor Reception, the Head Shot Café, recognition of scholarship recipients at the Mark of Excellence Breakfast, the Fun Run, and an AIHce Conference Pin.

Guideline Foundation: AIHA conducted an open call for the ERP Committee. The Committee met in March; nine chemicals were updated and one new chemical was introduced. Ongoing efforts include exploring options for publishing the ERPG Handbook and Documentation as an app, using additional resources for administrative/editorial support, and fundraising.

The Standards Advisory Panel selected three new members. 2019 initiatives include a standards awareness session at AIHce, developing more robust business practices, and conducting a survey of VGs with respect to their interests and needs in updating or developing new consensus standards.

## **18. Review of AIHce Board Assignments**

Cindy reviewed Board Assignments for the conference. Board members were asked to ensure attendance at award winner lectures.

## **19. Operational Updates**

ACGI: Peter Hanley provided an update on the ACGI project. Staff is working toward moving from predominantly tactical tasks to a more strategic focus in 2019 that begins to integrate business process efficiencies. For LAP, staff completed the data conversion, and is now processing applications in real time. For PAT, all systems are functional and stable.

Government Relations: Mark Ames provided a GR update. Successes include title protection in Ohio and Louisiana, renewal of the AIHA/OSHA alliance, and nomination of AIHA members to 4 federal advisory committees. Significant projects include a new wildfire cleanup video, teen workplace health and safety, and creation of a hearing protection coalition.

Education and Technical Initiatives: Alla Orlova provided an update. Successes include: a well-attended exposure assessment virtual conference, new e-learning courses (W201 Basic Principles of Occupational Hygiene, CIH Prep, Occupational Exposure Assessment Certificate Program), eight publications, two BOKs, and the initiation of the Health Metrics Project. AIHce 2019 highlights included SPARKtalks, an academic track, and 55 PDCs. An AIHA Subscription service will be fully functional in June. AIHA is also hosting a new two-day course comprised of concurrent PDCs called University Pop-Up in Chicago this fall.

LAP: Cheryl Morton provided an LAP update. Successes include: ISO/IEC 17025:2017 implementation, an approved slate of AAB volunteers, seven new assessors, and strategic partnerships with the Beryllium Health and Safety Committee and the American Council of Independent Laboratories.

PAT: Angela Oler reported on PAT programs and registry programs. A pilot study on lead generation is in process. The OHSMS Auditor Registry is launching at conference. The IH Chemist/Analyst Certification will launch late 2019 or early 2020.

## **20. Routine Business**

Larry reviewed the action items generated at the meeting.

Michael Ochs provided the Violet Color Council Report.

Michael Ochs discussed Student Local Section Support. After hosting a student summit in Arizona (co-presented with ASSP), it was noted that there was no advertising of the event that included the AIHA name. Michael suggested that AIHA provide guidance, and perhaps an app, to Student Local Sections on how to effectively use social media to promote events such as these, the AIHF scholarships and the IH Pro Pathways program. Each Local Section should also support their respective Student Local Section.

The IOHA statement was presented to the Board. The sense of the Board was to support.

The Stafford Act Coalition List Serve was discussed. The sense of the Board was to move forward on this one.

Board members were reminded to visit their local section, as well as one additional section this calendar year.

## **21. Consent Agenda**

The consent agenda included:

- February 23-24, 2019 Board of Director Meeting Minutes
- 19-002 e-Ballot (CPAG Recommendation: Support “Soft Skills” training)
- 19-004 e-Ballot (CPAG Recommendation: Support revisions to *AIHA Prevention of Workplace Violence White Paper and Position Statement*, *AIHA Workplace Rights White Paper*; Approve new guidance documents: *FAQs About Spore Trap Air Sampling for Mold for Direct Examination*; *Focus4 for Health/Construction*)

**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 5:02 pm.

The Board went into Executive Session. The Executive Session adjourned at 5: 35 pm.



Board of Directors Meeting  
May 22, 2019  
Hilton Minneapolis  
1001 Marquette Avenue South  
Minneapolis, MN 55403  
Minneapolis Ballroom A

**Officers Present:** Kathy Murphy (President), Lindsay Cook (President-Elect), John Mulhausen (Vice President), Cindy Ostrowski (Past-President), Donna Heidel (Treasurer), Nicole Greeson (Treasurer Elect), Dina Siegel (Secretary).

**Directors Present:** Srinivas Durgam, Bradley King, Pam Kastle, Michael Ochs, Lucinette Alvarado Rivera Michele Twilley.

**Board Member Absent:** None.

**Staff Present:** Bethany Chirico, Alla Orlova, Larry Sloan, Franky Spangler.

**Guests:** None

## 1. Welcome/Call to Order

Kathy Murphy called the meeting to order at 5:02 PM, welcoming the AIHA Board and staff.

Dina Siegel confirmed the presence of a quorum.

## 2. AIHce ExP Update

Bethany Chirico led a discussion regarding AIHce feedback received.

The talking points provided at the May 19<sup>th</sup> Board meeting were also revisited.

**MOTION 1: Adjourn meeting.**

**VOTE: 12-0-0-1**

The meeting adjourned at 6:15 pm.