

TVS-AIHA Board Meeting Minutes – January 29, 2009 Held at Shaw Environmental, Directors Drive

Attendees Don Westbrook, Carlene LaScola, Danny Cunningham, Mark Smith, Kara Williams, Jennifer Brown, Wyman Nettles, Susan Blackburn, Harry Pullum, Judy Tallent, Gary Shrum, Mike McIntosh, Felicia Phillips, and John Campbell.

Minutes from the September 25, 2008 board meeting were accepted.

2009 Fall Conference Update – to be held October 21-23 at Fox Den. The theme will be "The Conference About Nothing but...Industrial Hygiene!". Wyman is setting up the speakers. Currently, we have Debra Thompson from Eastman, David Duncan, Don Linville from HepaCo, a speaker from AIHA National, a TOSHA update, and Don Westbrook on ergonomics. Nothing has been set up yet for the PDC. Charles Chapman will coordinate the vendors this year. Wyman will be attending the Leadership workshop in February, 09.

Financial Report – A 2008 cash flow chart was provided by John Campbell. For 1/1/08 through 12/31/08, total income was \$29,510.44. Total expenses were \$26,248.27. The cash generated for 2008 was \$3,262.17. The CD made about \$200. There was a \$2500 scholarship given in 2008.

The organization may have to file taxes if the gross revenues exceed \$25 K in two of the last three years. John will look into completing the tax forms.

Felicia is to complete a financial audit for 2008. Mike will take the financials to Felicia, if needed. The bank statements and checks written should be reviewed, with a report on this due at the April board meeting.

The financial report was accepted.

Student Section/Student Scholarship Update – Todd Nixon, President of the West Virginia student section, has requested a speaker on the topic of nanotechnology. Don Westbrook is their contact. In 2008, we gave two \$1250 scholarships. For 2009, we may give either one or two. The scholarship availability is advertised on our website. Last year, we contacted advisors, professors, student sections by calling or by emailing them.

Website - Gary reported that there are three advertisers on the website. Email links go to the events page so this page gets the most hits. It was decided that the \$300 option for the advertisers should be on this page.

Programs (Mark Smith) - Members had the opportunity to attend a UT Men's Basketball game in November, 2008. The Spring 2009 PDC will be on Heat Stress on May 7. Speaker will be Thomas Barnard. It will be held at the Pollard Auditorium. Mark will put together a flyer.

Don Westbrook is working on setting up Webinars.

Nominations

Public Relations – Harry handed out a government affairs review that covered July, 2008 to the present.

Vols4STEM – Susan Blackburn will be the contact to try to provide speakers, mentors in science related topics.

Newsletter – The newsletter is now posted on the web page. A monthly email will be issued to the membership alerting them to the new items on the website. It may be possible for advertisers to have a link from the website. Don Westbrook will review and coordinate this.

Membership - A new member must fill in an application and pay dues to be a member. Just paying dues is not sufficient. On 3/31/09, if dues have not been paid, membership will end until dues are made current.

New Business - The Oak Ridge Library has requested an update on the association's information. Kara will update the form and will fax it back to the library.

We have a chance to honor at the Fall Conference one or two members who have provided service to the local chapter. This is the AIHA Fellow Award. A recognition gift could be presented. Criteria needs to be established and followed. A proposal will be prepared to present at the April board meeting.

There is a box of association documents that needs to be evaluated. Charles Chapman, being the "historian", can go through these and can discard anything non-historical. John Campbell also has a box of old financial records. John suggested keeping the year-end summaries, scanning the files that need to be kept and put these files on a thumb drive.

Next meeting date: April 23, 2009, at Shaw Environmental.