

**AIHA Alberta Local Section Executive Meeting  
Teleconference  
July 18<sup>th</sup> , 2007**

**Attendees:** Luisa Su, Shivi Thusoo, Roy Clough, Tracy Carr, Tiffany Clayton, Mike Mills, Rhonda Lee Curran, Rhiannon Filip, Rick Adams, Dianne Radnoff, Brent Yaschuk

**Regrets:** Nasrin Dhanani

**Meeting Convened @ 12:00 noon**

<b>Items</b>	<b>Actions By</b>
<p><b>1.0 Review of Agenda</b></p> <p>Additions: Discussion of AIHA initiative regarding assistance to local sections with website service, worth review.</p>	<b>Brent</b>
<p><b>2.0 Review of Minutes</b></p> <p>Minutes from the May 11<sup>th</sup>, 2007 Executive Meeting were reviewed with the following change noted by Luisa: 3.5 Action Item: Membership Contact List to be sent out by the end of May by Rhonda Lee &amp; Luisa.</p>	
<p><b>3.0 New Business</b></p> <p><b>3.1 Secretary's Report</b></p> <ul style="list-style-type: none"> <li>○ Nothing new to report</li> </ul> <p><b>3.2 Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>○ We have ~ \$21,000.00. Do not yet have a cost breakdown on the spring symposium. Have some membership cheques to be deposited. Will look for cheques from Ian Wheeler, Can-Test, 3-M, and Mark Rice and let both Tiffany and Luisa know.</li> </ul> <p><b>3.3 Public Relations</b></p> <ul style="list-style-type: none"> <li>○ Will ensure that the ergonomics folks, the CSSE folks and the occupational health nurses have the health and safety conference data</li> </ul> <p><b>3.4 Education Report</b></p> <ul style="list-style-type: none"> <li>○ Organized Mike Harris for the PDC during the health and safety conference.</li> <li>○ There was a group discussion regarding the pricing for members vs. non-members for the PDC. Prices are as outlined in the brochure.</li> <li>○ Tiffany has four certificates she is holding onto (for March 22/07 PDC)</li> </ul>	<p style="text-align: center;"><b>Rick</b></p> <p style="text-align: center;"><b>Mike</b></p>

<p>until proof of payment is confirmed.</p> <ul style="list-style-type: none"> <li>○ Issue of AIHA PDC participants paying for an ‘extra day’ of the HSCSA was discussed. Tiffany had previously sent an e-mail to the HSCSA last year, but received no response.</li> </ul>	
<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Shivi to write a letter for Luisa to send to the HSCSA Board, with some questions regarding discounted rates for AIHA members who will be attending PDC on Monday .</li> <li>• Luisa to sign and send above letter to Diane Radnoff, who will then forward it to the HSCSA for resolution.</li> </ul>	<p><b>Shivi</b></p> <p><b>Diane</b></p>
<p><b>3.5 Membership Report</b></p> <ul style="list-style-type: none"> <li>○ There have been a few renewals, there may be some folks who sent in renewal information for inclusion on the directory that have not yet paid, some follow up may be necessary. Brent agreed to assist if necessary.</li> </ul>	<p><b>ongoing</b></p>
<p><b>3.6 Maintenance Points</b></p> <ul style="list-style-type: none"> <li>○ There was some confusion regarding the awarding of points for the spring symposium, Tracy will be following up on this to ensure that everything is OK.</li> <li>○ All current opportunities for application of certification points have been explored. She will need information regarding the upcoming conference PDC to apply for points for participants.</li> </ul>	<p><b>Tracy</b></p>
<p><b>3.7 WebMaster Report</b></p> <ul style="list-style-type: none"> <li>○ Working on updating the website, has a new program to assist in this.</li> <li>○ Needs information on the new AIHA logo, Shivi provided the name of an AIHA national contact. Other folks will need the updated logo as soon as it is ready. Shivi volunteered to have the logo modified if Brent has trouble doing it.</li> <li>○ The Calgary social was confirmed for September 27<sup>th</sup>. The Edmonton social was confirmed for October 11<sup>th</sup>. These to be advertised and info updated as it becomes available.</li> </ul> <p><b>Action Item</b></p> <ul style="list-style-type: none"> <li>○ Brent will add a link to the HSCSA on the website. We can send him stuff to put on the site.</li> </ul>	<p><b>Shivi</b></p> <p><b>Brent</b></p> <p><b>Brent</b></p>
<p><b>3.8 Newsletter</b></p> <ul style="list-style-type: none"> <li>○ The June newsletter will now be a July newsletter, and we need to have submissions to Rhiannon by Friday July 20. Anticipated mail out will be the following week. Rhiannon to send to Luisa to mail it out.</li> </ul>	<p><b>Rhiannon</b></p> <p><b>Luisa</b></p>
<p><b>3.9 Past President</b></p> <ul style="list-style-type: none"> <li>○ Discussed the US AIHA’s initiative regarding provision of assistance to local sections for website development and maintenance. There was a group discussion on pros and cons regarding this initiative. There may</li> </ul>	

<p>be some tax implications because money will be going to the US AIHA. More information is needed.</p> <ul style="list-style-type: none"> <li>○ Shivi is working on finding a sponsor for the PDC at the health and safety conference. A sponsor could offset the cost of the course and perhaps provide something useful in the way of information or resources.</li> <li>○ Shivi also working on a school outreach program to promote industrial hygiene, this is ongoing.</li> <li>○ There may be several new mentors in the mentoring initiative and we may be able to launch the mentorship initiative in the fall.</li> </ul>	
<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>○ Brent agreed to look into aspects associated with the AIHA’s offer about assistance for local section website development.</li> <li>○ Mentoring initiative and information is anticipated to start in the fall. Information will be sent out to interested parties by e-mail.</li> </ul>	<p><b>Brent</b> <b>Shivi</b></p>
<p><b>3.10 President Elect</b></p> <ul style="list-style-type: none"> <li>○ Roy will create a small blurb for the news letter regarding the October Edmonton social.</li> <li>○ During discussion of the social in Edmonton, Shivi seemed to recall that the Nanotechnology Institute was planning to hold a session in the fall. Last year’s social in Calgary was very successful because it was held on the same day as the EAR session. The group agreed that holding a social on the same evening as another event to work well.</li> </ul>	<p><b>Roy</b></p>
<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>○ Shivi will follow up with Greg Nilsson regarding a proposed Nanotechnology Session U of A in the fall. We may be able to ‘piggy back’ both on the same day.</li> </ul>	<p><b>Shivi</b></p>
<p><b>3.11 President</b></p> <ul style="list-style-type: none"> <li>○ Discussion of proposal from Glynn Jones regarding support of the U of C’s programming. It was decided that we could offer to advertise the events in the AIHA news letter and perhaps on the website but that is all. Luisa to contact Glynn to discuss this.</li> <li>○ Luisa confirmed that there would be a draw for a health and safety conference pass from the combined participants at the Calgary and Edmonton socials.</li> </ul>	<p><b>Luisa</b></p>
<p><b>3.12 Alberta Health &amp; Safety Conference</b></p> <ul style="list-style-type: none"> <li>○ Brochures are now out for the up-coming Health and Safety Conference (November 5-7, 2007), a box full sent to Mike, these and registrations forms should be sent out prior to early bird registration deadline.</li> <li>○ We will get two exhibitor’s passes for the booth folks, need to organize pass pick up and continuity for pass transfer for folks who may not be otherwise attending the conference.</li> <li>○ Diane is working on topics for the next Health and Safety Conference (2008), and would like to receive ideas for technical sessions and speakers. Propose to increase the number of technical sessions, and also the technical</li> </ul>	

<p>level of the sessions.</p> <ul style="list-style-type: none"> <li>○ Next HSCS board meeting is in September and the theme will be discussed then.</li> <li>○ Would like to have a new representative from AIHA Local Section on the HSCS this fall since Diane is going to be the president of the HSCSA and cannot vote in that position. Best if the individual has an interest in working with the society for several years and an interest in being part of the speaker sub-committee. Work involves following up on ideas for different speakers and topics. There is usually one meeting per month, most meetings are via teleconference, however three are face to face and some travel may be necessary. Perks include excellent networking opportunities, and free pass to the conference. We could open this opportunity up to the membership.</li> </ul> <p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>○ Mike to create small article for news letter regarding help wanted for the booth.</li> <li>○ Mike to set up booth schedule as we get closer to conference.</li> <li>○ Shivi has the AIHA local section “booth” equipment and will help with set up.</li> <li>○ Brent to assist in the booth set up.</li> <li>○ Luisa to contact AIHA national regarding a door prize.</li> </ul>	<p><b>Mike</b></p> <p><b>Mike</b> <b>Shivi</b></p> <p><b>Brent</b> <b>Luisa</b></p>
<p><b>Next Meeting Dates: Teleconference – Monthly meetings 3<sup>rd</sup> Wednesday of the month @ noon. September 19<sup>th</sup> , 2007</b></p>	
<p><b>Meeting Adjourned @ 1:30 p.m.</b></p>	