

**AIHA Cross Over Meeting Minutes**  
**St. Johns Ambulance, Red Deer**  
**June 20, 2011**  
**10:00-14:00**

10:00-10:15 Welcome and Introductions

In attendance: Angela Bianco, Ryan Stewart, Jackie Ellis, Resita Espiritu, Ehsah Uddin, Dan Clark, Moira Botham, Tracy MacDonald, Diane Radnoff, Michelle Kutz, Regrets: Shamini Samuel (called in for a portion), Jody Howick, Katy Zhu

10:15-10:30 Society Status Update

On the road to reinstating our society status - Corporate Registry has to date the following:

- Articles of revival;
- Notice of Address;
- Unsigned financial statement for the years 01/01.2007 to 31/12/2007;
- Financial statement for 01/01/2008 to 31/12/2008;
- 2009 Annual Return; and
- Financial statement for 01/01/2010 to 31/12/2010.

What we still need to provide:

- Articles of revival – revise reason for seeking revival to indicate such as to activate the society in order to continue promoting the goals of the society;
- Signed financial statement for the years 01/01.2007 to 31/12/2007
- 2007 Annual Return – must include directors/officers and complete address and position;
- 2008 Annual Return – must include directors/officers and complete address and position;
- 2010 Annual Return – must include directors/officers and complete address and position;
- 2011 Annual Return – must include directors/officers and complete address and position; and
- **Financial statement – for 01/01/2011 to whatever month you are able to supply for this year (this will only be an interim financial statement as the fiscal year has not been completed yet).**

Everything in black has been completed, copied, filed and mailed to Corporate Registry as of July 22, 2011. The **red** is currently being compiled by Shamini and will be completed by July 29, 2011 and mailed to Michelle who will submit to Corporate Registry.

10:30- 12:00 Executive Presentations

- President  
Diane: H&S conference (Calgary Oct 24 – 26, 2011), Doug Wylie-TLV adjustments for all workers not just some workers (confirmed), need to get booth organized (volunteers)
- Past President  
Ryan: Benefit of Past President suggest maybe a longer transition period to share & learn roles/responsibilities-previously intended to mentor incoming president, CCOH participation – suppose to be past president
- Treasurer  
Shamini: Shamini & Dan intend to meet in July, very important to have a face to face meeting to communicate info, busy time just before AGM, electronic software to take care of accounting, close communication of secretary & treasurer to know roles & work together to get done, took a year to figure things out & second year was easier, signing authority transfer- current Diane & Shamini- will transfer to Dan, only need one signature on check but we should have a backup signature. Moira & Dan will update signing authority
- Secretary  
  
Michelle: UPS mailing transfer, forward to my home address check for end period, will revise & have 2010 AGM minutes posted to web for membership to review-Michelle will email to Ehsan – who will upload to site & send link
- Education  
  
Jackie: dates & topics FALL PDC or symposium – will be Edmonton, Fall PDC will be late November early December- Dec 9, topics= chemical management system, ventilation course Jeff Burton (2 day)/Risk Communication – possibility of joining with Nait or UA continuing education-credit for course to be applied to either UC or UA,AGM & Symposium (Bayesian stats)-March 15 & 16, 2012 tentatively,  
  
Shamini would like to present on OH Learning for next AGM & will submit something in newsletter
- Points  
Reisita:up-to-date with awarding points, concern about amount of pts we're receiving must be 8 hrs instructional time to obtain full pts- need to know rules we need to review so we provide full pts to our membership, will post rules for pts on website & newsletter, Resita will write something for newsletter

- Membership  
Diane & membership director will work out privacy information checklist, identify GAPS
- Public Relations  
No information
- Newsletter  
Angela: looking for content, proposal for new software (\$1300 lowest version, one time cost), approval for purchase - ADOBE Design Standard
- Website:  
Eshan: look into content management software, switch back to PayPal, link to AIHA Face book page
- Other:  
Gmail password needs to be sent to everyone

12:00-12:30 Break

12:30-13:30 New Executive Issue Discussions

Terms & Roles of President (bring up later)

Continuity – make a priority for managing information & passing on to new executive,

Policy for Managing Info, Calendar of Events-What to Do & When

H&S Conference: agenda item for next conference call (figure out nuts & bolts), executive needs to choose who will represent us - need to select someone for January 2012

CCOH – members of all local sections, strategic planning – what do we want them to do for us? Nice to have one strong voice as a Canadian hygienist, marketing the profession

Membership records-need to discuss further how to handle request for proof of membership

13:30-14:00 Other business

Next meetings

September 13 Tuesday first conference call -Conference Calls 3<sup>rd</sup> Wednesday of every month during lunch hour, have our own call-in # (AIHA), preloaded credit card-Dan will look into options

Email w/Ehsan contact information

**Michelle will send out an email distribution list by end June**

Meeting ended @ 13:10