

**AIHA Meeting Agenda
September 13, 2011**

In Attendance: Moira, Angela, Tracy, Katy, Jackie, Michelle, Dan, Diane

12:00-12:10 Introductions, Approval of Minutes & Agenda-Cross-over minutes
Dan motioned to accept Cross-Over Meeting minutes, Angela seconded motion

12:10-12:25 Reports from Executive

President – nothing to report

President Elect – nothing to report

Past President - nothing to report

Treasurer

- transferred bank authority;
- requested on-line access to bank account

Action:

- Dan will renew post box rental & pay for mail forwarding to Michelle's home address;
- Diane to check mail and pass mailbox key to Dan;
- Bank statements to be forwarded to Dan.

Secretary

- Status reinstated.

Action:

- Review flash drive for society policies.

PR Director

- H&S Conference – exhibitor (Oct 24 10:30 am/26 1 pm);
- Require volunteers for manning booth;
- 6 passes for Tuesday afternoon;
- Draw prize – attendance a winter PDC + “graft”;
- Social night on Tuesday October 25th (4:15)- Milestone's;
- Katey inquired about travel cost to conference reimbursement from society;
- Executive meeting Tuesday night before social, book room earlier for meeting;
- Jackie can't attend conference.

Action

- Katey will give passes to Moira who will distribute;
- Katey will review stock we have to offer as additional door prizes;
- Katey will make social night arrangements (book room earlier for exec. meeting)

Education Director

- Fall & Spring PDC Topics:

Dr Hewlitt – Bayesian stats
Centre for Risk Communication
Silica: March
Skin exposure / skin protection

- Dec 9th Edmonton – confirm with Exec Royal Inn and send out hold for that date

Action

- Newsletter & website will post info on fall PDC once worked out
- Pre-planning for PDCs – Jeff Burton for next Dec 2012

Newsletter Director

- No summer edition, software Action: buy software & publish newsletter

Action

- buy software & publish newsletter

Points Director

- regrets

Website Director

- regrets

Compilation of 'strategic rocks' (goals) for year

To do list:

1. planning for PDC schedule (couple years in advance);
2. document management & control;
3. electronic transfer of files;
4. update software for newsletter & banking
5. marketing plan

Action

- Document management and control policies/procedures: Ehsan, Michelle and Moira
- Marketing plan / outreach: contact U of C (Moira / Katey)

Other Business

- CCOH strategic planning session & included new plan- would like to get permanent funding (ideas)? How does AB AIHA want to support CCOH? Have to go to AGM for approval, Luisa currently AB rep (previously Past President);
- Confirm future Teleconference Dates: Tuesday (2nd of each month);
- OEL update: AB Gov starting review, want standardization & info sharing, last week meeting btw Sask, AB, BC Manitoba to discuss One process to dialogue on 5 year review cycle for all Western provinces, next revision will be based TLV2012 revisions by 2014 - 5 year review cycle;
- Apple computer
- Jackie has new email address as per website

Next conference call Tuesday October 11,2011.