



**Florida Local Section of the American Industrial Hygiene Association**  
**Minutes of Fall Conference Business Meeting**  
**September 30, 2011, at 12:50 pm Eastern Time**

**I. Opening Remarks**

President Margaret Wan welcomed everyone. The meeting recessed for lunch and reconvened at 1:10 pm.

Margaret Wan asked for a moment of silence in memory of Forrest Branscomb, a member who passed away recently.

On behalf of the local section, Margaret Wan thanked the hotel staff for their service, the vendors and sponsors for their support, and the members for their attendance. Sponsors were Drager Safety (Friday breakfast), SKC (Friday afternoon break), and Dr. Todd Brown (Friday morning break).

Margaret Wan thanked the board members for their hard work. Past presidents in attendance were recognized. Congratulations were extended to Rick Mims, who recently passed the CIH exam.

**II. President-Elect's Report**

President-Elect Craig Kimmel reported that a student poster contest was held at this conference. There were two entries: Laura Riley from the University of South Florida and Jun Wang from the University of Florida.

**III. Secretary's Report**

Secretary Mike Garrett handled the online conference registration and served as the webmaster. He requested members to provide feedback and suggestions for improvement.

**IV. Treasurer's Report**

Margaret Wan reported that Treasurer Roy Seibert resigned and Immediate Past President Wendy Benison was the Acting Treasurer. Wendy Benison distributed a Report from the Treasurer as at August 30, 2011, which is attached to these minutes.

**V. Directors' Reports**

**a. Professional Development** – Director of Professional Development Alex LeBeau reported that the American Board of Industrial Hygiene (ABIH) approved 0.58

certification maintenance (CM) point per PDC and 0.5 CM point per 0.5 day for this conference.

- b. Professional Relations (Conference Committee)** – Director of Professional Relations Linda Boehmer reported that 16 vendors participated at this conference.
- c. Communications** – Director of Communications Susan Lewos-Schuh encouraged members to submit ideas and news for the newsletter.

## **VI. President's Report**

Margaret Wan requested members to save the date for the spring 2012 conference. She apologized for the oversight that the fall and spring conferences both fell on Jewish holidays causing a conflict for some members. She stated that the fall conference in 2012 would not have such an issue.

Margaret Wan reported that the board was in the process of finalizing proposals for bylaws amendments to be presented to members for voting in November after approval by AIHA National. The purpose was to update the bylaws to:

- Enable balloting via AIHA National or other electronic balloting service such as MemberClicks.
- Clarify membership meetings, board of directors terms of office and duties, and fiscal year.
- Add requirements for preparation of conference budget and financial reports.
- Add restriction on disposal of assets upon dissolution, as required by the Internal Revenue Service.
- Make editorial changes – corrections, formatting, and consistency.

Margaret Wan reminded members that hard copies of the ABIH CM point approval letter would not be distributed and members could obtain a copy from the ABIH web site. It will be posted on the local section web site as well.

Winners of the student poster contest were announced. Margaret Wan presented a check for \$200 to the 2<sup>nd</sup> Place Winner Laura Riley and a check for \$300 to the 1<sup>st</sup> Place Winner Jun Wang.

## **VII. Old Business**

- a. Outstanding Member Award** – At the spring 2011 business meeting, Margaret Wan had announced the board's intention to design a program to recognize an outstanding member's contribution. A flyer was distributed at this meeting to roll out the

program. The program period for this first year will be six months. In subsequent years it would run from the spring conference of one year to the spring conference of the following year. Members were encouraged to nominate outstanding members, including self.

- b. American Industrial Hygiene Foundation (AIHF) Scholarship** – At the last business meeting, members voted to donate up to \$25,000 to the foundation. The intent was to set aside \$5,000 at intervals until the full amount was available for payment to the foundation. The first \$5,000 was already reserved. Bart Geyer moved that an amount of \$5,000 be added to the accumulated funds toward the goal of \$25,000. Joanne Creech seconded the motion. The motion carried unanimously. Michelle Ruffini suggested that the local section could facilitate individual members' donations by adding such a feature to the dues renewal form. Mike Garrett will implement the feature.

### **VIII. New Business**

There was no new business.

### **IX. Announcements**

Margaret Wan announced that nominations for officers and directors would be needed for elections in the spring. All offices except President and Immediate Past President will be up for election. Members were encouraged to identify potential candidates or self-nominate.

### **X. Date of Next Business Meeting – April 13, 2012**

The spring conference will take place on April 12-13, 2012 at the Hilton St. Petersburg Bayfront.

### **XI. Adjournment**

The meeting adjourned at 1:42 pm.

# Report from the Treasurer

August 30, 2011

By Wendy Benison, Acting Treasurer/ Past President 2011-2012

Florida AIHA taxes filed with the IRS. No problems/issues. – Item Closed.

The balance of our checking account (Aug30, 2011) \$42607.85  
The balance in our CD account \$5,521.54

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**TOTAL ASSETS** \$48129.39

## 2010 Annual

### 2010 Spring Conference

Spring 2010 Conference Receipts \$12441.47  
Spring 2010 Conference Expenses \$ 9595.52  
TOTAL \$ +2845.95

### 2010 Fall Conference

Fall 2010 Conference Receipts \$ 8838.00  
Fall 2010 Conference Expenses \$14481.28  
TOTAL \$ -5643.28

MEMBERCLICKS – Expense Jan-Dec 2010 \$ -819.63  
ANNUAL MISCELLANEOUS EXPENSES \$ -1532.53  
MEMBERSHIP DUES \$ +2900.00

**Total 2010 Loss \$ 2249.49**

## 2011 January – August

### 2011 Spring Conference

Spring 2011 Conference Receipts \$13864.00  
Spring 2011 Conference Expenses \$ 8900.03  
TOTAL \$+4963.97

## CONTINGENT LIABILITY

SPRING 2012 Conference Contract Obligation \$12800.00  
AIHF SCHOLARSHIP GIFT \$25000.00  
(Voted in spring 2011 – allocate \$5000.00)

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**TOTAL** \$37,800.00