

**THE ATLANTIC PROVINCES SECTION OF THE AMERICAN HYGIENE
ASSOCIATION**

Minutes of the Atlantic Provinces AIHA Meeting held 16 July 2003

Attendees: David Muise (President)
Holly D'Angelo-Scott (President-Elect)
Milton Cooke (Treasurer)
Clive MacGregor (NS Representative)
Dianne Jay - Macleod
Deborah Smith

Regrets: Lee O'Blenis (NB Representative)
Chris Keefe (PEI Representative)
Kim Gordon
Vince Gagner
Peter Coady

Absent: Shelley Gray (Secretary)
Kim Strong

1. Meeting initiated at 1110 am at Pinchin LeBlanc Boardroom, 40 John Savage Avenue, Burnside, NS
2. In the absence of the Secretary, Holly D'Angelo-Scott agreed to act as the Secretary for the meeting.
3. Agenda was reviewed and accepted as is.
4. AGENDA ITEMS:
 - i. Review of the responsibilities of the Executive

The responsibilities of the Officers were reviewed to ensure all Officers understand the responsibilities of the position. It was also noted that the Executive is comprised of the Officers (President, President-elect, Treasurer and Secretary) and the four Provincial Representatives.

ACTION: David Muise will review the Secretary responsibilities with Shelley Gray at a later date.

- ii. Review of the responsibilities of the Directors

The title "Director" was discussed and it was agreed that the by-laws do not refer to the Provincial Representatives as "Directors"; rather it states the representatives from each province. The by-laws do not clearly indicate the responsibilities of the representatives and it was suggested that they could play a greater role in the promotion of AIHA-APS. A number of additional responsibilities were discussed including:

- a. Assisting the President-Elect in the coordination of workshops, if held in the representative's province
- b. Hosting educational seminars, such as Teleweb (discussed in greater detail later in the meeting)
- c. Promotion of AIHA in representative province at conferences
- d. Keep membership apprised of specific province issues

As 3 of the 4 provincial representatives were not at the meeting, additional comments will be solicited via a teleconference in the near future.

ACTION: David Muise to arrange for teleconference to discuss roles of provincial representatives.

iii. Status of Membership

- a. statistics from the previous 3 years

Using data provided by Milton Cooke, David Muise presented the membership numbers for the past 10 years in a graphical format. With the exception of a spike in 1997, the AIHA-APS membership is fairly consistent.

- b. Outstanding membership fees

A list of members who have not yet paid the membership fees was documented by Diane Wheeler and brought forth by David Muise.

ACTION: Shelley Gray to determine status of unpaid members and request membership payment.

- c. Identification of new members from March conference

Promoting AIHA-APS membership at the March 2003 conference increased membership by 11. It was agreed that this was a good strategy to increase membership and should be continued at later conferences.

- c. Ideas to increase membership

Discussion regarding optimum membership size was held. Some concerns were raised that a significant increase in membership may become too cumbersome, especially with mailouts and transmission of information. The rationale for increasing membership was also discussed and it was agreed that the likelihood of volunteers would increase with more members. Ideas to increase membership included:

- (1) application forms at workshops with a reduction in the fee for the workshop

(2) increase in promotional activities

iv. Communication with membership

1. Newsletter

A newsletter could be sent to membership twice a year in conjunction with the mailout for the workshops. Newsletter could include an update from the Executive, information on workshops and Teleweb courses, new promotional information (benefits of membership), upcoming AIHA National events.

2. Letter of introduction to new members

It was agreed that all new members would receive a letter of introduction welcoming the individual to AIHA-APS as well as identifying the Executive, the web site address and the benefits of membership

ACTION: David Muise to develop a draft Letter of Introduction for new members and present to the Executive for review.

3. Mailouts to members identifying upcoming events

In addition to e-mails, upcoming events will be announced to members using mail outs. In order to ensure accurate mailing addresses, an updated directory must be prepared. A list sorted by provinces would also be advantageous for provincial representatives.

ACTION: Shelley Gray to ensure an updated directory of members is available for mailouts and investigate the possibility of a list of members sorted by province.

v. Extended membership periods (3 year vs. 1 year)

Discussion regarding the possibility of extended membership periods of 3 years to reduce the effort required to ensure yearly memberships are collected and to make membership payments more convenient. To minimize confusion, extended period would have to be three years in length, initiating in January and initiating the membership in July for a three year period would not be permitted. There would be no reduction in the cost of the membership if the extended period was chosen (i.e., \$60.00 for 3 years). Some question about the need to change the By-laws to reflect the extended memberships.

ACTION: Further discussion by Executive to discuss the logistics of offering extended membership periods.

vi. Benefits of membership

It was agreed that a list of benefits of being a member of AIHA-APS was needed as a promotional tool. These benefits would include:

- (1) reduced cost of workshops
- (2) educational opportunities (e.g., Teleweb courses)
- (3) networking/business development
- (4) opportunity to communicate with peers
- (5) opportunity to interface professionals in occupational hygiene field

ACTION: Peter Coady to identify and document the benefits of membership in draft form for review by Executive.

(6) Methods to raise the profile of AIHA and to promote occupational hygiene

AIHA National has numerous pamphlets on AIHA, and issues pertaining to the Industrial Hygiene field; it was agreed that these pamphlets would be available to workshop attendees.

ACTION: Holly D'Angelo-Scott to obtain a list of pamphlets from AIHA and ensure availability at upcoming workshops.

(7) Formal invitations to specific targeted groups to become members

Deferred to next meeting

(8) Workshops and Maintenance Points

Dianne Macleod provided a copy of the "Certification Maintenance Point Inquiry Form" for the American Board of Industrial Hygiene. To aid in the completion of the form, it was agreed that a documented procedure would be helpful. As well a form for the Canadian Board of Registered Occupational Hygienists is required for Maintenance Points for ROHs.

ACTION: Dianne Macleod will document the steps for the completion of the "Certification Maintenance Point Inquiry Form" and obtain the form used by the Canadian Board of Registered Occupational Hygienists for awarding of Maintenance Points.

(1) November 2003 Workshop: Occupational Sampling Strategies

Tentative Date: 13 November 2003

Location: Moncton, NB

UPDATE: Efforts are ongoing to find a speaker for the topic. Jennifer Boyer, AIHA National was contacted and she provided names of contacts who may be able to identify a speaker for the workshop.

(2) March 2004 Workshop: Topic To Be Determined

Potential Topics: Ergonomics

Spray Painting and Solvent Exposure

Date: 24 March 2004

Location: Westin Hotel, Halifax, NS

(3) September 2004 Workshop “Review of ASHRAE 62-2001 with Jeff Burton”

Tentative Date: Week of 13 - 17 September 2004

Tentative Location: Halifax

x. Training opportunities for members (e.g. Teleweb training)

Information on TeleWeb Virtual Seminars was provided by David Muise and it was agreed that provision of this type of education would be beneficial to the membership. The training is relatively inexpensive, can be offered during an extended lunch period (2 hours) or evening session, requires minimal equipment and can be offered by province representatives to local membership.

ACTION: Clive MacGregor to investigate the provision of a Teleweb Virtual Seminar to membership in Nova Scotia.

xi Establishment of a Scholarship for students in the Occupational Hygiene field

Deferred to next meeting.

5. Meeting adjourned at 1500. Next meeting to be announced.