



The Atlantic Provinces Section
of the
American Industrial Hygiene Association

Minutes of the Meeting held Nov 12, 2003

Attendees: David Muise (President)
Holly D'Angelo-Scott (President-Elect)
Milton Cooke (Treasurer)
Clive MacGregor (NS Representative)
Dianne Jay - Macleod
Deborah Smith
Kim Gordon
Shelley Gray (Secretary)
Peter Coady
Dave Gibson
Lloyd Haggerty
Roberta Winthrop
Colleen Bugslag
Boris Reiss
Scott Scrimgeour

Regrets: Lee O'Blenis (NB Representative)
Chris Keefe (PEI Representative)

1. Meeting initiated at 1830 PM at Wandlyn Hotel in Amherst, NS
2. Agenda was accepted as published.
3. Review minutes of July meeting (old business):
 1. Review of the responsibilities of the Executive

It was mentioned by Dave that 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. Dave met with Shelley, Diane and Holly to discuss the division of secretary responsibilities
Action: It was noted that Diane's contribution was greatly appreciated. Dave agreed to write a letter Diane cc'd to Jacques Whitford indicating our appreciation.

2. Review of the responsibilities of the Directors



The Atlantic Provinces Section *of the* American Industrial Hygiene Association

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:

1. Assisting the President-Elect in the coordination of workshops, if held in the representative’s province
2. Hosting educational seminars, such as Teleweb (discussed in greater detail later in the meeting)
3. Promotion of AIHA in representative province at conferences
4. 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.

Update: Dave has yet to do but will in the future. Carried forward.

3. Status of Membership
 1. 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.

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.

Update: David was to wait for this conference before a draft letter was sent.

3. Mail outs 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



The Atlantic Provinces Section
of the
American Industrial Hygiene Association

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 mail outs and Kim was investigating the possibility of a list of members sorted by province.

Update: Updated directory was sent out and posted on the web.

5. 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 were 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.

Update: Discussions revolved around the advantages and disadvantages of 3-year membership. It was raised that there may be a problem administratively if some members opted for 1 and others opted for 3.

However, there is an advantage of having a more stable membership list.

There is an administrative problem having all members pay their dues.

Having dues payments by credit card was also discussed. Milton stated that it was possible. Clive raised the idea of sending dues notices by e-mail.

**Motion: Dues notices will be sent out once and electronic reminder to follow.
Motion carried.**

6. 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



The Atlantic Provinces Section
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American Industrial Hygiene Association

- (5) opportunity to interface with professionals in occupational hygiene field

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

Update: Peter has almost complete.

Action: Peter to provide to Kim to post on web site.

- (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.

Update: Pamphlets are available for this session, completed.

- (7) 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 ROH's.

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.

Update: Diane sent it in.

10. 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



The Atlantic Provinces Section *of the* American Industrial Hygiene Association

Seminar to membership in Nova Scotia.

Update: Clive explained what the Teleweb Virtual Seminars involved and the fact that they count for certification maintenance points. Sessions are advertised 30 days in advance of the sessions. All the sessions are provided by the AIHA. Can get a workbook or CD. People have to be a one physical location. The cost is about \$295.

ACTION: Clive will further investigate an upcoming session; get more specific costs and the interest of members to attend in the Halifax area session. He will mention that our Local section may partially sponsor these for its members.

2. New Business

1. Discussed how to increase the membership. It was mentioned that we could purchase mail out lists for the Occupational Health Nurses, Certified Industrial Hygienists and Nova Scotia Safety Council.
2. Holly asked for input for the upcoming technical sessions. Ergonomics was discussed. In conclusion, Holly was allowed to use her discretion in selecting a topic pertinent to the group.
3. Establishment of Scholarship for students in the Occupational Hygiene field. Kim mentioned that there was a scholarship fund being setting up in memory of Richard Helmeste, a hygienist who has been diagnosed with mesothelioma formerly of the Ontario Ministry of Labour. He opened discussions to the group about on this topic and members expressed interest in supporting this effort.

Motion: Kim moved to have the association donate \$500. towards this scholarship fund.

Motion carried.

4. Membership Update

Discussions around membership costs for half a year. It was decided to leave the fee at \$10.00 for the remainder of the year.



The Atlantic Provinces Section
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American Industrial Hygiene Association

Meeting adjourned 10:00 pm
Prepared by Shelley Gray