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INDUSTRIAL HYGIENE LABORATORIES
CHRYSLER CORPORATION
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DETROIT, MICH.

Treasurer

THEODORE F. HATCH

UNIVERSITY OF PENNSYLVANIA MED. SCHOOL
PHILADELPHIA, PA.

AMERICAN INDUSTRIAL HYGIENE ASSOCIATION

May 18, 1948

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CORNING GLASS WORKS
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DOW CHEMICAL CO.
R. A. KEHOE, M. D.
KETTERING LAB. OF APPLIED PHYSIOLOG
C. W. MUEHLBERGER, PH. D.
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NO. CARO. STATE DEPT. OF HEALTH
WM. P. YANT
MINE SAFETY APPLIANCES CO.

TO THE MEMBERS OF THE BOARD OF DIRECTORS:

This cover letter for the Minutes of the Board of Directors Meeting held April 16-17, 1948 and the Business Meeting held April 17, 1948 could more properly have been addressed with the simple heading - Friends. Without being dramatic, I think it is well recognized that we have all come to know one another very well in the last several years through working together toward common aims and objectives. It is indeed with deep regret that I have relinquished the Secretarial duties of this Association but I think that you will all agree that these duties are in exceedingly capable hands. While the work has been heavy at times, it has also been a pleasure because of the willingness of all to work wholeheartedly in binding our group closer together and in making the American Industrial Hygiene Association a worth-while institution. I think that you can all congratulate yourselves on having accomplished the first steps in building something worth-while, and I wish to personally thank every one of you for your patience and forbearance in dealing with my importunities.

The directives noted in the enclosed pages will be followed through by the writer or Edgar Barnes when they refer to the secretarial duties. There are a number of other motions embodied in these minutes directed to the other officers and Members of the Board. These will be noted and handled by the members designated.

Best personal regards to every one of you.

Sincerely,



Gordon C. Harrold,
Secretary 1941-1948

GCH:JC
Enc.

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AMERICAN INDUSTRIAL HYGIENE ASSOCIATION

MINUTES BOARD OF DIRECTORS MEETING

AMERICAN INDUSTRIAL HYGIENE ASSOCIATION, APRIL 16, 1942

Hotel Gibson, Cincinnati, Ohio

Directors
J. J. BLOOMFIELD
NATIONAL INSTITUTE OF HEALTH
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The Board of Directors Meeting of the American Industrial Hygiene Association was called to order by the President, Donald E. Cummings, at 5:30 P.M., Thursday, April 16, 1942 in Parlor F, Hotel Gibson. Those present were: D. Cummings, W. Yant, D. Irish, G. Harrold, R. Kehoe, H. Schrenk and A. Barnes with W. Cook and T. Hatch represented by proxy in the President's hands.

It was moved that the Secretary send new members to the Executive Committee at three month intervals requesting the approval of applicants for membership and that no answer is to be accepted as an approval. Moved by Yant, seconded by Irish, carried.

The problem of local section meetings was discussed by D. Cummings.

1. It was suggested that the local section secretary be notified by The Secretary of the names of the other local section secretaries as the purpose for speaker procurement.
2. It was suggested that the National Secretary send a list to the local section secretary of each section of their membership by March 15th of each year.
3. The local section secretary request rebate on the basis of their appraisal of the membership list.
4. The local section to deal on a consultant basis only and with the proper O.C.D. officials concerning air raid precaution recommendations.

It was moved by Yant, seconded by Harrold that these recommendations be accepted as Board of Directors recommendations. Carried.

It was moved by D. Irish and seconded by W. Yant that the Board of Directors of the A.I.H.A. approve Rochester, New York as the next annual meeting place.

It was moved that the Editorial Committee prepare a report outlining the procedures for papers to be presented before the Association. Moved by Yant, seconded by Kehoe, unanimous.

It was moved that Miss Kennedy be paid the approximately \$35.00 by the A.I.H.A. for reporting duties in 1941. Moved by Harrold, seconded by Yant, unanimous.

It was moved that J. Bloomfield be appointed as a representative to the

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Minutes Board of Directors Meeting - 2.

A.P.H.A. to study the duties of nurses in industry. Moved by Harrold, seconded by Schrenk, carried. As a further instruction to this representative, the Board of Directors of the A.I.H.A. would like to have the industrial nurses make our annual meeting their meeting place.

It was moved that the Election Committee report be accepted. Moved by Yant, seconded by Irish, unanimous. This report showed H. H. Schrenk as President-elect, T. F. Hatch as Treasurer, E. C. Barnes as Secretary, and Harrold, Bowditch and Fehnel as Directors for three succeeding years.

It was moved that the Constitutional Committee report be accepted. Moved by Harrold, seconded by Irish, unanimous. It was moved that the Constitution be amended in accordance with this Committee's report by Kehoe, seconded by Harrold, unanimous.

It was moved that the Secretary's report be accepted by Irish, seconded by Schrenk, unanimous.

The above committee reports were all in the hands of D. Cummings.

The report in connection with the application of R. Furr for membership that this be referred to W. Yant for his approval as Chairman of the Membership Committee. Moved by Schrenk, seconded by Irish, carried.

The further notes of the meeting are recorded by E. C. Barnes, the new Secretary as G. Harrold was not able to be present for the remainder of the evening.

The question of the Association's finances in relation to the 1942 Annual Meeting was discussed. A letter was read which gave a report of the meeting of the Budget Committee. This letter is made a part of these minutes.

The following motion was made by W. P. Yant, seconded by D. D. Irish and, upon being put to vote, was unanimously approved: The Board of Directors of the American Industrial Hygiene Association does not feel that it can accept any responsibility to commit the American Industrial Hygiene Association with regard to the distribution of either expenses or profit in connection with the 1942 Annual Meeting until its Budget Committee and Board of Directors have had an opportunity to examine a detailed account of expenses and income connected with that meeting.

Another motion was made by H. H. Schrenk, seconded by D. D. Irish and, upon being put to vote, was unanimously approved as follows: The incoming President of the American Industrial Hygiene Association is requested to reappoint the present

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Minutes Board of Directors Meeting - 3.

Budget Committee of the 1942 meeting and to instruct them to continue their negotiations to a conclusion, in keeping with the action of the Board of Directors with respect to an accounting of the 1942 Convention funds, and to report back to the Board of Directors before its next meeting.

Representation of the American Industrial Hygiene Association upon committees of the American Standards Association was discussed and the correspondence with the American Standards Association reviewed. President D. E. Cummings then convened the Board of Directors as a committee to act upon the suggestion that the American Industrial Hygiene Association propose to the American Standards Association the activities in which the American Industrial Hygiene Association wish to participate. The following motion was made by W. P. Yant, seconded by H. H. Schrenk and, upon being put to vote, was unanimously approved: (1) We believe that it would be advantageous to the American Standards Association to have representation of the American Industrial Hygiene Association on its Safety Code Correlating Committee. (2) The American Industrial Hygiene Association desires committee representation on the following committees and on other existing or future committees that deal with codes and standards relating to Industrial Hygiene: 22, 24.1, 25, 29.1, 212, 228, 237, 242. The American Industrial Hygiene Association has set up within its organization procedures and personnel for providing Association opinion as provided in its Constitution and By-laws.

An Association insignia was discussed, the following motion being made by H. H. Schrenk, seconded by F. A. Patty and, upon being put to vote, was unanimously approved: The Board of Directors requests the incoming President to appoint a committee to present designs for an Association insignia at the next meeting of the Board of Directors; the design to be such that it can be used on a badge as well as on a small medallion or pin which might be used as an award.

President Cummings then called for a report of the Local Section Constitution Committee. This Committee, as originally appointed, consisted of R. C. Stratton, Chairman; F. O. Patty, G. E. Brown, H. R. Ohlweiser; W. G. Fredrick. Due to the absence of several members of this Committee, including the Chairman, President Cummings appointed substitutes to act upon the local section constitutions as follows: E. C. Barnes, Chairman, F. O. Patty, A. G. Meiter, W. G. Fredrick, S. W. Curney. E. C. Barnes discussed the meeting of this Committee which was held on Thursday afternoon, April 10, 1942. The Committee did not recommend to the Board of Directors that they approved any of the local section constitution as they existed. In each case there are one or more items in the constitution which require a change in order to keep them in agreement with the constitution of the American Industrial Hygiene Association. The Board has divided its comments on the local section constitutions into the category of requests and recommendations. Under "requests" are included those

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Minutes Board of Directors Meeting - 4.

items which they feel must be changed before they can approve the constitution, and under "recommendations" are listed the suggestions which the Board feels would be desirable. A list of the recommendations and requests is attached and hereby made a part of these minutes. A motion was made by R. A. Kehoe, seconded by W. P. Yant and, upon being put to vote was unanimously approved: The secretary is requested to submit the recommendations and requests of the Board of Directors to the local sections that have submitted constitutions for consideration by the Board of Directors.

A further motion was made by W. P. Yant, seconded by F. O. Patty and, upon being put to vote, was unanimously approved: A Local Section Constitution Committee shall devise requirements, recommendations and instructions for the guidance of prospective future local sections in the drafting of their constitutions and by-laws. An amendment to this motion was made by R. A. Kehoe, seconded by W. P. Yant and F. O. Patty and, upon being put to vote, was unanimously approved as follows: A Local Section Constitution Committee shall establish procedures for setting up Local Sections.

This meeting of the Board of Directors was then adjourned and they met again on April 17, 1942 at noon to consider further business. The following members were present: H. H. Schrenk, W. A. Cook, F. O. Patty, W. P. Yant, C. W. Muehlberger, T. F. Hatch, D. E. Cummings and E. C. Barnes, Acting Secretary.

The Treasurer's report was presented by T. F. Hatch. The Board of Directors voted to accept and approve the report as submitted.

A motion was made by W. A. Cook, seconded by H. H. Schrenk and, upon being put to vote was unanimously approved: The Board requests the Secretary to submit a bill within the next thirty days to the Business Manager of the American Association of Industrial Physicians & Surgeons for association expenses in connection with the 1942 Annual Meeting.

The following motion was made by F. O. Patty, seconded by T. F. Hatch and, upon being put to vote, was unanimously approved: The Board of Directors of the American Industrial Hygiene Association requests the Business Manager of the American Association of Industrial Physicians and Surgeons to submit an accounting of the income and expenditures connected with the 1941 meeting held in Pittsburgh to the Budget Committee of the American Industrial Hygiene Association within ninety days so that the Budget Committee of each Association may agree upon recommendations for a final accounting prior to the next meeting of the Board of Directors of the respective Associations.

KE 03406

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Minutes Board of Directors Meeting - 5.

If such an accounting is not received, the Board of Directors of the American Industrial Hygiene Association will feel obligated to defer any further negotiations relating to the activities of the two associations.

The Board of Directors voted to request the Secretary to transmit to J. F. McMahon a letter of appreciation for his services in connection with publicity for the 1942 Annual Meeting with a request that he submit a membership application to the American Industrial Hygiene Association with the understanding that his first year's dues would be considered paid if his membership is approved.



Gordon C. Harrold,
Secretary

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