Vista Chemical Company
15990 N. Barker's Landing Rd.
Post Office Box 19029
Houston, Texas 77224
Phone (713) 531-3200

~~TGG:~~ ~~JGL:~~ ~~MMG:~~ HF
XF: [illegible]

VISTA

September 19, 1985

TO: Audit Committee

SUBJ: BOARD MEETING OF AUGUST 22-23, ST. LOUIS, MO

For your information and review, the following materials received at the subject meeting are enclosed.

1. Minutes from the two Board meetings in Las Vegas.
2. Agenda from the St. Louis meeting.
3. Various descriptive items from the Board meeting.

Below is a brief summary of the significant items discussed in St. Louis. Where appropriate, related items are attached.

1. The budget proposal (attached) was approved with minor changes.

2. Fred Motts made several reports regarding the headquarters building renovation and upcoming AIHC's. The most significant item here is that due to vary high room costs and extensive busing required, the site for the 1988 AIHC has been moved from San Francisco to Salt Lake City. A general comparison of the cities is enclosed (Attachment 2).

   Building renovation and repair costs will be approximately $140,000.

3. Significant work is being done to get committees to be more active and managed better . There is confusion among committee chairs regarding procedures for budgeting of committee cost, getting work products to publication, and overall responsibilities.

   Alice Farrah is working hard on the solutions to better committee management.

4. Evidently an allegation had been made to the Board by a local section regarding potential un-ethical conduct by an AIHA member. Although we have an ethics committee, there was no procedure for the Board to take any kind of action in this type of matter. Ron Allan, AIHA attorney, recommended a procedure which was used. This appears to be a fairly significant matter we need to look into.

   I'll request a copy of the procedure for the committee to review.

VVV 000016580

5. As a result of the long-range planning activities of the past three years, many by-law changes will be recommended in the next year. An initial draft incorporating the LRP committee recommendations has been reviewed (Attachment 3). This has already been changed significantly. In particular, the Audit Committee section was not at all like the Blue Ribbon Committee recommended rewrite. This is coming under separate cover. The next draft will be reviewed at a Board meeting on October 20-21 in Orlando. These dates are just before the joint conference. If anyone is going, I need a volunteer, or volunteers to go a day early and attend the Board meeting. Please contact me if anyone can go.

6. A motion was made and passed to develop guidelines on Commercialism of conference presentations (Attachment 4). This is a positive step for upgrading the quality of AIHC presentations.

7. The regionalization concept, first presented in Detroit, appears to be a dead issue. A questionnaire regarding the concept was sent to Local Section Presidents. Little response was received which seems to indicate no interest or need.

8. The proposed Public Relations program for AIHA was presented and discussed (Attachment 5). It appears we will certainly become more aggressive in this area in the future.

9. Discussions were held during the PR program presentation and several other issues regarding AIHA's need to comment on current issues, regulatory and otherwise. Once again, the Board is battling with the public position concept.

That's it for now, I'll be proposing a meeting date in the near future. Please let me know if anybody can attend the Board meeting in Orlando. There are worse places to have to go!

Sincerely,

Tom

Thomas G. Grumbles, CIH
Environmental Quality Manager

ajo/7

Attachments

AMERICAN INDUSTRIAL HYGIENE ASSOCIATION

AGENDA
Board of Directors Meeting
1:00-5:55 August 22, 1985
8:00-12:00 August 23, 1985
Georgian Room
The Chase Hotel - St. Louis, MO

1.	Opening	Kusnetz	1300
2.	Minutes	Popendorf	1305
3.	Finance Committee -- including adoption of budget	Holtshouser/ Motts	1320
4.	Report on Building Renovation	Motts	1405
5.	Report on 1988 AIHC	Motts	1415
6.	Report on 1986 AIHC	Motts	1420
7.	Report on Committee Structure	Farrar	1425
--	20 minute break		1455
8.	Racic Letter	Henshaw	1515
9.	Report on the Ethics Matter	Kusnetz	1535
10.	Bylaws Changes	Fulwiler	1545
11.	Luxemburg Conference	Lynch	1615
12.	Board Coordinator for the JOURNAL	Caplan	1625
13.	Commercialism Resolution	Caplan	1640
14.	New OSHA Director	Kusnetz	1655
15.	AIChE Advisory Board	Kusnetz	1705
16.	Chronics vs. Acute -- Definition	Kusnetz	1720
17.	Board Approval of Membership Ballots	Popendorf	1740
--	meeting recessed until 8/23/85		1755
	continental breakfast -- 8/23/85		0715
	meeting reconvened		
18.	New Definition of Industrial Hygiene	Kusnetz	0800
19.	Report on Leadership Conference	Farrar/Freeland	1820
20.	AAAS May, 1986 Meeting	Motts	0850
21.	PR Program	Motts/Beidler	0900
--	20 minute break		0945

VVV 000016582

22.	Playback & Comments on NIOSH Synoptic Papers		
	a) Cardiovascular	Christofano	1005
	b) Musculoskeletal	Freeland	1020
	c) Trauma	Caplan	1035
	d) Lung	Vernon	1050
23.	Other Business		1105
	a) Occupational Health Standards Committee/ Safety Data Sheets	Caplan	
24.	Date & Place of Next Meeting		1150
25.	Adjournment	Kusnetz	1200

Tom OAKES
Director
St. Paul Minnesota

FDA
[redacted]

for substance

Agenda Item #3
Board of Directors Meeting
August 22-23, 1985

AMERICAN INDUSTRIAL HYGIENE ASSOCIATION

RECOMMENDATIONS OF THE FINANCE COMMITTEE

1. 1985-1986 Fiscal Year Budget

   The Finance Committee recommends Board approval of the 1985-86 fiscal year budget as proposed.

2. Members' Equity

   The Finance Committee recommends the Board continue its policy of increasing members' equity until it equals one-half of annual operating revenue, and then maintaining that level in succeeding years.

3. Investments

   The Finance Committee recommends the Board expand the committee's charge to include the development of guidelines for association investments and the schedule review of all investment decisions.

Approved w/ 2 changes

VVV 000016584

AMERICAN INDUSTRIAL HYGIENE ASSOCIATION

1984-1985 Fiscal Year Projected Year End

1985-1986 Fiscal Year Proposed Budget

	1984-85 Budget	1984-85 9 Mos. Actual	1984-85 Projected Year End	1985-86 Budget	% Difference 84-85 Projecte vs. 85-86 Budg
REVENUE					
Administrative/ General	158,000	149,747	180,000	195,000	+8.3
Conference	555,000	607,982	608,000	625,000	+2.8
ICE	210,000	199,073	210,000	270,000	+28.5
Journal	484,500	466,643	550,000	620,000	+12.7
Lab Accreditation	260,000	229,095	260,000	475,000	+82.6
Publications	100,000	46,150	60,000	125,000	+108.3
Management Contracts	152,000	86,569	100,000	30,000	-70.0
TOTAL REVENUE	$1,920,000	$1,785,286	$1,968,000	$2,340,000	+18.9
EXPENSE					
Administrative/ General	$1,129,600	841,271	1,062,000	1,100,000	+3.6
Conference	125,000	44,098	260,000	250,000	-3.8
ICE	95,000	70,699	95,000	132,000	+38.9
Journal	265,000	191,630	258,000	265,000	+2.7
Lab Accreditation	142,000	104,970	122,000	350,000	+186.8
Publications	65,000	21,532	30,000	60,000	+100.0
*Management Contracts	14,000	-	-	-	-
Committee Financial Support	12,500	2,862	5,000	24,000	+380.0
TOTAL EXPENSE	$1,848,100	$1,277,062	$1,832,000	$2,181,000	+19.0
SURPLUS/DEFICIT	$ + 71,900	$ +508,224	$ +136,000	$ +159,000	

SPECIAL EXPENSE	
Current Mortgage	$ 25,000
Renovation	40,000
Penalties	25,000
Legal Fees	~~50,000~~ 5,000
PR/Marketing	20,000
Computer	$ ~~10,000~~ 50,000 (from 50,000 approved last week)
SURPLUS/DEFICIT	$ ~~11,000~~ -6,000

VVV 000016585

*expense carried in Administrative/General

AMERICAN INDUSTRIAL HYGIENE ASSOCIATION

NOTES TO 1985-1986 PROPOSED BUDGET

REVENUE

Administrative/General

Anticipating growth in major areas of membership, employment service and membership directory advertising.

Conference

Anticipating some growth in exhibit revenue for 1986 AIHC.

ICE

Anticipating revenue from five additional courses over 1984-85 total.

JOURNAL

Anticipating increased revenue from membership growth; also increased revenue from increased advertising sales.

Laboratory Accreditation

Anticipating increased revenue from sale of PAT samples to AIHA accredited laboratories and contract laboratories.

Publications

Anticipating increased revenue from improved marketing of current inventory and addition of five new titles in 1985-86.

Management Contracts

Anticipating revenue from the remainder of ABIH contract, continued contracts with AAIH and AIHF; addition of contract for management of AAIH conference.

EXPENSE

Administrative/General

Anticipating increases in some areas offset by savings in others, for a small overall net increase.

Conference

Anticipating expenses for 1986 AIHC in Dallas to be similar to 1985 AIHC expenses in Las Vegas.

ICE

Anticipating increased expenses from addition of five courses over 1984-85 total.

RNAL

Anticipating expenses for 1985-86 AIHAJ to be similar to 1984-85 AIHAJ.

Laboratory Accreditation

Anticipating increased expenses due to sale of PAT samples to AIHA accredited laboratories and contract laboratories.

Publications

Anticipating increased expenses due to improved marketing of current inventory and addition of new titles.

Committee Financial Support

Increased requests for financial support from AIHA committees.

SPECIAL EXPENSE

Current Mortgage

Second of four $25,000 allocations to pay off $100,000 balloon mortgage in 1988.

Renovation/Remodeling

Anticipated first-year costs on loan for renovation/remodeling of headquarters building.

Penalties

Anticipated maximum amount of penalties that could be levied for non-filing of proper IRS forms for staff pension plan.

Legal Fees

Anticipated maximum amount of fees incurred in defense of lawsuit.

PR/Marketing

Anticipated maximum expense of revised pr/marketing program for Association.

Computer

Anticipated maximum expense for exploration and development of computer needs at Association headquarters.

Agenda Item #2
Board of Directors Meeting
August 22-23, 1985

AMERICAN INDUSTRIAL HYGIENE ASSOCIATION 475 Wolf Ledges Parkway · Akron, OH 44311-1087 · 216-762-7294

TO: Board

25 July 1985

FROM: W. Popendorf, Secretary

Attached are the final draft of minutes for your approval. Comments from Drucker, Kortsha, and Kusnetz were incorporated.

/lh

Final Draft
July 15, 1985

AMERICAN INDUSTRIAL HYGIENE ASSOCIATION
BOARD OF DIRECTORS MEETING
May 18 and 19, 1985
Las Vegas, Nevada

ATTENDING:

Board of Directors and Officers	K. J. Caplan A. C. Farrar R. D. Fulwiler F. D. Griffith H. L. Kusnetz G. X. Kortsha J. R. Lynch	W. J. Popendorf M. A. Raymond T. A. Selders R. E. Sheriff F. M. Toca R. J. Vernon
Managing Director's Office	F. C. Motts, Managing Director S. Farkas P. D. Halley, Journal Editor	
Others Present:	E. E. Christofano, Vice President Elect L. T. Freeland, Director Elect S. Herron, National Safety Council J. Morrill, Noise Committee R. VanHouten, Lab Accreditation Committee M. T. Abell, NIOSH PAT J. Ferguson, Audit Committee T. Grumbles, Audit Committee	
Absent:	J. M. Bachman L. H. Hecker C. H. Powell	

Call To Order

President Kortsha called the meeting to order on Saturday, May 18, 1985 at approximately 2:10 P.M.

President's Report

G. Kortsha welcomed the newly elected officers and directors who were able to attend this meeting. A number of issues were then presented to the Board beginning with a review of the status of the Akron office. The recent history of the office staff was reviewed; current plans to move SOT from Akron, effective July 1, and the impending transfer of ABIH as of the summer of 1986 were mentioned; the new focus of the Akron office is expected to be upon service to the membership, technical publications, and training for mid-career industrial hygienists. Given the impending changes and upon a review of the past organizational structure of the Akron staff, a decision was made to eliminate the position of assistant managing director, effective March 25, 1985.

VVV 000016589

The proposal by the Council of Industrial Hygiene Consultants was reopened. (See minutes of January 21, 1985) It was the opinion of both the majority of the Board and of legal counsel that such proposed changes not be adopted.

Motion by M. Raymond, seconded by T. Selders: to continue to list the consultants, as we have in the past, as recommended by R. Allan, our legal counsel.

Passed unanimously.

A report was made on the negotiations by R. Vernon and A. Cudworth representing AIHA with ACGIH, ABIH, and AAIH regarding the certification of graduate industrial hygiene curricula. It was agreed that AAIH will be the lead association in the certification program. A sum of $600 will be allocated to this inter-society effort. It was further understood that AAIH will monitor ABET procedures in order to parallel them.

G. Kortsha then reviewed the progress concerning his two broad goals during his term as president. In the area of international relations, he referenced his meetings with foreign associations and local sections in November and again in April, 1985; the presence of official representatives attending this AIHC from BOHS, from Italy, and from the Swiss and Spanish Local Sections; and the fact that these groups will be meeting jointly with the AIHA, ACGIH, AAIH, and ABIH during our conference. He mentioned two existing problems which are yet to be addressed, a program for international student scholarships in industrial hygiene, and a program for professional placement in international industrial hygiene.

The secondary goal of expanded standards was reinitiated by the appointment of H. Muranko to the Occupational Health Standards Committee. They have initiated a plan and protocol for proposed "standards" on xylene, TDI and chlorobenzene. Such documents are expected to have both an intrinsic bench mark value and could become ANSI standards. Heightened activity was also mentioned by the WEELs Committee which has four guides approved, six expected to be completed this year, and four guides started.

The Association has also been more active in public positions such as that on ethylene oxide. Only two responses were received by the president and both were favorable. Further activity in the area of public relations may come from discussions by G. Kortsha with Thomas Reilly (current president of ASSE); their discussions centered around congressional briefings on environmental health safety, etc., which are currently planned for September. Presentations by several associations involved in these areas may be filmed for a documentary on PBS.

A discussion concerning the formation of a new local section in the New York/Connecticut area identified only minor changes and delays in the normal procedure of approval.

VVV 000016590

Motion by R. Vernon, seconded by T. Selders: assuming letters are forthcoming from neighboring sections, and their by-laws are changed to conform to Model By-Laws, we accede to the formation of the New York/Connecticut Local Section.

Passed - 10 yes, 1 no.

The discussion then turned to a proposal by the Acoustical Society of America submitted via our Noise Committee, for requesting our participation and support of an international meeting by the ANSI S2 Committee on mechanical shock and vibration. The Board reached general agreement not to participate or contribute to this meeting.
A response from M. Jordan was read indicating that she will not be able to be present at the AIHC to receive her award.

Motion by R. Fulweiler, seconded by R. Sheriff: to arrange for a presentation of her award at the Akron office at a convenient time.

Passed unanimously.

Secretary's Report

The minutes of the previous Board meeting were presented for approval. A number of small additions and corrections to the minutes were made.

Motion by W. Popendorf, seconded by M. Raymond: to approve the minutes of January 21 and 22, 1985 Board meeting as amended.
Passed unanimously.

A review of the recent election of officers was made and announcements again were made confirming that E. Christofano was elected for vice president, J. Holtshouser was elected treasurer, and M. Drucker, L. Freeland and J. Henshaw were elected as new directors.

Results of the Board ballot pertaining to the Ionizing Radiation Symposium proposal on the fertile female were given as 9 yes, 3 no and 4 abstentions or not voting.

Finally the status of the proxies pertaining to the Articles of Incorporations amendments were briefly reviewed indicating a substantial majority in favor of the proposed change.

Treasurer's Report

VVV 000016591

R. Fulwiler presented a new quarterly summary format and proposed that in the future, the monthly statements be sent only to the managing director, treasurer, and president (or other Board member requesting more complete information). The Board generally agreed. It was reported that several committees had requested information concerning support for meeting rooms and food services. In the past, committees have requested food services at conferences totaling $3,000 - $5,000, but these costs have not been included in their budgets. He pointed out that these costs are to be included explicitly in their future budget requests. Requests for committee support for 1985-1986 currently totals $24,500 versus $12,500 requested for 1984-1985. A general review of the financial status of the Association indicates good health but decreasing revenue and expenses associated primarily with decreased activities in ICE, publications, and management contracts.

President-Elect's Report

The Awards Committee initially nominated four names for the BCSP (Board of Certified Safety Professionals). Due to extenuating circumstances, two nominees were finally submitted, E. Brink and U. Wright.

H. Kusnetz then outlined the legal action by J. Conti and the suit filed against the Association and its president, president-elect, and vice-president pursuant to the termination of his position. (For further information see minutes of the May 22, 1985 business meeting).

Notices were sent to the chairs of the various technical committees requesting that people who are members of these committees longer than three years be replaced. Responses were received by twenty-three of forty committees; others will be contacted during or shortly after the AIHC. New assignments as Board coordinators were then discussed but tabled before the list was completed.

The circumstances surrounding a national symposium held by NIOSH CDC in Atlanta were then introduced. This symposium effectively established a national policy in five areas of occupational hazards. Don Millar, Director of NIOSH, was requested to extend the deadline past May 15 for input by the Association. His response was that we submit comments for their next iteration on the "draft" policy statement (by approximately June 15). J. Henshaw and J. Lynch were asked to coordinate action by the toxicology and epidemiology committees to comment on the carcinogen policy. They are to report their plans on Friday.

Vice-President's Report

A. Farrar reviewed the status of the conference to date. Pre-registration was approximately 3,000 (800 more than usual). The addition of exhibitors brings this total to more than 4,400 (above average). Nine hundred sixty-two tickets to the banquet were sold. The room was a sell-out. We also have 403 exhibitors registered, which again is more than usual.

The questionnaire being sent to the Board and committee chairs regarding committee restructuring was briefly reviewed. Approximately sixty-five percent of the committee chairs and vice-chairs have thus far responded and nine Board members have responded with generally favorable responses. This matter is to be discussed again on Friday.

VVV 000016592

Appointment of New Agent in State of Ohio

The need to establish an official legal representative in the state of Ohio was presented.

Motion by H. Kusnetz, seconded by R. Vernon, that the association appoint Mr. Motts as the agent within Ohio and that the appropriate state officials be so notified.

Passed unanimously.

American Nuclear Society Seaborg Medal Nominees

The Board was asked by a representative of the American Nuclear Society to submit nominees for the prestigious Seaborg Medal honoring outstanding research in nuclear energy.

Motion by W. Popendorf, seconded by M. Raymond, that we decline to nominate someone at this time but desire to be kept informed of future opportunities.

Passed unanimously.

Board Coordinator's Reports

Motion by T. Selders, seconded by F. Toca, that the scope and function of the management committee be approved.

Passed unanimously.

Motion by W. Popendorf, seconded by A. Farrar, to approve and adopt the scope and function and objectives of the Teller's Committee.

Passed unanimously.

The interests of the Association in the hazards of the bio-technology industry were briefly discussed; the Biohazards Committee coordinator (J. Bachman or his successor) is to ask the Biohazards Committee chair about that committee's interest in bio-technology industry hazards and to report back to the Board.

For the record, we have been asked by some Canadian members to consider Ontario as a site for a future AIHC for 1990 or beyond. M. Raymond commented generally on the responses of the local chairs to the issue of regionalization. Very diverse opinions were expressed. There seems to be a general consensus that regionalization is a good idea but concern about supporting a concept that is as yet undefined in detail. A more complete analysis of the responses will follow.

Meeting recessed approximately 5:50 P.M.

President Kortsha reconvened the meeting on Sunday, May 19, 1985, at approximately 8:25 A.M.

VVV 000016593

Audit Committee Report

J. Ferguson reported first on the consensus agreement of the Audit Committee concerning the interim operating procedures recommended by the Blue Ribbon Committee. He announced that Mary Murphy resigned from the Audit Committee effective May 15. J. Ferguson has been named interim chairman. Ballots from the Local Section Council were sent out and are due back July 14. Four candidates to the Audit committee will be elected.

The 1984 recommendations of the Audit Committee were briefly reviewed focusing primarily upon Nominating Committee procedures. R. Smith summarized those procedures which are to be published in the next version of the membership guide. The current make-up of the committee is 9 members, 1 Board member plus the past president. A separate information copy of these procedures is to be provided to the Audit Committee.

Managing Director's Report

Two consultant reports on the structural status of the Akron office were presented and discussed by F. Motts. The major items needing repair are a new roof (estimated cost of $22,000), replacement of entry canopy ($6,500), possible removable of original but non-functional roof mounted HVAC unit ($4,800). The total estimated repairs list was $42,000. These repairs were largely in line with the renovations contemplated under a larger package, which has been delayed pending other organizational and functional reviews of the Akron office. These renovations are deemed required to maintain, if not improve, building value; interior changes are to be considered, in the future, to improve work productivity and morale.

Motion by R. Fulwiler, seconded by F. Toca, that the Board authorize the Managing Director to proceed with obtaining bids for contracting the renovation as outlined by Peterson/Raeder, with total costs not to exceed $50,000.

Passed unanimously.

A review of the equipment capability, utilization and costs of printing was then presented. An actual estimate on the cost of printing (staffing, equipment, space, and office environmental control) requires still more time. The importance of resolving this issue was emphasized to the managing director.

Motion by K. Caplan, seconded by R. Sheriff, that the eventual long-term resolution on the issue of printing be decoupled from the issue of building renovation.

Passed - 11 yes, 1 abstention.

Computer needs for the office were briefly reviewed with a number of needs already identified, including the following: word processing, accounting, conference support (e.g., registration), employment service, laboratory accreditation, Journal support (management and typesetting), and membership questionnaires.

1988 AIHC

The escalating costs of the proposed convention to be held at San Francisco in 1988 were discussed. Room costs may range from $120 - $175 per night. Busing costs and costs to exhibitors are also projected to be much higher than normal. In addition, there may be some problem with limited room space for meetings. The managing director was charged with conducting an investigation of a number of alternative locations and is expected to report back to the Board at his earliest opportunity.

We have been asked by a member of the Health Physics Society to consider a joint meeting at some point in the near future. A number of potential problems concerning such a meeting were discussed, as were alternative joint meetings with the ASSE and/or APCA. The offer was referred, via R. Vernon, to the incoming Ionizing Radiation Committee chair, to be coordinated with F. Motts and L. Silverstein, who are charged to explore the possibilities and ramifications of such a proposed joint conference.

The Journal Editor (P. Halley) then reported first on the unsatisfactory performance of EMI in printing recent Association publications. A review of the status of the Journal indicated the number of advertisers remains about the same as 1983 and 1984 but below prior years. Income on advertising has been constant. Efforts are planned by the Editor and the Akron office, to recover some of these lost advertisers. The IH FORUM remains little utilized. One reason suggested for its low utilization was it not being peer reviewed and not gaining ABIH recertification points. After some discussion of the advantages and disadvantages of the pending publication of an applied IH Journal by ACGIH, A. Farrar and E. Christofano were assigned to work with the ACGIH to define publication policies for papers presented at the AIHC.

New Proposals

G. Miller, (Toxicology Committee) presented a proposal on a two day seminar for a "non-health" audience concerning the toxicologic background necessary to prepare a hazard communication material safety data sheet (MSDS). A review by the ICE Committee indicated a need for a clearer target audience and a longer seminar. The Board was supportive of an outreach effort in the area of hazard communication and encouraged the Committee to develop the plan and present the Board a formal request for support by the next Board meeting.

A presentation by W. Fodor was made regarding a proposed program on video display terminals, which would involve three current technical committees. He presented this as an example of a proposed series of Work Place Design Monographs. Such publications would address the source of the hazard, its effects, and practical design suggestions; the benefits of such a series would be a service to the practicing membership, a demonstration of leadership and innovation by the Association, and a source of potential revenue.

A second proposal was the formation of a committee to organize an annual "mini-symposium" at the AIHC, whose proceedings would be published. Speakers at such mini-symposia would be selected, invited and funded. He suggested the committee structure should include senior experienced industrial hygienists such as past AIHA presidents and involve input from selected and relevant technical committees. The Board discussed the value and viability of the two proposals but questioned the establishment of another committee. They further questioned the role of the Board in generating or guiding topics for mini symposia or a monograph. Our current policy is that committees are encouraged to generate these ideas and should be free to coordinate with other committees as the need arises. W. Fodor was given encouragement but directed to develop these plans further via the current committee structure.

J. Morrill then discussed the difficulties in the development of a noise monograph. A new editor, D. Ward, has been appointed and the monograph is moving closer to completion; however, additional costs have arisen due to these difficulties. A number of related problems were discussed in regard to the professional development courses prepared by the noise committee; these problems are associated with course credit and program advertising were attributable to coordination problems between the committee and the Akron office.

Motion by R. Vernon, seconded by H. Kusnetz, that $1,800 (above our initial $3,700) be provided to complete the editing of the monograph.

Passed 10 yes, 1 abstention.

NIOSH PAT PROGRAM

M. Abell and R. VanHouten reviewed the status of the NIOSH PAT program and the potential need for the Association to assume full financial management of it. The laboratory accreditation program is alive and well, but NIOSH may not be able to provide samples after September, 1986. R. VanHouten (current chair of the Laboratory Accreditation Committee) requested that the Board consider a back-up plan to supply such samples at some point in the future. Current certification involves approximately 580 laboratories with sample production costs budgeted at $429,000, plus additional computer and clerical support. M. Abell emphasized the importance of maintaining a PAT program and discussed the current contract with SRI along with a number of proposed fee schedules. The laboratory accreditation committee supports and recommends approval of this proposal except that an additional capability be provided to sell samples to non-accredited labs.

Motion by A. Farrar, seconded by R. Sheriff: to accept the recommendation of the Lab Accreditation Committee to negotiate with SRI to provide four rounds of PAT samples.

Passed, 11 yes, 0 no, 1 abstention.

VVV 000016596

Institute For Continuing Education

S. Herron presented the concerns of the ICE Committee for the need for assistance from the Board. The committee feels that the magnitude of the task requires either a staff training coordinator at Akron or a director of professional development within the ICE Committee. T. Selders reiterated a recommendation of a long range planning committee that at least a part-time Akron staff member be assigned to support ICE. The staff member should provide administration and could support activities related to the selection and coordination with speakers. This support could either be limited to clerical staff or could include a technical staff person, possibly an industrial hygienist. The Board gave the chairman the authority to present the ICE needs directly to the managing director and to negotiate with him on how best to provide such services.

Cascade Impactor Monograph

T. Chan, representing the Aerosol Technology Committee, presented the case for publishing a monograph on the Cascade Impactor. He reviewed the history of the monograph as initially a compilation of reprints and outlined the current proposal which is to be 100-125 pages of new text entitled "Cascade Impactor: Sampling and Data Analysis".

Motion by K. Caplan, seconded by J. Lynch, that the Board make the commitment to the committee to publish the proposed monograph, recognizing that the expected costs are $4,000.

Passed unanimously.

Continuation of Editor's Report

The editor, in conjunction with the incoming president, intends to initiate inclusion of a "President's Page" beginning in the June issue of the Journal. The Journal intends to publish papers presented at the 50th anniversary meeting of the Industrial Hygiene Foundation, expected to take place in November. A similar request was made to present industrial hygiene portions of the upcoming ACS symposium on cotton dust. A number of other sessions, at other meetings, are expected to be submitted to the Journal but are not expected to be grouped at this time.

The editor indicated that a number of positions are currently being filled on part time and temporary bases, such as production editor, advertising manager and copy editor. Finally, the concern of the editor to provide adequate incentives or compensation to the Editorial Board of the Journal was presented. A number of options were suggested but no formal request to the Board was made at this time.

The meeting was adjourned at approximately 4:40 P.M.

William Popendorf, PhD, CIH
Secretary

Gene X. Kortsha, CIH
President

Final Draft
July 15, 1985

AMERICAN INDUSTRIAL HYGIENE ASSOCIATION
BOARD OF DIRECTORS MEETING
May 24, 1985
Las Vegas, Nevada

ATTENDING

Board of Directors	K. J. Caplan E. E. Christofano M. A. Drucker A. C. Farrar L. T. Freeland R. D. Fulwiler J. L. Henshaw J. L. Holtshouser	G. X. Kortsha H. L. Kusnetz J. L. Lynch W. J. Popendorf M. A. Raymond R. E. Sheriff R. J. Vernon
Managing Director's Office	F. C. Motts, Managing Director S. Farkas	
Others Present:	J. Ferguson, Audit Committee D. Lucio, Respiratory Protection Committee M. May, Respiratory Protection Committee S. Sperber, Local Sections Council	
Absent:	L. H. Hecker	

Call To Order

H. Kusnetz convened the meeting at 8:01 A.M. He welcomed new board members and guests, indicated that he plans two board meetings between now and next May, and re-emphasized the need to provide background material in the Board briefing book.

Motion by G. Kortsha, seconded by K. Caplan, to establish and authorize an executive committee.

Passed unanimously.

Board Coordinator Assignments

H. Kusnetz led a discussion at which new assignments were made for committee and local section coordinators (see attachment I). A list of board coordinators will be included in the new membership directory scheduled to be released in August.

VVV 000016598

Finance Committee Report

R. Fulwiler reported that the finance committee met and recommended $15,000 from among $20,000 initially requested by committees. Approval of some late committee requests and an additional $3,000 discretionary fund were suggested by the out-going treasurer.

Motion by R. Fulwiler, seconded by A. Farrar, that the Board approve up to $24,260 for financial support of committee activities.

Passed unanimously.

The past treasurer also reported that negotiations on the management contract for ABIH was agreed upon during recent meetings to be $17,250 up to July 1, 1986.

1988 AIHC Site Follow-up Report

Discussions by F. Motts with the Northern California Local Section indicated a willingness on their part to negotiate with agents in San Francisco about conference costs. Explorations will be continued by F. Motts on other options which will be presented to the Board by letter ballot or phone conference.

President-Elect's Report

A. Farrar reported on a meeting with committee chairs regarding the proposed Committee Council. The committee chairs attending this meeting raised a number of questions concerning the goals of this council, the ability of the proposed structure to solve some of their problems, and the wisdom of a buffer organization between the committees and the Board. A modified proposal will be developed by A. Farrar, with assistance by J. Henshaw and W. Popendorf, in time for the leadership conference currently scheduled for August, 1985.

Conference registration at this AIHC was estimated to be between 5,600 and 5,700 people. A theme is being discussed between E. Christofano and the ACGIH for the 1986 AIHC; one current suggestion focuses on protecting the sensitive worker. The Board felt that the symposium on the Fertile Female was a success and expressed the need to expedite its publication.

Motion by R. Fulwiler, seconded by G. Kortsha, to thank the Akron staff and commend them for their efforts above and beyond the call of duty and for their vital contribution to the successful completion of this conference.

Passed unanimously.

Toxicology Committee Report

J. Lynch reopened discussion by the proposal on the Toxicology Committee to present a symposium entitled "Hazard Communication-A Toxicological Viewpoint" (as discussed at the May 19 Board meeting). A number of questions were raised concerning the adequacy or appropriateness of a two-day toxicology seminar as the basis for managing a hazard communication program; however, there was consensus that the proposal had intrinsic merit warranting Board support.

Motion by L. Freeland, seconded by J. Holtshouser, to approve the budget of the Toxicology Committee for the symposium as proposed.

Passed 11 yes, 1 no, 1 abstention.
It was further recommended that the quality of the program may support a price above that currently proposed.

Report on Ad Hoc Committee-NIOSH Report

H. Kusnetz reviewed the background of the NIOSH symposium in Atlanta, the circumstances surrounding their proposed national strategy, and efforts on behalf of the association to provide input into this strategy document. The Board was concerned by both the informal announcement of the proposed strategy and by the limited time provided to respond to it. Although it was felt that we should respond to at least four of the five areas addressed by NIOSH, unfortunately, only the comments drafted by J. Lynch and J. Henshaw regarding the cancer proposal are likely to be ready in time for the NIOSH deadline. In light of the limited time for the Board to prepare an opinion, a phone ballot will be undertaken by H. Kusnetz on the proposed draft response during the last week in May.

NCRP Request for Funds

It was proposed that the Association continue its annual support of the National Council On Radiation Protection Measurements, for the development of their programs and publications.

Motion by R. Vernon, seconded by M. Raymond, to continue to provide $500 in support of the NCRP&M.

Passed unanimously.

Institute for Continuing Education

The scope and objectives of the Institute of Continuing Education were discussed; in particular, their role to ensure the quality of all AIHA sponsored courses (of the role of the Editorial Committee to perform similar functions for all publications).

Motion by M. Raymond, seconded by J. Holtshouser, to approve the scope and objectives of the ICE Committee.

Passed - 11 yes, 0 no, 1 abstention.

Respirator Committee Report

R. Sheriff reported that the Respirator Committee has been active in both new plans and accomplishments, including the completion of the Respirator Monograph. Additionally, the committee has taken the initiative of drafting letters to MSHA and NIOSH expressing their interests and willingness to contribute to the development of new regulations on respirator testing and certification requirements and selection procedures.

VVV 000016600

Motion by R. Sheriff, seconded by K. Caplan, to approve the two letters submitted to the Board for their consideration to MSHA and NIOSH, requesting input into their activities.

Passed unanimously.

Milan Racic Request

The Board had a number of technical questions regarding allegations by a member of inappropriate OSHA enforcement policy of their asbestos standard. This request was referred to the WEELs and Occupational Medicine committees for their recommendations.

Leadership Conference

Plans were outlined for a leadership conference for new committee chairs and local section presidents tentatively scheduled for August 21-22, 1985, in St. Louis. A Board meeting is currently scheduled for the 23rd of August at the same location. New Board members and officers are encouraged to attend both programs, as are any current Board members who missed the 1984 leadership conference; other Board members are welcome.

New Business

A summary of the employment service during the conference was presented; a total of 230 candidates were listed, as were 289 job openings offered by 160 employers, plus 29 other engineering and toxicology openings. This represents the first time that positions exceeded candidates.

A report was made by R. Sheriff on the AIHF Task Force. Four or five recommendations were made by this task force, but since neither the incoming Foundation President (R. Smith) nor most of the Board had seen these recommendations, discussions were minimal. R. Smith commented on his intent to continue to examine the action, structure, and role of the AIHF, and hopes to continue to maintain a cordial relationship with our Board.

Motion by M. Raymond, seconded by R. Vernon: to ratify the list of nominees for the AIHF Board of Trustees for 1985-1986.

Passed - 9 yes, 0 no, 3 abstentions.

It was reported that G. Kortsha was unable to discuss the issue of professional ethics with legal council during the Conference. It was also recognized that since the Association has no policy or procedure regarding censure, that the broad issue of professional ethics be submitted to both the Ethics Committee and Law Committee.

Motion by K. Caplan, seconded by R. Sheriff, that the President refer the specific complaint received to legal council for an appropriate response.

Passed - 9 yes, 3 no, 1 abstention.

VVV 000016601

R. Fulwiler presented a request by S. Lamm (of the Occupational Medicine Committee) to receive concurrence from the Board, to work jointly with other interested associations in a potential conference program, or other effort addressing the "chemically sensitized individual".

Motion by M. Raymond, seconded by J. Holtshouser, that the Association approve the request of the WEELs Committee for $175 funding and authorization to copyright the term WEELs.

Passed unanimously.

A discussion was made concerning a proposal by Lev Michaelin for the AIHA to sponsor production of a videotape on occupational health and industrial hygiene. Because the information available to the Board was deemed inadequate as to the scope, intent, and depth of the proposal, the Managing Director was directed to pursue further discussions with Mr. Michaelin, to involve the Public Affairs Committee, and to recommend to the Board further action.

R. Fulwiler was charged by the president with chairing a new By-Law Task Force to summarize the proposed changes and to bring specific proposals to the Board.

Meeting was adjourned at approximately 11:28 A.M.

William Popendorf, PhD, CIH Secretary	Howard L. Kusnetz, CIH President

VVV 000016602

ATTACHMENT I
24 May 1985

BOARD COORDINATOR ASSIGNMENTS, 1985-1986

Committee:	Coordinator:
1 Awards	Kortsha
2 Editorial	Lynch
3 Employee Ed.& Trng.	Henshaw
4 Ethics	Caplan
5 Finance	Holtshouser
6 Inst.Cont.Ed.	Raymond
7 Laboratory Accred.	Farrar
8 Law	Fulwiler
9 Management	Holtshouser
10 Membership	Fulwiler
11 Nominating	Kortsha
12 Personnel	Farrar
13 Public Affairs	Drucker
14 Social Concerns	Henshaw
15 Tellers	Popendorf
1 Aerosol Tech.	Freeland
2 Analyt. Chemistry	Freeland
3 Biohazards	Henshaw
4 Biological Monitoring	Henshaw
5 Confined Spaces	Raymond
6 Engineering	Sheriff
7 Ergonomics	Vernon
8 Gas&Vapor Detect.Sys.	Freeland
9 Hazardous Wastes	Kortsha
10 Hygienic Guides	Hecker
11 Indoor Envir. Qual.	Sheriff
12 Indus.Hyg.Info.Retr.Sys.	Christofano
13 Ionizing Radiation	Vernon
14 Noise	Vernon
15 Non-Ionizing Radiation	Vernon
16 Occupational Epidemiology	Lynch
17 Occup.Health Standards	Kortsha
18 Occup. Medicine	Christofano
19 Pers.Prot.Devices(non-resp.)	Sheriff
20 Product Health and Safety	Christofano
21 R&D and Campus Indus. Hygiene	Hecker
22 Respiratory Protection	Sheriff
23 Toxicology	Lynch
24 Unusual Workshifts	Vernon
25 WEELs	Raymond
26 Local Sections Council	Hecker

VVV 000016603

Coordinator:	Committee:
Caplan	Ethics
Christofano	Indus. Hyg. Info. Retr. Sys.
Christofano	Occupational Medicine
Christofano	Product Health and Safety
Drucker	Public Affairs
Farrar	Laboratory Accred.
Farrar	Personnel
Freeland	Aerosol Tech.
Freeland	Analyt. Chemistry
Freeland	Gas & Vapor Detect. Sys.
Fulwiler	Law
Fulwiler	Membership
Hecker	Hygienic Guides
Hecker	Local Sections Council
Hecker	R&D and Campus Indus. Hygiene
Henshaw	Biohazards
Henshaw	Biological Monitoring
Henshaw	Employee Ed. & Trng.
Henshaw	Social Concerns
Holtshouser	Finance
Holtshouser	Management
Kortsha	Awards
Kortsha	Hazardous Wastes
Kortsha	Nominating
Kortsha	Occup. Health Standards
Lynch	Editorial
Lynch	Occupational Epidemiology
Lynch	Toxicology
Popendorf	Tellers
Raymond	Confined Spaces
Raymond	Inst. Cont. Ed.
Raymond	WEELs
Sheriff	Engineering
Sheriff	Indoor Envir. Qual.
Sheriff	Pers.Prot.Devices (non-resp.)
Sheriff	Respiratory Protection
Vernon	Ergonomics
Vernon	Ionizing Radiation
Vernon	Noise
Vernon	Non-Ionizing Radiation
Vernon	Unusual Workshifts

VVV 000016604

ATTACHMENT II
24 May 1985

BOARD COORDINATOR ASSIGNMENTS, 1985-1986

Local Section:	Coordinator:
1 Alabama	Farrar
2 Alberta	Raymond
3 Arizona	Popendorf
4 Arkansas	Vernon
5 Ark-La-Tex	Vernon
6 British Columbia-Yukon	Raymond
7 Carolinas	Lynch
8 Central Ohio	Holtshouser
9 Central Pennsylvania	Sheriff
10 Central Virginia	Christofano
11 Chesapeake	Christofano
12 Chicago	Hecker
13 Connecticut River Valley	Lynch
14 Deep South	Freeland
15 Delaware Valley	Sheriff
16 Florida	Farrar
17 Georgia	Farrar
18 Gulf Coast	Freeland
19 Hawaii	Drucker
20 Idaho	Raymond
21 Indiana	Hecker
22 Iowa & Illinois	Popendorf
23 Iroquois	Sheriff
24 Kentuckiana	Fulwiler
25 Metrpolitan New York	Sheriff
26 Michigan	Kortsha
27 Mid America	Henshaw
28 Mid South	Freeland
29 Mountaineer	Holtshouser
30 Nebraska-Western Iowa	Popendorf
31 Nevada	Drucker
32 New England	Lynch
33 New Jersey	Sheriff
34 North Texas	Freeland
35 Northeastern Ohio	Holtshouser
36 Northern California	Drucker
37 Northwestern Ohio	Holtshouser
38 NY-Conn	Sheriff
39 Ohio Valley	Fulwiler
40 Oklahoma	Vernon
41 Pacific Northwest	Raymond
42 Pittsburg	Holtshouser
43 Potomac	Christofano
44 Prairie	Popendorf
45 Puerto Rico	Hecker
46 Rio Grande	Vernon
47 Rocky Mountain	Henshaw
48 Sacramento Valley	Drucker
49 San Diego	Drucker
50 Southern California	Drucker

51	Spanish	Kusnetz
52	St. Louis	Fulwiler
53	Sweden	Kusnetz
54	Swiss	Kusnetz
55	Tennessee River Valley	Popendorf
56	Texas Hill Country	Freeland
57	Tidewater	Hecker
58	Upper Midwest	Kortsha
59	Utah	Vernon
60	Virginia/West Virginia	Holtshouser
61	Western Michigan	Kortsha
62	Western New York	Fulwiler
63	Wisconsin	Hecker
64	Yuma Pacific-Southwest	Drucker

Coordinator:	Local Section:
Christofano	Central Virginia
Christofano	Chesapeake
Christofano	Potomac
Drucker	Hawaii
Drucker	Nevada
Drucker	Northern California
Drucker	Sacramento Valley
Drucker	San Diego
Drucker	Southern California
Drucker	Yuma Pacific Southwest
Farrar	Alabama
Farrar	Florida
Farrar	Georgia
Freeland	Deep South
Freeland	Gulf Coast
Freeland	Mid South
Freeland	North Texas
Freeland	Texas Hill Country
Fulwiler	Kentuckiana
Fulwiler	Ohio Valley
Fulwiler	St. Louis
Fulwiler	Western New York
Hecker	Chicago
Hecker	Indiana
Hecker	Puerto Rico
Hecker	Tidewater
Hecker	Wisconsin
Henshaw	Mid America
Henshaw	Rocky Mountain
Holtshouser	Central Ohio
Holtshouser	Mountaineer
Holtshouser	Northeastern Ohio
Holtshouser	Northwestern Ohio
Holtshouser	Pittsburg

VVV 000016606

Holtshouser	Virginia/West Virginia
Kortsha	Michigan
Kortsha	Upper Midwest
Kortsha	Western Michigan
Kusnetz	Spanish
Kusnetz	Sweden
Kusnetz	Swiss
Lynch	Carolinas
Lynch	Connecticut River Valley
Lynch	New England
Popendorf	Arizona
Popendorf	Iowa & Illinois
Popendorf	Nebraska-Western Iowa
Popendorf	Prairie
Popendorf	Tennessee River Valley
Raymond	Alberta
Raymond	British Columbia-Yukon
Raymond	Idaho
Raymond	Pacific Northwest
Sheriff	Central Pennsylvania
Sheriff	Delaware Valley
Sheriff	Iroquois
Sheriff	Metrpolitan New York
Sheriff	New Jersey
Sheriff	NY-Conn
Vernon	Arkansas
Vernon	Ark-La-Tex
Vernon	Oklahoma
Vernon	Rio Grande
Vernon	Utah

VVV 000016607

AMERICAN INDUSTRIAL HYGIENE ASSOCIATION

Salt Lake City

Not significant
Dallas has only
110,000
approx 500 booths

Exhibit Space
129,600 gross sq. ft.
635 10 x 10 booths

$19,710 for entire week
includes meeting space
2 free move-ins 1 free move-out

Move-in Friday, May 13
meeting space from 5/14 on
Move-out Friday, May 20

Sleeping Space 4100 in Dallas
1. presently 3,600 rooms
2. Room rates between $37 and $93 for a single
3. all hotels comping 1 for 50

Meeting Space
30 rooms in Salt Palace
7 of which hold 400+
Two hotels holding meeting space

San Francisco

Exhibit Space
152,760 gross sq. ft.
766 10 x 10 booths

18¢ per sq. ft.
meeting space free
2 free move-ins 1 free move-out

Move-in Sunday, May 15
including meeting space
Move-out Friday, May 20

Sleeping Space Busing necessary
1. presently 4,245 rooms
2. Hilton is the only hotel which responded to additional rooms and rates. $75 - 11 single and $95 - 138 double
3. most hotels are comping 1 for 40

Meeting Space
Most meeting space presently being held at Moscone will be used to make 7 rooms of 400+
Two hotels holding meeting space

Conclusions

1. Although the Salt Palace price is higher the price of Moscone would be higher if we had the proper move-ins.
2. Salt Lake City Convention & Visitors Bureau staff are very excited and are extremely helpful. San Francisco seems to be hesitant.
3. Room rates in Salt Lake seem to be much more compatable to our attendees.
4. We have attempted negotiations with San Francisco, however we have not started negotiations with Salt Lake.

VVV 000016608