

Minutes for July 23, 2019 Summer Business Meeting of the
 AIHA Pittsburgh Local Section - 11:00 a.m. – 1:30 p.m. Atria’s, Fox Chapel - Pittsburgh, PA
 Version – August 15, 2019

I. Welcome and Attendance: Executive Committee Members, Regular Members and Students (introductions as necessary).

Present	Committee Seat	Name
X	President	Renee Cowell, Energy Transfer
X	President-elect	Sarmed Shareef, Univ. of Pittsburgh
X	Past President	Matt Zock, FedEx Ground
X	Director	Barbara Cummings, AM H&S
X	Director	Joshua Maskrey, Cardno ChemRisk
	Treasurer	Maureen Kelly/Paula Sweitzer
X	Secretary	Frank Pokrywka, KTA Tator
	Corresponding Secretary	Christy Kirsch
X	Member	Laura Hallet, Cardno ChemRisk
X	Member	Ashlyn Landgraf, US Army Corp. of Eng.
X	Member	Tad Pajak, QBE
X	Member	Raffie Sessa, RCS Health & Safety Cons.
X	Member	Barry Momyer, AM H&S
X	Member	Dietrich Weyel, Occ. Health & Safety Cons.
X	Student	Ryan Radomski (Hatch Intern)

II. Approval of Meeting Agenda and December 2018 Minutes (approved by the President) - Approved

III. Old Business:

- A. Financial Update (See attached Treasurer’s Report/Spreadsheet) – Renee/Frank – talked about e-learning and misc. expenses that resulted in being over budget but we thought these activities were still of value to the association. Renee mentioned we also could find venues for the meetings whether our own companies or others that are free or less expensive for our meetings.
- B. CD Account – Frank – The new CD at the Mars bank has much better interest rate at 2.5% and will mature in 2021. A copy is with Maureen and Christy. We briefly mentioned that Frank, Maureen, Matt and Christy are signatories. Thanks to Frank, Barry and others who helped to increase our interest rate for the investment. Sarmed asked what this was about. Frank explained that this was a rainy day fund and we are making a much better interest rate with the new CD. Issue closed.
- C. Committee utilization and Local Section task delegation update – Renee, Sarmed, Joshua – Everyone thought the committee utilization and local section task delegation is going well. Issue closed.

- D. Catalyst utilization – Everyone thought the utilization of Catalyst does need improvement and still interest in being able to reply through e-mail without having to do that directly through Catalyst. The Executive Committee is interested in continuing to post as much as possible both for the committee and for the local chapter. The group thought it would be great to rehash the guide. **Action: Josh to resend out the guide – complete.**
- E. Student sections – Matt - There is still interest in developing Student sections of AIHA at both Slippery Rock and Indiana University of Pennsylvania. University of Pittsburgh Swanson School of Engineering (Joel Haigert) may be interested. **Action: Matt stated he would still be interested in still talking with Slippery Rock. Ryan stated he would also help Matt with Slippery Rock student chapter. Matt contact is Dr. Rona Smeak (724) 738-4066 rona.smeak@sru.edu. Tad is also willing to talk to Tracey Cekada at Indiana University of Pennsylvania. Need someone to take the lead with the University of Pittsburgh Engineering school.**
- F. Mentoring – There is a national AIHA program now but the group discussed that it doesn't stop us for reaching out to help each other to be a mentor or mentee. For a couple committee members volunteering to be a mentor or mentee for the National program, the national AIHA has not got back to them. Perhaps this is something that could be filter up to our national officers to address. **Action: Renee to contact national officers to see who needs this feedback.**
- IV. New Business:
- A. Proposal for retired CIHs in our local section providing probono consulting services to underserved companies in the area. Raffie Sessie spoke that it was more than this that he's and a few others been talking about this for the last 9 years. He thought that there are a number of small businesses that according to BLS statistics, those with 1-249 employees have 68% of the reported OSHA recordables. He thought that we could evaluate the International Service Corp and how IESC has retired Executives set up small businesses. Couple goals are 1.) Are we interested? And 2.) Who is willing to help? **Action: Group decided to put together a project team to evaluate the possibilities of SHE services provided to small companies to help with injury/illness reduction. The team consists of Raffie leading, Matt Zock, Frank Pokrywka, and Laura Hallett. Complete – Josh set up an LS IH Advisory Group on catalyst.**
- B. Request from Bill Bernhart for an AIHA Pgh. Chapter speaker for MASHA – brought up at the last meeting – Dennis Kelly interested and Renee to ask Del Kubeldis. Who else is interested? – Renee – Tad mentioned he was interested if they need a speaker on insurance related topics. Frank and Dietrich volunteered to speak. MASHA issued announcement since this meeting and Bill Bernhart will be the speaker so it appears this issue is closed. We will have an AIHA booth. Frank requested AIHA giveaways already. **Action: Sarmed and Renee volunteered to help Frank at the booth. Del is already on the Construction planning committee so he volunteered to help with the booth when he is not in session with the Construction track.**

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V. Committee updates:

A. CORPORATE SPONSORSHIP COMMITTEE – Frank (secretary is chair) and Christy

- i. [Corporate Sponsors](#) – 12 Corporate Sponsors this year (down from 14 last year), newest member is Cardno ChemRisk, Laura Hallett. Sponsorship is renewable by January 1, 2019 and continues to be \$200 per year. Sponsors receive 2 free individual Pgh. AIHA memberships, a 1-year listing on the Pittsburgh AIHA, Consultants List page, a 1-year listing on the Pittsburgh AIHA Corporate Sponsors page and mention in at least 2 issues of our local section newsletter. The current corporate sponsors include:

1. AM Health & Safety, Inc.
2. Cardno ChemRisk (new this year)
3. CIH Services, Inc.
4. Colden Corporation
5. Covestro, LLC
6. Energy Transfer Partners LP
7. FedEx Ground
8. First Energy Corporation
9. Occupational Health Consultants, Inc.
10. Repsol Oil & Gas USA
11. RJ Lee Group, Inc.
12. U.S. Micro-Solutions Inc.
13. Premier Safety & Service, Inc. (added 7-20-19 thru 12-31- 2020)

Renee mentioned that there will be a more formal campaign for corporate sponsors later this year. Matt stated to think about any company that would be interested in sponsorship. Someone mentioned Pine Environmental used to be a sponsor and someone could reach out to Stacy. **Action: Renee brought up Hatch. Action: Renee left a message last week for Dan Welshons, CSP, Director of Health and Safety regarding hosting an upcoming meeting and RE: corporate sponsorship.**

B. NOMINATING COMMITTEE – Matt (past president is chair)

- i. Nominations for AIHA fellows –Due Dec. 31.
- ii. Executive committee nomination plans for this year?
 1. President-elect?
 2. Director?

3. Treasurer?

We discussed it was early for elections right now. Previous call outs to the general membership usually not much response. **Action: Matt asked for each committee member to talk to one person by October that would like to run for office.**

C. PUBLIC AFFAIRS COMMITTEE – Joshua (chair)

- i. Covestro Science Fair – Josh stated this is a success and we expect to do it again next year in April.
- ii. NIOSH Safety Matters presentations in the community, STEM events, other – To send a notification to the membership to start planning an event. This can be one of our monthly events. Josh and Laura – We spoke about Laura rejuvenating the NIOSH Safety Matters presentations. This is targeted at middle and high school level children who may like to have a career in industrial hygiene. The presentations are worth professional development points toward a CIH. **Action: Laura to resend the NIOSH Safety Matters materials to the Executive Committee.**
- iii. ASSP collaboration – PDCs – Renee
 1. November 2019 Western PA Chapter of ASSP PDC. **Action: Renee committed to at least speak with Tracey Cekada regarding this year's upcoming event to determine if there are any collaboration points.**

D. AUDIT COMMITTEE – Maureen (chair)

- i. Schedule and results? **Action: Audit still needs scheduled by Maureen.**

E. NEWSLETTER COMMITTEE – Christy (chair)

- i. Four issues are published per year (Spring, Summer, Fall and Winter). Past issues of newsletters are available on the website newsletter page. Since September 2018, there have been 4 newsletters: Fall 2018, Winter 2019, Winter V2 2019 (Spring), and most recently Summer 2019. Current advertisers include – RJ Lee, SKC, US Micro- Solutions.
- ii. A letter from the LS President, articles, and meeting reviews have been provided for each, but always looking for volunteers to provide IH technical content or other local section stories / updates. Members are encouraged to use Catalyst to start discussions, share information, articles, events etc. Instructions on how to use Catalyst have been provided, are on the Pgh. AIHA Website, and also linked as a library document on Catalyst.

We still want to continue the same for this year.

F. WEBSITE UPDATE (Christy)

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- i. Continue with website hosted by Weebly. Registered domain name pittsburghaiha.org was renewed April 2019.
- ii. Annual cost of \$150 for domain/website, \$45 for email, maintained and managed by Christy.

Renee read Christy's report.

G. MEMBERSHIP UPDATE (Christy)

- i. Membership renewal for 2020 begins in October 2019 for National AIHA members – Local Section Members that are also Natl. AIHA Members are encouraged to pay their dues through National when they renew. 95 Pittsburgh AIHA Members paid their dues through National AIHA for 2019.
- ii. Pgh. AIHA Members who are NOT National AIHA Members must pay their dues through Pittsburgh AIHA, either online / PayPal, or payment by mail. Dues renewal notices / reminders will be sent in the fall, with Renewal Deadline of January 1, 2020.
- iii. Pittsburgh AIHA Membership remains \$25 for regular members, Student and
- iv. Retired members are free. Membership benefits include e-learning subscription and member rates at LS events.
- v. As of June 30, 2019, The Pgh. AIHA has 190 members, including 23 retired members, and 37 student members. Since January 1, 2019, there have been 8 new members join. (See attached Active Members List.)

A reduced rate is given if you get someone to sign up. We talked about MSA and/ Industrial Scientific being asked but that would be more for sponsorship. **Action: Matt suggested that each committee member try to get someone else to sign up. Renee was able to get Ryan to sign up.**

H. PROGRAMS COMMITTEE – Renee/Sarmed (president-elect is chair)

- i. E-Learning Subscription Update: 5 of 5 webinars were chosen and distributed via email link from Colleen Manning on April 2, 2019, and Christy Kirsch on April 16, 2019. New this year, members were instructed to login to the Online Classroom to view content (see attached email). A July 11, 2019 report from Natl. AIHA documenting usage by Pittsburgh AIHA members was sent to the Executive Committee showing low usage of this resource for the current year. A 2019 E-Learning Subscription reminder email was sent to members on July 11, 2019. We discussed the subscription cost of \$1,150.00. Everyone seemed to agree we want to continue. **Action: Sarmed offered to put together a campaign to get others like himself to utilize the online e-learning this year.**
- ii. Meeting Summary for Dec. 2018 - June 2019 - See attached report for details.

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Date	Time	Location	Title	CM Hours
13-Dec-18	11:30-2:00	Aracri's Greentree Inn	Local Section Business Meeting	N/A
31-Jan-19	1:30-3:30	Cardno ChemRisk	Cardno ChemRisk IH Air Modeling Techniques for Exposure	2 hrs.
19-Feb-19	11:30-2:30	CNX Southpointe	CNX Southpointe SHE Ethics Presentation	2 hrs.
28-Mar-19	11:30 – 2:30	LeMont Restaurant	Natl. AIHA President's Meeting, Cynthia Ostrowski, President, Natl. AIHA	2
30-Apr-19	1:00 – 3:00	US Army Corps Of Engineers, Dashields Locks & Dam	Locks & Dam Tour and Presentation	2.5
21-Jun-19	1:00 – 3:30	KML Regional Council of Carpenters	John Moore, Risk Assessment and Exposure Assessment	2.5

iii. It is understood that a member coordinator is needed for each event. Use the Pittsburgh Local Section AIHA Event Planning Guide.

iv. Proposed/Tentative Meeting Schedule for 2019

1. July 2019 – Summer business meeting
2. August 2019 – OPEN
3. September 2019 – MASHA Sept. 26th including booth (Frank, Sarmed, Renee, Del Kubeldis when not in session)
4. October 2019 - Hot Metal Bridge & Cary Furnace
5. November 2019 – OPEN; propose ASSP Western PA collaboration for Nov. 13th (at IUP this year)
6. December 2019 – Winter business meeting
7. January 2021 – I.H. Analytics – A&M office

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8. February 2021 – President's luncheon (need to contact AIHA president now to invite) Renee to set up with current AIHA president, and confirm a date in February.
9. March 2021 - NIOSH Modeling/Asbestos/IAQ Food Trucks – Cardno ChemRisk office
10. April 2021 – SHE Ethics
11. May 2021 – recommended event: AIHce 2021
12. June 2021 – OPEN

v. Possible topics for future meetings

1. Cracker plant tour - who has contacts?
2. Gas processing facility or discussion - who has contacts?
3. PPG Industries Tour (contact Natalie Gaydos)
4. Preparing and Presenting a Legal Case Study in IH (contact Bill Barnhart & Keith Rickabaugh)
5. Shift Work Hazards
6. Electromagnetic fields (CMU)
7. Promoting and facilitating community outreach (this can be the Safety Matters event)
8. IAQ and Building Science (contact Ed Leight, Joe Hughes, IAQA Rep.)
9. NFPA 70 E Electrical Safety (contact Matt Wentzel)
10. Ionizing Radiation (contact Mike Sheetz from Pitt)
11. Digitalization and future Impacts for Occupational H&S (contact Renee's former H&S Director at Hatch, Dan Welshons, CSP) – maybe August meeting? Renee contacted Dan last week and has not been able to reach him yet.
12. Occupational Noise / Hearing Conservation
13. Ergonomics: A Unique Approach
14. CBD/Cannabis
15. Fundamentals of Industrial Hygiene (NSC) – one week long (\$300.00) – 4 days
16. Joint Meeting (ASSP & AIHA) – Renee to Contact Cameron Boots or current President.

VI. Adjourn Meeting

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Attachments:

Treasurer's Report for AIHA Executive Committee Meeting
Tuesday, July 23, 2019

Our annual audit will be conducted shortly. An official Auditor's Verification letter will be sent once completed.

In the fiscal year of 2019, we generated \$9,630.00 in revenue, and \$11,214.11 in expenses, giving us a bank balance of \$7,811.43, resulting in a net loss of \$1,584.11. Here's the breakdown:

2019 REVENUE

\$3,025 – Member Dues
\$3,535 – Meeting Revenue
\$2,450 – Corporate Sponsorship
\$620 – Advertising
\$0.00 – Misc. Income

2019 EXPENSES

\$3,100.11 – Meeting Expenses
\$5,040 – Secretary Services
\$230.62 – PayPal Charges
\$2,843.38 – Misc. Expenses

As compared to last year, our revenue decreased by \$395.00, and our expenses increased by \$2,795.23. Last year's breakdown is as follows:

2018 REVENUE -- \$10,025.00

\$3,225 – Member Dues
\$3,640 – Meeting Revenue
\$3,000 – Corporate Sponsorship
\$160 – Advertising
\$0.00 – Misc. Income

2018 EXPENSES -- \$8,418.88

\$2,818.72 – Meeting Expenses
\$2,850 – Secretary Services
\$205.21 – PayPal Charges
\$2,544.95 – Misc. Expenses

We were able to increase the interest rate on our CD to 2.5%, which will mature on 4/1/2021. Its current balance is \$13,471.83.

And, finally, the Local Section Annual Group Exemption Report was sent to AIHA and the IRS accepted our electronic filing of the 990-N form.

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Date	Check	Description	Amount	INCOME					EXPENSES					Balance		
				Member Dues	Meeting Revenues	Corp. Spon.	Adver.	Misc. Income	Meeting Expense	Mail	Printing	Secretary Services	PayPal Charges		Misc. Expense	
																\$9,395.54
07/11/18		Deposit - Reimbursement for drink tickets	\$135.00		\$135.00											
07/03/18	1415	Frank Pokrywka (Gift cards for 10/26 speakers)	\$100.00						\$100.00							
06/28/18	1414	C. Kirsch - Inv# 062318001	\$1,162.69						\$84.69			\$960.00		\$118.00		
07/16/18	1416	Matt Zock (Exec Board Meeting Reimbursement)	\$166.10						\$166.10							\$8,101.75
08/16/18		External Deposit - AIHA	\$50.00	\$50.00												\$8,151.75
10/08/18	1417	Frank Pokrywka (AV Equipment Enhancements)	\$410.13						\$410.13							
10/18/18	1419	(10/18 Meeting - Mine Tour)	\$200.00						\$200.00							
10/24/18	1421	Frank Pokrywka (Reimbursement for food for tour)	\$114.26						\$114.26							\$7,427.36
10/19/18	1420	Carnegie Science Center (\$500 for Science Fair sponsorship)	\$500.00											\$500.00		
11/13/18	1422	C. Kirsch - Inv# 11101801	\$1,410.00									\$1,410.00				\$5,517.36
11/15/18	1423	AIHF (Pgh Local section scholarship)	\$1,000.00											\$1,000.00		
12/03/18		Deposit - PayPal	\$660.00	\$25.00	\$665.00								\$29.02			
12/04/18		Deposit - AIHA	\$475.00	\$475.00												\$5,653.34
				\$550.00	\$800.00	\$0.00	\$0.00	\$0.00	\$1,075.18	\$0.00	\$0.00	\$2,370.00	\$29.02	\$1,618.00		\$5,653.34

*NOTE: No Transactions in September

Date	Check	Description	Amount	INCOME					EXPENSES					Balance		
				Member Dues	Meeting Revenues	Corp. Spon.	Adver.	Misc. Income	Meeting Expense	Mail	Printing	Secretary Services	PayPal Charges		Misc. Expense	
																\$5,653.34
01/10/19		Deposit - AIHA	\$225.00	\$225.00												
01/22/19		Deposit - PayPal	\$2,237.26	\$250.00		\$1,600.00	\$460.00						\$72.74			
01/22/19		Deposit	\$535.00	\$25.00		\$350.00	\$160.00									
01/16/19	1425	C. Kirsch - Inv# 01151901	\$1,020.00									\$1,020.00				
01/25/19	1426	AIHA (e-Learning subscription)	\$1,125.00											\$1,125.00		\$6,505.60
02/07/19		Deposit - AIHA	\$800.00	\$800.00												
02/11/19		Deposit - PayPal	\$1,051.02	\$50.00	\$845.00	\$200.00							\$43.98			
02/20/19		Deposit	\$130.00		\$130.00											
12/19/18		Convestro LLC (Business meeting lunch on 12/13/18)	\$207.84						\$207.84							\$8,278.78
03/06/19		Deposit - PayPal	\$928.49	\$325.00	\$640.00								\$36.51			
03/11/19		Deposit	\$230.00	\$50.00		\$180.00										
03/21/19		Deposit - AIHA	\$425.00	\$425.00												
03/12/19	1428	C. Kirsch - Inv# 030919001	\$2,276.01						\$525.63			\$1,650.00		\$100.38		\$7,586.26
04/03/19		Deposit	\$35.00		\$35.00											
04/11/19		Deposit - PayPal	\$1,046.66	\$50.00	\$915.00	\$120.00								\$38.34		
04/11/19		Deposit - AIHA	\$125.00	\$125.00												
03/28/19	1429	The LeMont	\$1,080.00						\$1,080.00							
04/05/19	1433	Cynthia Ostrowski (Hotel)	\$153.56						\$153.56							\$7,559.36
05/02/19		Deposit - AIHA	\$75.00	\$75.00												
05/07/19		Deposit - PayPal	\$159.97		\$170.00								\$10.03			
02/26/19	1427	M.Zock (Gift cards for Feb Meeting presenters)	\$57.90						\$57.90							
05/29/19		Deposit - AIHA	\$75.00	\$75.00												\$7,811.43

*NOTE: No Transactions in June

				\$2,475.00	\$2,735.00	\$2,450.00	\$620.00	\$0.00	\$2,024.93	\$0.00	\$0.00	\$2,670.00	\$201.60	\$1,225.38		\$7,811.43
				\$3,025.00	\$3,535.00	\$2,450.00	\$620.00	\$0.00	\$3,100.11	\$0.00	\$0.00	\$5,040.00	\$230.62	\$2,843.38		\$7,811.43

