

Agenda for Winter Business Meeting of the AIHA Pittsburgh Local Section
December 21, 2022 10:00 a.m. – 12:00 p.m. via MS Teams

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

Present	Committee Seat	Name
	President	Timothy Beck
	President-elect	Dane Mitcheson
	Past President	Laura Hallett
	Director	Tom Blank
	Treasurer	Frank Pokrywka, Paula Sweitzer (audit)
	Secretary	Renee Cowell
	Corresponding Secretary	Christy Kirsch
	Member	Darrick Bertig (Program Committee)
	Member	Regi Jennings
	Member	Jacob Brand (SRU Student Section)
	Member	Warren Houseman
	Member	Zane Frund
	Member	Steve McGough
	Member	Matt Zock (Past President)
	Member	Carl Heinlein
	Member	Sarmed Shareef (Past President)
	NEW Member	Sergio Caporali Fihlo (WVU)

- II. Approval of Meeting Agenda and August 2022 Minutes (approved by the President)

- III. Old Business:

- A. Financial Update (See attached Treasurer’s Report/Spreadsheet)
- B. CD Account – Frank
- C. Committee utilization and Local Section task delegation update
- D. Catalyst utilization - ??
- E. Mentoring

- IV. New Business:

- A. Pittsburgh AIHA Scholarship
 - i. Eligibility Criteria – Continue with preference given to same 3 schools (WVU, SRU, IUP)? <https://www.aiha.org/get-involved/aih-foundation/aih-foundation-scholarships/pittsburgh-local-section-scholarship>

- ii. Frank Pokrywka working with National AIHA to complete the forms and submit payment for scholarship.
- iii. Current deadline for submittal is February 6, 2023. Application details here: <https://www.surveymonkey.com/r/HZFVZHN>

B. Local Sections Advisory Group – Quarterly call for LS Officers --- on January 4, 2023 at 11:00 AM Eastern. Who plans on participating in the call? Did everyone get the email? Thursa Pecoraro sent email on December 19.

C. Any other items to add?

V. Committee Updates:

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

i. Corporate Sponsors – Sponsorship continues to be \$200 per year. Sponsors receive two free individual Pgh. AIHA memberships, a 1-year listing on the Pgh. AIHA Consultants List page, a 1-year listing on the Pgh. AIHA Corporate Sponsors page and a listed in the newsletters. Corporate Sponsors are highlighted on the Pgh. AIHA website home page on the right under “Thank You to Our Sponsors” with corporate logo and link to sponsor’s website.

ii. Renewal Notice

1. Renewal notices were sent to existing Corporate Sponsors, so far have received renewals from:

- a. [Amazon](#) (Matt Zock)
- b. [AM Health and Safety, Inc.](#) (Barry Momyer and Barb Cummings)
- c. [Colden Corporation](#) (Chris Wesley and Chrisy Walsh)
- d. [FirstEnergy](#) (Darrick Bertig and Michelle Baber)
- e. [Intertek/PSI](#) (Mike Kopar and David Christner)
- f. [MSA](#) (Zane Frund and Jillian Tilko)
- g. [US Micro-Solutions, Inc.](#) (Deanna Kiska and Becky Moran)

iii. Reminder that Corporate Sponsor Application Form is always available on Pgh. AIHA website.

<https://www.pittsburghaiha.org/corporate-sponsor-application-form.html>

iv. Current Corporate Sponsors - 14 for 2022

1. Alpine EHS
2. Amazon
3. AM Health & Safety
4. CIH Services
5. Colden Corporation
6. CSC
7. FirstEnergy
8. FedEx Ground
9. Intertek/PSI
10. MSA
11. Premier Safety
12. Risk Assessment Services
13. SKC ((Advertiser/Corp. Sponsor)
14. U.S. Micro-Solutions, Inc. (Advertiser/Corp. Sponsor)

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

- i. Need additional Director – Reached out to Dr. Seal, Frank P. suggested Darrick Bertig fill in as Director to complete the vacant seat until the end of the term (2024)
- ii. Nominations for AIHA fellows – Due Dec. 31, 2022
- iii. Executive committee nomination plans for this year
 1. President-elect
 2. Director
 3. Secretary

C. PUBLIC AFFAIRS COMMITTEE – Joshua? (chair)

- i. Pittsburgh Regional Science & Engineering Fair
 1. Award sponsorship - \$750 per award for 2023
 2. Junior (Grade 6) and Intermediate (Grades 7-8) – Tues. March 28
 3. Senior (Grades 9-12) – Wed. March 29
 4. Awards Ceremony – Fri. March 31
 5. Volunteer judges needed – Respond by XXXX, Judge registration is open now:
<https://stemisphere.org/prsef/member-login/>
 6. Frank Pokrywka will take care of sending the Pgh. AIHA award money into the PRSEF.

ii. Student Sections

1. SRU – Rona Smeak provided an update as shown in newsletter and on website. Jacob Brand noted “Our fall semester finished this past week, and our club had great success. We brought in a few speakers and had them give their personal experiences, which our members greatly appreciated. We are currently pairing with SRU’s ASSP section to work on a student-led research project on noise levels at indoor sporting events. We plan to bring in more speakers and are potentially looking to get a few tour opportunities surrounding the IH field.”
2. IUP? – Dane Mitcheson was in contact with Dr. Seal of IUP who was willing to work with Dane to get an IUP chapter going. Need to reconnect to follow-up.
3. WVU – They recently re-created the IH program, now in the school of public health. Previously it was in the school of engineering. They have 4 students and expect to grow the program over the next several years. Matt Zock mentioned that Ryan Titus from WVU is working on gaining approval from WVU, and working on student bylaws with his faculty advisor, Dr. Caperoli. I put him in contact with the SRU student section to share experiences. By our winter business meeting, I hope to have their bylaws for our review, approval, and endorsement by the end of January 2023.
4. Future chapters/local section support – Matt Zock suggested that we create a student section subcommittee and is happy to help set this up. He noted that students need constant engagement to remain active.

D. AUDIT COMMITTEE – Paula (chair)

- i. Paula Sweitzer submitted the audit report to past Treasurer, Maureen Kelly on July 25, 2022. (See attached)

E. HISTORICAL COMMITTEE – Josh (chair)

- i. Frank Pokrywka provided an article that is linked via Historical Page: <https://whiskyadvocate.com/true-story-old-overholt-rye/>

F. 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.
- ii. December 2022 just posted on the website Newsletters page. Next issue should be out late January / early February 2023.
- iii. Looking for input / committee updates to include in newsletters.
- iv. Tell Us a Story – Consider sharing an unforgettable story with others to include in newsletters.

G. WEBSITE UPDATE (Christy)

- i. Domain name/website renewal status
- ii. Annual cost of \$150 for domain/website, \$45 for email, maintained and managed by Christy.

H. MEMBERSHIP UPDATE (Christy)

- i. Membership renewal for 2022 began in October 2022 for National AIHA members – Local Section Members that are also Natl.
- ii. As of 11/30/2022, 44 Members paid via National AIHA.
- iii. 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, 2023.
- iv. Pittsburgh AIHA Membership remains \$25 for regular members, Student and Retired members are free.
- v. Membership benefits include e-learning subscription and member rates at LS events.
- vi. Membership renewal sidebar at right on homepage. Notice published in newsletter.

I. PROGRAMS COMMITTEE – Dane Mitcheson (president-elect is chair)

- i. E-Learning Subscription Update: Webinars to be selected and distributed via email link in 1st quarter 2023.
 - 1. Participation in 2022 – Christy sent request to Colleen Manning of National AIHA to provide usage report, still waiting for response.
 - 2. Discussion of future e-learning topics

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3. Frank Pokrywka to work with Colleen Manning to pay for the 2023 Lite Subscription in 2022 to receive discounted price.
- ii. Meeting Summary for Aug. 2022 - Dec 2022 - See attached report for details.

Date	Time	Location	Title	CM Hours
8/10/2022	12pm-2pm	Virtual	Pgh. AIHA Summer Business Meeting	NA
10/4/2022	9am-4pm	Homestead, PA	Hardhats and Babushkas (Rivers of Steel, tour and lunch)	4
12/21/2022	10:00 – 12:00 pm	Virtual	Pgh. AIHA Winter Business Meeting	NA

- iii. Reminder that a member coordinator is needed for each event. Pittsburgh Local Section AIHA Event Planning Guide is available on Pgh. AIHA website
- iv. Proposed/Tentative Meeting Schedule for 2023
 - a. January 13, 2023 - Zane Frund, MSA, Presentation / Tour - details TBA
 - b. February 2023 - President's Lunch - Donna S. Heidel, M.S., CIH - details TBA. Christy reached out to Bill Laughlin at LeMont who would be happy to host and sent a menu for our consideration. Can coordinate once dates are selected.
 - c. March 2023 - Heat Stress Research, W. Jon Williams, Ph.D. - details TBA
 - d. April 2023 - RJ Lee Group - Presentation - Tour? - Keith Rickabaugh, CIH - details TBA
 - e. May 22-24, 2023 - [AIHce, Pheonix, AZ](#)
 - f. June 2023 - OPEN
 - g. July 2023 - Summer Business Meeting
 - h. August 2023 - OPEN
 - i. September 2023 - OPEN
 - j. October 2023 - OPEN

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- k. November 2023 - OPEN
- l. December 2023 - Winter Business Meeting
- v. ASSP Collaboration
- vi. CM/CEUs for technical meetings
- vii. Possible future meeting topics – Suggestion Form on Meetings Page on Pgh. AIHA website
 - 1. Darrick Bertig contacted US Micro-Solutions (mold), Paul Hewitt (IH Statistics), Bill Moore (talk on Ticks), Paige@ Special Pathogens for Janet Stout (or other) to present on Legionella. Waiting for responses, will follow up.
- viii. Possible future meeting venues]
 - 1. Carpenters Union Council Building – Mark McConnell contact (Christy has information), would be happy to host an event. Catering onsite.
- VI. Open Discussion
- VII. Adjourn Meeting

AIHA Pgh., Meeting Attendance Record - July - December 2022

8/10/2022 Local Section Business Meeting

Content Hours: N/A

Registration Fee: 0

Attendees: 11

Allen	Laura	Cardno ChemRisk
Baron	Julianne	Science and Safety Consulting, LLC
Bartlett	Donna	PPG Industries, Inc.
Beck	Timothy	NIOSH/CDC
Bertig	Darrick	FirstEnergy Corporation
Blank	Thomas	BWXT
Kelly	Dennis	TW Management, LLC
Ligus	Edward	Draeger
Mitcheson	Dane	FedEx Ground
Pokrywka	Frank	KTA-Tator, Inc.
Zock	Matt	Amazon

10/4/2022 Hardhats and Bubushkas, Steel Town Tour and Lunch

(eligible for 4 contact hours)

Content Hours: 4 hrs

Registration Fee: 79

Attendees: 18

Beck	Timothy	NIOSH/CDC
Bernardo	Angela	Slippery Rock University
Blank	Thomas	BWXT
Byrd	Patrick	FedEx Ground
Davis	Dan	Skelly and Loy, Inc.
Elbel	Fred	BMPC Bettis Laboratory
Haushalter	Robert	Duquesne University
Hoover	Annalyse	Slippery Rock University - Student
McGuigan	Fred	Risk Assessment Services, LLC
Mitcheson	Dane	FedEx Ground
Morrison	Scott	FedEx Ground
Pokrywka	Frank	KTA-Tator, Inc.
Ritchie	Michael	Duquesne University
Roberts	Hannah	Slippery Rock University - Student
Smeak	Rona	Slippery Rock University
Sweitzer	Paula	Duquesne University
Taylor	Jordan	FedEx Ground
Vernon	Holly	FedEx Ground

Date	Check/Mode of Transaction	Description	Net Amount	INCOME					EXPENSES					Balance	
				Member Dues	Meeting Revenues	Corp. Spon.	Adver.	Misc. Income	Meeting Expense	Mail	Printing	Secretary Services	PayPal Charges		Misc. Expense
06/01/22															\$9,320.58
7/5/2022	Ext Deposit	PP Deposit for SKC Noise Meeting 6-22	\$708.72		\$745.00							\$36.28			\$10,029.30
8/17/2022	Ext Deposit	AIHA External Deposit	\$25.00	\$25.00											\$10,054.30
09/14/22	1461	MASHA Inc. (Vendor Registration)	\$250.00										\$250.00		\$9,804.30
09/21/22	Ext Deposit	AIHA External Deposit	\$75.00	\$75.00											\$9,879.30
09/23/22	1462	Rivers of Steel Deposits for 20 people	\$1,580.00						\$1,580.00						\$8,299.30
09/30/22	Ext Deposit	AIHA External Deposit	\$47.28	\$50.00								\$2.72			\$8,346.58
10/03/22	Ext Deposit	Pay Pal Deposits ros etc.	\$1,297.06	\$50.00	\$1,106.00	\$200.00						\$58.94			\$9,643.64
10/11/22	Ext Deposit	Pay Pal ros 7 people	\$533.21		\$553.00							\$19.79			\$10,176.85
10/08/22	Ck# 1463	C.Kirsch (inv# 10082201)	\$1,778.95								\$1,710.00		\$68.95		\$8,397.90
11/17/22	Ext Deposit	AIHA External Deposit	\$500.00	\$500.00											\$8,897.90
11/30/22	Ext Deposit	AIHA External Deposit													
12/31/22	Ext Deposit	AIHA External Deposit													
	Ext Deposit	PayPal													
	1456	C. Kirsch (Inv# 101721001)													
	Ext Deposit	AIHA External Deposit													
	Ext Deposit	PayPal													
				\$700.00	\$2,404.00	\$200.00	\$0.00	\$0.00	\$1,580.00	\$0.00	\$0.00	\$1,710.00	\$117.73	\$318.95	\$8,897.90

Date	Meeting Expenses	Secretary Services	PayPal Charges	Misc. Expenses
9/14/2022	\$250.00			
9/20/2022			\$7.47	
9/23/2022	\$1,580.00			
9/28/2022			\$1.36	
9/30/2022			\$1.36	
8/29-10/2			\$48.75	
10/4/2022			\$22.75	
10/8/2022		\$1,710.00		\$68.95
TOTALS:	\$1,830.00	\$1,710.00	\$81.69	\$68.95

	Totals
Meeting Expenses	\$1,830.00
Secretary Services	\$1,710.00
PayPal Charges	
Misc. Expenses	\$68.95
Total Expenses:	\$3,608.95

Weeby Domain \$49.95
Election Buddy \$19.00

July 25, 2022

Ms. Maureen L. Kelly
Treasurer
AIHA – Local Section
3637 Fieldstone Drive
West Homestead, PA 15120

Dear Maureen:

The audit of the American Industrial Hygiene Association Pittsburgh Local Section for the period of July 1, 2021 through June 30, 2022 has been completed. The income and expense accounts have been reviewed and verified with the appropriate invoices, bank statements and receipts.

The Section shows a gain in revenue for the year in the amount of \$354.77. Attached is the Annual Audit Overview.

This audit is respectfully submitted.

Sincerely,

A handwritten signature in black ink that reads "Paula Sweitzer". The signature is written in a cursive, flowing style.

Paula Sweitzer
AIHA Local Section Auditor

American Industrial Hygiene Association

Pittsburgh Local Section

Annual Audit Overview

FY22

Submitted by: Paula Sweitzer, AIHA Local Section Auditor, July 25, 2022

REVENUE			
	FY20	FY21	FY22
Member Dues	\$2,650.00	\$3,100.00	\$2,450.00
Meeting Revenue	\$3,205.00	\$2,075.00	\$1,030.00
Corporate Sponsorship	\$2,500.00	\$2,400.00	\$2,500.00
Advertising	\$620.00	\$460.00	\$560.00
Misc. Revenue	\$0.00	\$0.00	\$0.00
TOTAL REVENUE:	\$8,975.00	\$8,035.00	\$6,540.00

EXPENSE			
	FY20	FY21	FY22
Meeting Expenses (includes speaker gifts)	\$2,507.49	\$0.00	\$0.00
Secretarial Services	\$4,470.00	\$3,060.00	\$2,760.00
Paypal Charges	\$216.75	\$185.14	\$176.08
AIHF (Pgh Local Section Scholarship)	\$1,000.00	\$1,000.00	\$1,000.00
Science Fair	\$750.00	\$0.00	\$0.00
Misc. Expenses*	\$1,373.09	\$1,293.15	\$2,249.15
TOTAL OPERATING EXPENSES:	\$10,317.33	\$5,538.29	\$6,185.23

NET GAIN/LOSS			
	FY20	FY21	FY22
Revenue	\$8,975.00	\$8,035.00	\$6,540.00
Expense	\$10,317.33	\$5,538.29	\$6,185.23
NET GAIN/LOSS:	-\$1,342.33	\$2,496.71	\$354.77

EQUITY	
FY21 Balance – Checking Account (June 30, 2021)	\$8,965.81
FY21 Balance – CD (April 11, 2021)	\$14,190.92
TOTAL EQUITY (FY21):	\$23,156.73
FY22 Balance – Checking Account (June 30, 2022)	\$9,320.58
FY22 Balance – CD** (April 11, 2022)	\$15,326.19
TOTAL EQUITY (FY22):	\$24,646.77
GAIN in Equity for the Fiscal Year:	\$1,490.04

*Misc. Expenses include website support (Weebly), election buddy fee, email, E-Learning Subscription and PayPal remote swipe.

**The CD was renewed on 4/1/21. The term is 24 months with the maturity date at 4/1/23, interest rate is 0.08. The interest rate of 0.08 was used to calculate the total equity.