

**MEETING MINUTES**  
**AIChE Safety and Health Division Executive Committee**  
**2010 Annual Meeting**  
**March 23, 2010**  
**San Antonio, TX**

1. Call to Order—Peter Lodal called the meeting to order at 6:00 PM. Pete thanked Cheryl Grounds on behalf of the committee for the Division dinner, held the night before at Casa Rio.

2. Introduction of Attendees—See attached listing of attendees.

**ACTION ITEM**—If there are any missing names, misspellings or other gross misrepresentations, please let Peter Lodal ([pnlodal@eastman.com](mailto:pnlodal@eastman.com)) know, so that the roster can be corrected and updated appropriately.

3. Approval of Minutes of Last Meeting, April 27, 2009 in Tampa, FL—John Murphy moved that the minute of the previous meeting be accepted. Multiple seconds, motion carried unanimously.

4. Nominating Committee Report

- 2010 Election Results—Bob Johnson presented the results of the 2010 committee election:

- Chair – Peter Lodal

- 1<sup>st</sup> Vice Chair – Cheryl Grounds

- 2<sup>nd</sup> Vice Chair- Dave Hermann;

- Directors: Mike Moosemiller and Amy Theis.

- Kathy Pearson is now the nominating committee chair, and in this capacity, she requested candidates for the 2011 election. A formal request for nominees will be forthcoming.

5. Treasurers Report--Al Ness was unable to attend, but submitted his financial report in writing ahead of the meeting (attached). The division had a loss of \$144 in 2009, compared to modest gains in previous years. For 2010, 25% of the Division's funds are in the AIChE Portfolio, which should bring in additional income.

## 6. Liaison Reports

- AIChE/CTOC Liaison--Stephen Smith provided the update for both. For AIChE; the spring meeting was down \$700k and membership and others down \$1 million for a total \$1.7 million reduction. However, with cost reductions there was only a \$300k annual operational deficit. On the plus side, net assets of the institute are up by \$2.5 million. Membership is down 1% which is not bad compared to other technical societies in recent years. This year, being cautious, there is an expected \$200k deficit. For CTOC; there are opportunities to webinars, and a blog geared to young professionals (<http://:chenected.aiche.org>) has been initiated. All divisions need to nominate a representative to CTOC, which is needed by July 1. Submit nominees to John Eckard or Stephen Smith. This is a three year term, with 2 meetings (teleconference) per month.

**ACTION ITEM**—Provide nominee to CTOC from the Safety and Health Division—LODAL **Bob Johnson has agreed to serve in this capacity.**

Stephen also provided information about the Leadership Development Conference to be held in Kingsport, TN on June 4-6, 2010

- CCPS Liaison—No report
- ACS DCHAS Liaison—Report given by Dennis Hendershot. Dennis is in communication with the ACS Chair. They distribute our email to their list and do contribute to our Newsletter.

## 7. Editors' Reports.

- Newsletter—Report given by John Murphy. The newsletter is issued quarterly and John and Dennis Hendershot alternate drafting the editorials.
- Progress Safety Progress—Report given by Joe Louvar. There is a 6 month backlog of articles. In the recent Editorial Review meeting, there was discussion on increasing distribution including making on-line submission of papers easier to use. Also discussed was increasing the number of pages per paper. There will be a focus on shorter,

clearer papers that are easy to read with a reference, then, to a fuller GCPS paper.

8. Program Coordinators' Reports.

- 2010 Loss Prevention Symposium—Report by Ron Willey. Things are going well.
- 2010 Process Plant Safety Symposium—Report by Chip Howat. Things are going smoothly, 140 average session attendance.
- 2011 Loss Prevention Symposium—Report by Trey Morrison. All session chairs have been chosen, and topics selected.
- 2011 Process Plant Safety Symposium—Report by Steve Emerson. The 2011 Call for Papers has been drafted and issued.

9. Committee Reports.

- Awards—Report by Bob Benedetti. There were no nominees for the Walton-Miller award this year. Bob will submit a written procedure to the Exec Committee to outline the selection process when more than 1 nomination is received in a single year (since only one award per year is presented). The intent of the award is to recognize a person's contribution to Process Safety and Loss Prevention in industry and the person does not have to be a member of the S&H division. It was agreed to put a call for nominations in the Newsletter and PSP. We should define a cycle of when nominations are due in so that we can institutionalize the process. Hendershot noted that there is an Ammonia Safety Symposium this September from which we could nominate an award winner.

**ACTION ITEM**--Contact the Ammonia Symposium Chair to see if they would like to nominate a Walton-Miller award candidate.—Peter Lodal **No response as of 5/14/2010--PNL**

- Student Design Awards—Report given by Joe Louvar.
  - The division sponsors 4 awards annually (max) for the Senior Design Project. They are for application of Inherent Safety. Amy Theis agreed to develop a SACHE product to support student understanding.

- Government Relations—Report by Randy Freeman. This is a subgroup of the AIChE Board of Directors. Randy had no report of actions for the S&H Division from this group.
- Membership—Report given by Joe Louvar. New members are sent a "memo" welcoming to the S&H Division. There have been more than 100 sent. There is also an advertisement in the front of PSP about being an S&H Division member.

#### 10. Old Business

- Randy Freeman reported that he is working on a simple way to update the CD Rom of all the proceedings. It is still under development and the cost is not worked out yet. There should be a new release in a month or so. He will offer a proposal including financials. This will include all of the PPSS that we have electronically.

#### 11. New Business

- Dan Crowl indicated that there is interest in academic labs. Dennis Hendershot indicated that there are plans to do a Beacon on the topic every 12 to 18 months.
- Bob Johnson proposed that the committee should consider having the Exec Committee meeting just before the S&H Division dinner on Monday night so we can share thoughts with the dinner attendees. Ron Willey made a motion to change, Chip Howat seconded, motion passed unanimously.

**ACTION ITEM**—Schedule 2011 Executive Committee meeting in Chicago ahead of the Safety and Health Division Dinner.—Cheryl Grounds

- There was a suggestion to update the website. Send suggestions to Dan Crowl.
- A suggestion was made to post the agenda, past minutes for the Executive Committee.
- There was a suggestion that the 1st V. Chair have the role as 'problem identifier' for the website. There is also an S&H Division "linked in". Not all in the room were aware of the meeting. Hendershot has an email list for S&H Division that he uses for the Newsletter. If you pay dues as an S&H division member, you should automatically get the Newsletter and minutes to this meeting.

**ACTION ITEM**—Follow up on the e-mail list for both the Safety and Health Division, and the Executive Committee--LODAL

12. Schedule Next Meeting(s). The next face-to-face meeting will be in Chicago on Monday, March 14<sup>th</sup>, 2011, location TBA. A conference call will be scheduled later this fall as well.

**ACTION ITEM**—Schedule Fall Conference Call--LODAL

13. Adjournment—the meeting was adjourned at 7:00 PM by Peter Lodol.

## **Roster of Attendees**

Peter Lodal  
Cheryl Grounds  
Kathy Pearson  
Dave Herrmann  
Amy Theis  
Mike Moosemiller  
Steve Smith  
Bob Benedetti  
Phil Myers  
Joe Louvar  
John Murphy  
Marri Kytoma  
Farzin Sabet  
Martha Curtis  
Dan Crowl  
Trey Morrison  
Tim Myers  
Russell Ogle  
Bob Johnson  
Steve Rudy  
Randy Freeman  
Lisa Long  
Joe Wilson  
Ron Willey  
Henry Febo  
Chip Howat

Chair  
1<sup>st</sup> Vice-Chair  
Past Chair  
2<sup>nd</sup> Vice-Chair  
Director  
Director  
AIChE/CTOC Liaison

Albert Ness  
Treasurer  
AICHE Safety & Health Division  
The Dow Chemical Company  
3100 State Road  
Croydon, PA 19021

March 19, 2010

Fellow AIChE Safety & Health Division Board Members;

Accompanying this letter is the Year End Financial Statement for the Division.

Our 2009 year end balance was \$46,264.03. We had a loss for the year of \$144. This was due to a large drop in dinner revenue, which was \$3,195 compared to \$5,445 in 2008. Membership in 2009 was 1022, a decrease of 63 people from 2008.

Starting in 2010, 25% of our funds are invested in the AIChE portfolio, which could produce more income for the Division this year. The board approved this in an email vote in late 2009.

Sincerely,

*Albert Ness*

Albert Ness

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**AICHE**  
**Statement of Revenue & Expenses**  
**For the Twelve Months Ending December 30, 2009**  
**Div of The Inst - Safety & Health - 920**

Balance as of December 31, 2008 \$46,408.09

Acct	Description	2009 Y-T-D Actuals
<b>Revenue:</b>		
40120	Dues Income - Divisions	\$3,066.00
40501	Registration Income - Special Events	3,195.00
40801	Invest Inc - Interest	1,304.70
		-
	<b>Total Revenue</b>	<b>7,565.70</b>
		-
<b>Direct Expenses:</b>		
51102	Supplies - Special Purpose	279.77
51377	Printing - Miscellaneous	45.00
52377	Services - Miscellaneous	1,439.54
54109	Site Costs - Registration	660.00
54114	Site Costs - Special Events	3,085.45
55104	Monetary Awards	2,200.00
		-
	<b>Total Direct Expenses</b>	<b>7,709.76</b>
		-
	<b>Current Net Profit/(Loss)</b>	<b>(144.06)</b>
		=
	Balance as of December 31, 2009	\$46,264.03
<b>FUND BALANCE</b>		
31000	Fund Balance - Unrestricted	46,408.11
39000	Current Years Earnings	(147.06)
		-
	<b>TOTAL FUND BALANCE</b>	<b>46,261.05</b>
	<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>46,261.05</b>
		=