

**AIChE Safety and Health Division Executive Committee
2009 Annual Meeting Minutes**

**Tampa, Fla
April 28 2009, 6:00 PM to 7:30 PM**

Opening

- The meeting was called to order by Kathy Pearson at 6:00.
 - Attendees listed last page of minutes.
 - Update of Committee Roster – one company change. (See Attachment)
 - Approval of Minutes of Last Meeting. (April 7, 2008, New Orleans, LA)
 - Executive Committee Chair's Report. (Kathy Pearson)
- Excellent S&H Division Annual Dinner! Our thanks to Pete Lodal.

Nominating Committee Report (Past chair – Bob Johnson)

- Activities not yet started. B. Bennedetti named to committee.
- 2010 Request for Candidates – opening nominations for director or second vice chair announced

Treasurers Report (Al Ness)

- Treasurer's Report - Nothing Unusual about 2008. The division made almost \$3,993. Total membership was 1,085; down about 160 from last year but higher than any other year since 2002. See the attachment.
- Decided no change needed to membership dues for next year.

Liaison's Reports.

- AIChE Liaison. (Felicia Guglielmi for Nina Scatton) – Director of Volunteer and Membership Activities. New Division, the education division. Overall attendance target is ~1000, pre-downturn target would have been 1700. Global Congress Attendance ~238 by headcount. AIChE finances OK; did suffer a loss in the stock market but still strong. Looking at cost cutting and revenue building. Had hoped for a 2.6% membership increase, but won't hit target. 40,000 members, including about 13,000 students. ChemE Car program has been a big draw.
- CCPS Liaison. (Roxy Schneider) The 5th Global Congress on Process Safety had an excellent program this year with over 90 quality papers presented. Unfortunately, physical attendance of the conference was down due to the current economic climate with many companies implementing travel restrictions. Luckily, some of those who were unable to travel to Tampa for the GCPS were able to view the presentations through the GCPS webcast. The webcast was a new initiative this year and seems to have gone rather well. There were groups in South America, Asia, Europe, and Australia that were able to see the GCPS because of the webcast. Won't be able to get statistics on individual watchers. AIChE hopes to continue the webcast program although they may choose to implement it somewhat differently next time. Comments and suggestions for the program are welcome.
- ACS DCHAS Liaison - (Dennis Hendershot) – no one available to give report.

- CTOC Liaison. (Felicia Guglielmi for Stephen Smith) – Last year, board started new initiatives program. Proposals needed by July 10 to Steve Smith. Big focus is on getting and keeping young professional members. Conducted focus groups in March with members and non-members ages 23-35 in hopes of determining ways to engage them more with AIChE and find out what issues/benefits Young Professionals find valuable. The general findings from the focus groups were that Young Professionals want to have fun social activities locally, career help and to “save the world.” CTOC has requested that each Division works to incorporate young professionals into their group as much as possible. How can Safety & Health use that knowledge to draw Young Professionals to the Division and AIChE? They would like a mission statement from us. They love the SACHE certificate program. This could be a prime example.
- Chem Car issue
 - Steve Selk, Ron Willey & others did investigation into incidents and have made recommendations. Summary presented at the CEOC meeting. Now have to figure out how to manage actions.

Action: Kathy Pearson to follow-up with Scott Berger to clarify his request of S&H Division to volunteer mentors for each ChemCar program team.

Editors' Reports

- Newsletter. (John Murphy) - Published every quarter. Going well. Would love input on topics for newsletter and submissions.
- Process Safety Progress. (Ron Willey / Joe Louvar) – see attached report. Report was given to board?? Paper submissions going up probably mostly due to Global Congress. Draw from 4 different symposia. Stan Grossel is writing one book review per issue.
 - Need 3 more members on the editorial board. Please send note to Joe or Ron if you would like to volunteer.
- Suggestion to see if advertisement for the S&H Division can be included in CEP.

Action: Joe Louvar follow-up on getting the advertisement for the S&H Division in CEP.
- Suggestion to track the most downloaded papers and publish the names. Sub-committee will consider.

Program Coordinators' Reports.

- 2009 Loss Prevention Symposium. (Jean-Paul Lacoursiere) – Going well. Good attendance ranged from 60-120, average about 75-80.
- 2009 Process Plant Safety Symposium. (John Champion) Going well. Attendance has ranged from 41 – 162 with an average of ~80.
- 2010 Loss Prevention Symposium. (Ron Willey) – Appeal to help get papers. Note time frame is one month shorter since conference in March next year. Human Factors is new. 9 papers in Fires, Explosions and Reactive Chemicals
- 2010 Process Plant Safety Symposium. (Chip Howat) – Ditto on March date.
- 2009 CCPS International Conference (Eric Freiburger) – Could not attend, but symposia going pretty well. A few language issues. Low attendance at a few sessions (may have been draw from others). 2010 CCPS International Conference chair is Don Connolley.

- 2010 Spring Meeting will be in San Antonio – March 21-25
 - Notes for next year: Don't forget feedback forms. One per session. 250-300 printed usually printed for LPS. 500 blue cards used for all symposia.

Committee Reports

- Awards. (Bob Benedetti) – Bob will circulate some suggestions for changes in handling to the executive committee.

Action: Bob Benedetti will create summary paragraphs about Russ Miller and Norton Walton – Done. Note added in 2011: Now posted on S&H website.
- Student Design Awards. (Joe Louvar)
 - Safety and Health Division Awards in the 2009 Annual Student Design Contest (Up to 4 total at \$600 each)
 - Administration Subsidy to national AIChE for the purchase & mailing of plaques, and covering cost of brunch of attendees Maximum anticipated cost \$50 each, up to \$600 total).
 - Above permanently approved last year – no action unless changes needed

Action: Joe Louvar will create summary paragraphs about Ted Ventrone, Ephraim Scheier, and Walt Silowka – done.
- Government Relations. (Randy Freeman) – Nothing to report
- Membership. (Joe Louvar) - We have started to receive regular listings from AIChE of new S&H Div members; suggestions and volunteers for welcoming the new members. Last month

Action: Joe Louvar/John Murphy will draft welcome letter and ask Nina Scatton to copy Joe/John on the new member list so they can send memo and last newsletter.
- Publications. (John Murphy) – hibernate committee until needed.

Action: Remove publication committee from S&H Division roster.
- 2009 Leadership Development Conference – June 12-14, 2009 – AIChE would love to have member from committee.

Action: Kathy Pearson will review members list and solicit Members from Ga. to see if we can find someone to attend. Resolution: Just wasn't enough time to get someone to the conference. Will add to timeline for consideration next year.

Recent Correspondence

- 2009 Annual Student Conference Career Workshops (Nov 6-9, Nashville) – The deadline to submit your proposal to present at the 2009 Annual Student Conference is Friday, May 1st. Each year career workshops are held to educate chemical engineering undergraduates on possible career paths, professional skills and much more. We rely on the professional groups of AIChE to contribute. Last year many divisions and forums conducted sessions during the student conference which is held the weekend preceding the professional annual meeting. This year AIChE hopes the divisions and forums will take a larger part in the conference since you now have a growing undergraduate student

membership. For examples of sessions presented by other divisions/forums, please take a look at the following link
<http://www.aiche.org/Students/Conferences/scheduleofevents.aspx>.

- David Hermann has a presentation if we can find someone to go. ChemE car inspectors often attend.
Action: Pete Lodal will solicit members. Jim Thompson mentioned ABS has local office in Nashville.

Other Old Business

- AIChE Division / Forum Web Sites. – send content to Dan Crowl.
- CD-ROM of Proceedings. (Randy Freeman) – 3rd edition of LPS is out. Randy is beta testing new software which could simplify work process. Next edition will have all 3 symposia.
- Action: Program chairs please send electronic files to Randy so he doesn't have to download from Confex. Roxy will see if we can get them all at once. Randy requested not locked.

New Business – mentioned and tabled to be handled by email.

- Logo contest – Suggestion to hold logo contest for S&H Division logo with prize of shirts with the new logo.
 - Some people at the meeting though there might be an old logo that Bob Johnson created.
Action: Kathy Pearson will research Logo. Done, there was a reference to a LPS logo contest that Bob Johnson won in 2005.
- AIChE funds "new initiatives" each year to the tune of \$5000 seed money. Discussion of ideas on projects. If project identified, volunteers will be needed to write proposal. The new initiatives should be aligned with the AIChE Strategic Goals. Better serving the members and attracting new members is an overall theme of all strategic goals. There are 3 typical cases identified by the BOD: 1) New projects; 2) Continuation of projects that received funding last year; 3) Step-up of ongoing activities to be enabled by funding.
- Mentioned at meeting. CCPS projects serve similar purpose.
Action: Request input from members.
- Schedule Next Meeting(s) – Next year's conference
- Meeting Adjourned at 7:30

In Attendance:

Bob Benedetti, NFPA
John Champion, Rohm and Haas
Dan Crowl, Michigan Tech
Henry Febo, FM Global
Randy Freeman, S & P P Consulting
Stan Grossel, Process Safety & Design
Felicia Guglielmo, AIChE
Cheryl Grounds, BP
Dave Hermann, Du Pont
Colin S. Howat, Howat Risk
Bob Johnson, Unwin Company
Katie Kollhoff, Howat Risk
Brian Kelly, Bririsk Consulting
Jean-Paul Lacoursiere
Peter Lodal, Eastman Chemical
Lisa Long, U.S. DOL
Jeff Fox, Dow Corning
Joe Louvar, PSP/CCPS
John Murphy, Process Safety Services
Phil Myers, Advantage Risk Solutions
Albert Ness, Rohm and Haas
Kathy Pearson, Dow Chemical
Steve Selk, DHS
Leen Schellekens
Roxy Schneider, CCPS
Richard Schwab
Jim Thompson, ABS Consulting
Ron Willey, Northeastern University