

AHMP Chicago Chapter
January 21, 2010 Board Meeting Minutes

Attendees: Jennifer Caplina, Ed Glod, Mark Kamiya, John Lillquist, Alexandra Moore-Staub, Karol Sole, Rod Stipe, Bob Wachsmuth

Absent: Fred Moskowitz, Steve Sawyer, Jennifer Schuch

Meeting Location: Greek Islands, 300 E. 22nd Street, Lombard, IL - (630) 932-4545

1. Introduction of Officers and Board Members

Bob called the meeting to order. Each attendee introduced themselves. The 2010 officers and board members are:

President - Bob Wachsmuth
President-Elect - John Lillquist
Past-President - Karol Sole
Treasurer - Rod Stipe
Secretary - Alexandra Moore-Staub
Directors at Large -
 Communications/Website - Ed Glod
 Membership/Networking - Fred Moskowitz
 Professional Training - Steve Sawyer
 Calendar Chair - ???

Bob stated that there were many goals for 2010. Each was discussed and detailed below:

2. Goals for 2010

a. AHMP Chicago Chapter Bylaws

Karol (Bylaw Committee Chair) has revised the bylaws and will forward to the other committee members (Bill Gamlin & Bob Wachsmuth) for review and comments. The revised bylaws will provide information on the roles and responsibilities of chapter officers and board members. John will provide Karol with bylaws from another professional group (IWWSG) that he is active in to provide ideas.

b. Evaluation of Chapter Meetings

Bob suggested that we have evaluation sheets available at each meeting to give those attending a chance to provide feedback on the meeting location, topic, speaker, ideas for upcoming meetings, etc. Those attending agreed it was a good idea. Karol has a format that could be used and will send it to John. John volunteered to revise for use at the Feb. 18 meeting. RSVPs for the meeting are due to Mark by Feb. 12. Bob will be sending out a reminder note.

c. Membership Contact Information

It has been difficult to keep up with chapter members. It was suggested that members provide both a business and personal email address in case one of them is no longer valid. Rod will revise the meeting attendance sheet to request this information. Jennifer C. agreed to assist.

d. Chapter Archives

The chapter has numerous documents that must be archived. These include: meeting records, bylaws, attendance records, and chapter charter. The website was envisioned to be a

repository for archive records. Past records have been kept by the Treasurer, Rod. Rod agreed to provide an inventory of records that he has.

e. New Member Brochure

Karol agreed to complete a draft, but would like input. Karol will contact Jennifer Schuch and ask for her assistance in developing the draft brochure. The brochure will describe information about the chapter, i.e., officers and board members, chapter meetings, etc. and could be used a marketing and communications tool.

3. Chapter Webpage

Ed, Chapter Webmaster, relayed that there is a new technology PMP, which could be used to improve the chapter webpage. This software package could be used for electronic surveys, emails, and elections. The domain will need to be changed from ACHMM to AHMP Chicago. The anticipated domain will be "AHMP_Chicago.org". Ed stated that he has reviewed templates for other organizations. The board would need to determine the policy for updating and archiving. Updates would be easy, similar to Share Point sites. The target is to have a special meeting in the April to May timeframe to review the web page structure.

4. Financial Report

Rod had distributed the Treasurer's Report via email to those on the board. About 66% of the chapter dues for 2010 have already been received. There are ~ 100 to 120 chapter members; there are about 500 CHMMs in the Chicago area.

5. Leadership Conference

Bob felt that at least two (2) people from the chapter should attend this year's conference to be held in Cambridge, MA on April 8 & 9, 2010. The board agreed that this year's registration fee for the President and President-Elect should be paid by the chapter. John Lilliquist (President-Elect) did not know if he would be able to attend; Bob Wachsmuth (President) did not know if his company would cover travel expenses. For future conference the President-Elect would attend and that registration fee covered by the chapter.

6. Elections

Bob will develop a draft ballot for the 2010 officer and board election.

7. Upcoming Meetings

Karol is looking into possible speakers and topics for the April meeting. These include:

- Paul Bertram, Immunologist, IEPA, to discuss the Asian Carp Great Lakes issue.
- Illinois Environmental Council
- Chicago Metropolitan Agency for Planning

Respectfully submitted,

Alexandra

Alexandra Moore-Staub
Chapter Secretary

02/15/2010

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