



IAHTM BOARD MEETING AGENDA

Via Zoom

Wednesday, October 9th , 2024, 12:00pm EST

AGENDA

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|-----------------------------------------------------------------------|-------------------|------------------------|
| 1. <u>Conflict of Interest</u> | <i>Discussion</i> | <i>Brendan O'Neill</i> |
| 2. <u>Approval of Agenda</u> | <i>Decision</i> | <i>Brendan O'Neill</i> |
| 3. <u>Approval of Minutes</u>
<i>09/30/24 Board Meeting</i> | <i>Decision</i> | <i>Brendan O'Neill</i> |
| 4. <u>Texcare</u> | <i>Discussion</i> | <i>Brendan O'Neill</i> |
| 5. <u>Next Board Meeting</u>
<i>(December 11, 2024)</i> | <i>Discussion</i> | <i>Brendan O'Neill</i> |

IAHTM Board of Directors In Person – Dublin, Ohio

Wednesday, September 30th, 2024, 8:00am EST

In Attendance: President, Brendan O'Neill, 1st VP Charles Berge, 2nd VP Chris Hansen, Treasurer Rocco Romeo,
Directors: Bill Moyer, Lumey Gamboa, Executive Director, Christy Carper

Absent: Meredith Bowery, Steve Johnson, Malcolm Pallos

AGENDA TOPIC	DISCUSSION	ACTION TAKEN
Call To Order		8:20am
Conflict of Interest	Brendan O'Neill asked board members to declare now or before discussion.	<i>None at this time.</i>
Approval of Agenda	Brendan O'Neill asked if there were any additions or changes to the agenda.	MOTION <i>It was moved by Bill Moyer; seconded by Lumey Gamboa that the agenda for 9/30/24 be approved as circulated; CARRIED.</i>
Approval of the Minutes	Brendan O'Neill asked for any amendments/changes to the minutes from the 8/14/24 board meeting.	MOTION <i>It was moved by Charles Berge; seconded by Chris Hansen that the minutes from the 8/14/24 board meeting, be approved as circulated; CARRIED.</i>
Financials	Rocco Romeo reviewed the audited financial statement ending 12/31/23. Rocco R. stated that we ended the year with \$465,711. It was mentioned that the accounts receivable are higher and this will be discussed later in the meeting. The review continued and discussion followed. It was asked if having too much cash would affect IAHTM's not for profit status. Rocco R. stated that he will have it reviewed to make sure we are ok. Brendan O'Neill stated that given our strategic plan, we will be spending more money. This audited statement will have to be approved at the 2025 AGM, as it had not be completed when we had the conference in May. The discussion continued regarding the need for timely payments from our partners in the rebate program. Rocco R. stated that Leslie Phillips, IAHTM's bookkeeper, will start sending out quarterly payment reminders.	MOTION <i>It was moved by Chris Hansen; seconded by Charles Berge that the audited statements for 2023 be approved as presented; CARRIED</i>

	<p>Payments previously had been based on the honor system.</p> <p>Rocco R. then reviewed the balance sheet as of August 31, 2024. It was stated that the numbers look a bit different due to the Palm Springs Conference being in May. Rocco R. proposed that as we look at future conferences, we set an increased budget of \$280,000-\$300,000. Rising costs, expectations and value provided to the attendees led to this proposal. It was also determined that money spent on AV at the conferences, is high, but is money well spent. Rocco R. mentioned that he will be taking a different approach when reaching out to conference sponsors this year. Payment will be requested earlier as well, since we did have one company that still hasn't paid for Palm Springs. Updated conference applications will be created, requiring signature and payment to attend. Discussion followed. The marketing budget was also discussed.</p>	
James Hunt Scholarship	<p>Brendan O'Neill shared a submission that had come in requesting scholarship funds by Jason Hartsell, signed by Ed McCauley. The receipts submitted resulted in him attending the 2024 Palm Springs conference as a second attendee from his laundry. Brendan read the James Hunt Scholarship document out loud to the group and what the money is intended for. It was stated that if Ed McCauley had approached the board for money to cover Jason H. as a presenter, who would bring value to the education, flying in and out to present, then that would have been a different conversation. Rocco R. stated that the intent of the James Hunt Scholarship was never to reimburse for an annual conference, as there are already funds put in place to assist attendees for the annual conferences. If everyone who brings a second applied for this scholarship money, it would take away the all the funds and what it was intended to be used for. Bill Moyer stated that if we agree to this, it will set a new precedent. Lumey Gamboa suggested that we update the wording on the document to be clear on what the money is to be used for.</p>	<p>MOTION <i>It was moved by Rocco Romeo; seconded by Charles Berge that the board would not approve the \$2,600.00 submission by Jason Hartsell for the James Hunt Scholarship money.</i> CARRIED</p>
Texcare Update	<p>Brendan O'Neill shared that a Texcare attendee meeting was held a couple weeks ago and it went well. It was brought up to the group that there will be a few lunches that the attendees will be on their own for, as well as the spouses/partners. Discussion followed.</p>	

	Brendan alerted the board that our next board meeting will only be on the subject of Texcare.	
Membership Qualifications	<p>Brendan O'Neill asked Charles Berge to bring us up to date on progress with the US data being gathered on eligible laundries and potential members. Charles B. stated that Bill Moyer reached out to Linenmaster, but they were not able to help us with a list. Charles B. stated that he needed more time to look at the available association lists and Brendan O. offered to get the leg work done. Chris Hansen suggested we use some of our rebate program partners to help.</p> <p>Brendan O. stated that through the strategic plan, we should see if there are any areas in the ByLaws that need to be changed or updated when it comes to membership. He asked how we qualify or not qualify someone such as Portland Hospital Laundry. Rocco Romeo inquired about the timeline for this project. He spoke about sponsorship money coming in and how important it is to build our membership. Discussion continued. Brendan O. read Section 2.01 of the Bylaws out loud. Discussion followed. It was stated that the language currently causes a stumbling block to allow Portland Laundry in.</p> <ul style="list-style-type: none"> • We need to change 2.01 iii • Add a criteria checklist so we can easily evaluate if a new potential member qualifies. <p>Discussion and debate followed breaking down the language in the Bylaws. It was asked if we can close the deal sooner than later so we don't lose opportunities. It was stated that we need to define things better through a thoughtful process. It was proposed to first make a change to the Bylaws, then look at potential members that may be out there. It was discussed to strike out the last sentence of Bylaw 2.01iii. It was discussed to develop a qualification procedure with some type of the bullet point criteria questions. It was agreed that we can reach out to Portland to submit an application. Chris Hansen said he can go through the checklist to see what would make a good criteria check list for IAHTM and then we could add it to the application. Christy Carper suggested we create a more detailed application than what we currently have.</p>	<p>ACTION</p> <p><i>Chris Hansen was asked to come up with a criteria list of 5 deal breakers to qualify as a member.</i></p> <p><i>Christy Carper was asked to send out the current application used for onboarding calls to the board.</i></p> <p><i>Brendan O'Neill stated that he will work on gathering and trimming down the HLAC and TRSA lists.</i></p>

Strategic Planning	Brendan O'Neill stated that after the board meeting, we will be taking a break and then will head into a couple hours of strategic planning.	○
Goodwill	Brendan O'Neill shared that he has recycled 100,000 Level 2 Isolation gowns with Goodwill. They have been 100% recycled. Brendan said that Goodwill is keenly interested in growing this program in Canada and the US. Brendan said that his contact is Bev Coby, the President and CEO of Goodwill for the Niagara Region. Brendan suggested that we set up a virtual call where people can ask questions. The main question is logistics/potential cost...who is going to pay for the pick-up and delivery of these gowns. Brendan will talk with Bev and from that we will put together a webinar where he can tell the story, and answer questions on how we can have IAHTM membership participate in this program. Discussion followed.	
Roundtable	Christy Carper mentioned that the IAHTM PO Box is up for renewal in December. It is housed in Powell ,Ohio and not really used for anything. It is suggested that we use 990 Montreal Street in Kingston, as IAHTM's address, as that is where all legal documents go to as well as money for the association. It was agreed by the board to make this change.	
Adjournment	Brendan O'Neill thanked everyone and adjourned the meeting.	10:14am EST