

NHCA ARCHIVE REPORT: March 16, 2014 – February 21, 2015

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This document summarizes key activities for the period just subsequent to the 2014 Annual Conference (held in Las Vegas, NV) and concluding just subsequent to the activities of the 2015 Annual Conference (held in New Orleans, LA). All activities at the 2015 Conference are included. Financial data through the end of the fiscal year concluding in June 2015 are also included. This report contains the following sections:

- A. Management Firm Activities
- B. Membership and Directory
- C. Member Dues, and Affiliate and Exhibition Fees
- D. Communications (Web Site and Publications)
- E. Executive Council Spring Conference Call (May 13, 2014)
- F. Executive Council Summer Meeting (July 17- 18, 2014)
- G. Executive Council Fall Conference Call (Nov. 10, 2014)
- H. Executive Council Meetings at Annual Conference (Feb. 18 - 21, 2015)
- I. Annual Conference (39th conference, Feb. 19 – 21, 2015)
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- N. Slate of Candidates for November 2014 Ballot for 2015
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A companion to this narrative report is the NHCA Archive Data Report (ADR). It is an Excel file that includes the following: officers (current and prior), list of NHCA presidents and program chairs, Spectrum editors, awards, titles of and presenters of key talks such as the Gasaway Lecture, dues, membership, conference cities and attendance, literature sales, and head counts during the conference. It is periodically updated.

A. Management Firm Activities

Our management firm, Interactive Management Inc. (IMI), has been with NHCA for seven years, since September 8, 2008. The firm, our association, and the relationship between the two are healthy at this time.

The most recent financial audit was completed in July 2014 by Stephen L. Wenner, CPA, PFS of The Wenner Group, LLC at a cost of \$650, a substantial savings over the fee of \$3900 paid to the Wenner, Silverstein & Company, LLC in 2009. The auditors reported that NHCA's financial statements present fairly the financial position of NHCA and are in accordance with generally accepted accounting principles. The auditors also recommended that closer oversight be provided for the transfers of funds into and out of the Safe-in-Sound restricted account and that a more structured and formalized process be developed for processing expense reimbursement requests from this account. It was noted that the auditor's recommendations to improve oversight of Safe-in-Sound transactions were not a result of, nor related to, potential IRS issues. It is recommended that the next financial statement audit be conducted in 5 years, 60 days after the fiscal year-end (i.e., in August or September).

B. Membership and Directory

Total paid members through June 30, 2015 were 468. For prior years see the ADR. Membership includes 15 Emeritus members and 162 students. Please note that membership in this report is as of June 30 because of the time frames involved in writing this document, but the membership data in the

ADR is per year end since that corresponds to the membership year and provides a more consistent indicator of membership from year to year.

All approved member applications after September 30 are placed in the following membership year. The membership directory is available online through the website.

C. Member Dues, and Affiliate and Exhibition Fees

Dues invoices for the 2015 membership year were emailed starting in October 2014 and membership dues reminders sent as well, concluding in August 2015. Dues amounts remained the same in 2015 as in 2014. The dues history for the various membership categories is provided in the ADR. The sponsorship fees are listed below.

2015 Benefits & Sponsor Levels	80 decibel level \$8,000 Sponsor	40 decibel level \$4,000 Sponsor	10 decibel level \$1,000 Sponsor
Booth Space (6' Draped Table, 8' Area)	Four Tables	Two Tables	One Table
Conf. Registration	Four Registrations + option to purchase additional at discounted rate	Two Registrations + option to purchase additional at discounted rate	Option to purchase registration at discounted rate
Acknowledgement Online	Logo with Link Published	Logo Published	Name Published
Podium Recognition	Included	Included	Included
Program Recognition	Logo Published	Logo Published	Name Published
NEW! Conf. App Statistical Data	Included	Included	Included
NEW! Conf. App Exhibitor Directory	Links to company brochures and to a video clip	Links to company brochures	Link to brief description and contact information
NEW! Conf. App Exhibit Hall Map	Logo included on map	Logo included on map	Listing included on map
NEW! Conf. App Banner Ad	Included	Included	
NEW! Conf. App Attendee QR Code	Included	Included	
Presentation at New Product Workshop	1 hour presentation	30 min. presentation	
Conf. Literature Bag Insert	Included	Included	
Conf. Promotional Item Bag Insert	Included	Included	
NEW! Product Focus Group	Included		

Session			
NEW! Member Only Discount Offer	Included		
Conf. Bags	Included		
Conf. Banner	Included		
NHCA Commercial Membership	Included		

D. Communications (Web Site and Publications)

NHCA electronically published two regular issues of the *Spectrum* and one supplement (a Conference program) during this time period under editor Richard Stepkin. Papers copies are not mailed to members. Electronic copies are available at the members-only section of the website.

Sales of NHCA's various publications including the seven Professional Guides, the *Crank it Down* brochure, the *Noise Destroys* poster, the *Cochlear Landscape* poster, and our 35-mm slide sets are listed in the ADR. Sales are for calendar years, except 2006 which is for ½ year from January through June.

E. Executive Council Spring Conference Call (May 13, 2014)

- The confidentiality policy (Section 8) of Annex E: Ethical Complaint Procedures was revised and approved by the Council.
- Much work is ongoing to achieve CNEs from AAOHN and CEUs from ASHA for the 2015 conference. This also requires separate evaluation forms at the conference.
- At the recommendation of Executive Director Kim Schwartz it was moved and approved that general banking for NHCA be moved from Key Bank to First Bank. This was based on research by IMI and the personal relationships they already had established at First Bank.
- A pdf version of the membership directory is now updated and posted on the NHCA website in the members section.
- A website content review task force under the direction of Rob Brauch was established, reporting to the Director of Communications.

F. Executive Council Summer Meeting (July 17 – 18, 2014, Denver)

- A principal activity was to break into small groups to brainstorm ways of increasing income.
- The Commercial Member Delegate, Scott Lake, resigned mid-term and was replaced by Melissa Wesemann.
- The IMI evaluation results were reviewed by Jen Tufts, Immediate Past President. The findings were generally positive. Furthermore, it was proposed and approved that going forward the evaluation survey be distributed in January so that the results could be provided to the Executive Director at the Annual Conference.
- The Financial Advisory Task Force led by Tim Rink recommended that \$80k be moved to the Vanguard Life Strategy Income Fund (VASIX) and \$80k be moved to the Vanguard Balance Index Fund Admiral Shares (VBINX) and that the investments be reviewed annually. The recommendation was approved.
- The results of the routine audit of the NHCA financial statements for the 2013-2014 fiscal year were presented by Gary Leeper, President IMI and are summarized in Section A of this archive report.
- A new IMI contract, to replace the one expiring in August 2014, was presented to NHCA at no increase in the current rate, with no annual increase during its 3-year period. Substance and scope

of services were unchanged. The contract was approved.

- The budget was examined in detail and various recommendations made to assure that NHCA kept in the black. Of special concern was funding of the Safe-in-Sound program and the IJA special issues going forward. Also NHCA decided to purchase two projectors (with shipping crates) per year for the next three years to reduce the reliance on volunteers bringing their own for breakout sessions.
- A proposal was made and approved to develop a partnering arrangement with the Assoc. for Research in Otolaryngology (ARO) for the 2016 conference.
- There was much discussion of the NHCA task forces and whether they presented a legal and financial risk to NHCA because their activities might not be covered by the Directors' and Officers' insurance (D&O). As a result it was initially decided to dissolve the Music Induced Hearing Disorders, Children in Noise, and Prevention of NIHL from Firearm Noise task forces, but following the meeting the President-Elect discovered that the new D&O provider did cover such task forces. Therefore it was decided, going forward, to reconsider reinstating all three task forces.

G. Executive Council Fall Conference Call (November 10, 2014)

- President Beth Cooper resigned subsequent to the summer meeting and this was addressed by the new President Kristy Casto. No formal reason was provided for her decision to resign. Jim Jerome was appointed by the Council to act as interim President-Elect but will stand for election at the February 2015 conference.
- It was reported that finances for the year through October 30 were in deficit so spending needed to be closely controlled.
- The new membership drive resulted in 89 new NHCA members and 10% of them were registered for the 2015 conference.
- As a cost saving measure it was decided to create the *Spectrum* in a new eNewsletter format at a cost of \$500 per issue.

H. Executive Council Meetings at Annual Conference (February 18 - 21, 2015)

- The treasurer reported that finances were in balance as of January 31, 2015.
- It was announced that AAOHN approval for CNEs was achieved and it is expected that this will be an easier process in subsequent years.
- Once again, Historian Elliott Berger suggested that our conference planning needs to be more forward thinking, selecting sites and hotels at least two if not three years in advance. This allows the information to be posted on the website to facilitate better planning by attendees, potential competing conferences, and others. It can also save costs by locking in rates.
- Currently NHCA photos reside on Jack Foreman's website who will continue as NHCA photographer, but alternative web storage options need to be explored.
- David Stern reported that he had reached out to 15 potential associate members and received no responses.
- Sandy MacLean reported that several PSP members were upset that CAOHC workshops were on the same day as the PSP workshops. Unfortunately this is a logistical issues. It will be considered a future conferences.
- Historian Elliott Berger reminded conference moderators that they should not move up a workshop or paper to fill gaps from no-shows, as attendees plan their meeting time in advance and may miss an event that is moved at the last minute.
- Thais Morata and Deanna Meinke reported that next year will be the last year that NIOSH will be able to fund the SIS award and that NHCA consider another source of revenue and possible partnering with CAOHC.
- Theresa Schulz, approached the Board about a letter she was drafting to OSHA on fit testing. She requested a coalition be assembled for more impact. A motion so stating was approved.

- Jim Jerome reported 15 separate action items for next year's conference.
- Jack Forman was recommend for emeritus status but it was decided that the P&P was unclear on the topic and thus Jim Jerome agreed to conduct a review.

I. Annual Conference

The 40th Annual Hearing Conservation Conference was held February 19 - 21, 2015 at the Crowne Plaza, New Orleans, LA. Historian Elliott Berger, in his Keynote address, pointed out that due to a mix up in conference numbering at what should have been the 8th annual conference but was incorrectly labeled the 9th annual conference, the 2015 conference that was announced as the 40th was actually the 39th. It was decided to hold a second annual 40th Conference in 2016. Paid registrants, total participants, early full member registration fees, and total exhibitors, appear in the ADR.

Sponsors and categories were:

- 80 decibel level (2 @ \$8000): 3M & Honeywell
- 40 decibel level (1 @ \$4000): None
- 20 decibel level (custom @ \$2,000): Benson Medical Instruments
- 10 decibel level (19 @ \$1000): ASHA, CAOHC, Casella, CavCom, Etymotic, FitCheck Solo, G.R.A.S., Hamilton Captel, Invisio, Mimosa Acoustics, Modlex, NIOSH, NOMC, Otovation, Phonak, Sensidyne, Surefire, Tremetrics, Westone

The meeting resulted in a profit for NHCA of \$41,725. For events and income related to the Scholarship Foundation, see Section P.

The Conference was comprised of 19 platform lectures, including the Keynote Lecture by Elliott H. Berger, the Don Gasaway Lecture by Gregory Flamme, as well as a 115-min. set of four concurrent sessions with four lectures each, 10 posters, Saturday morning roundtable discussions, the Safe-in-Sound Awards session, and a luncheon lecture by Johnny Random. The seven workshops included:

- Hearing Loss Prevention: The Basics
- Professional Service Provider Workshop
- Vendor New Product Workshop
- Professional Supervisor of the Audiometric Monitoring Program
- Mindfulness Based Tinnitus Stress Reduction
- Unraveling the Mystery of Cell Death from Hazardous Noise
- Assessing Hearing Protector Attenuation on Individual Ears

The following awards were presented at the Conference:

Outstanding Hearing Conservationist	William (Bill) Murphy
Outstanding Lecture Award (2014)	Jennifer Tufts
Outstanding Poster Award (2014)	Alyssa Stanard
Golden Lobe Awards	William, (Bill) Murphy, Richard Stepkin, Beth Cooper, Pegeen Smith, Dan Gauger, Leadership Advisory Team (Jennifer Tufts, Timothy Rink, John Casali, Elliott Berger, Kim Schwartz)
Media Award	Department of Defense Hearing Conservation Center of Excellence

The Friday-evening Gala, was an "off Bourbon Street" tour of the city concluding with a buffet dinner at the Bourbon Orleans Hotel.

J. Annual Business Meeting

A brief Business Meeting was held at the conference reviewing the year’s accomplishments.

K. Webinars

The NHCA did not offer or co-sponsor webinars during the time period covered by this report.

L. Position Statements/Regulatory Involvement

No activity in the time frame covered by this report.

M. Changes to Bylaws and Policy and Procedure Manual

The following changes were made to the Policies & Procedure Manual:

- Pg. 15- Emeritus Status: Wording was changed to allow fellow individual members to recommend other members for Emeritus Status.
- Pg. 26- Outstanding Poster Award: Paragraph 3 was added which defines how votes will be counted in determining the winner of the award.
- Pg. 86- In the organizational chart, the Financial Advisory Task Force was disbanded under the Secretary/Treasurer position.
- Pg. 108- A conference expense details table was added as Annex R.

N. Slate of Candidates for 2014-2015

Ballots were electronically distributed in December, 2014 with a due date of January 1, 2015. Total number of voting ballots received was 55.

President Elect	James Jerome	55 votes
Director of Communication	Nancy Wojcik	54 votes
Secretary/Treasurer	Pegeen Smith	53 votes
Commercial Member Delegate	Melissa Wesemann	52 votes
Member Delegate	Gayla Poling	53 votes
Professional Services Provider Delegate	Cindy Bloyer	54 votes

O. Year-End Financial Statement

The financial statements for the 7/1/14 - 6/30/15 fiscal year reflects a loss of \$2,837 vs. a budgeted loss of \$27,901. The decrease in the deficit was largely due to the reduction of conference expenses and increased conference and other income. Conference costs, management fees, and publication of the IJA Supplement are the largest expenses incurred by the NHCA.

P. NHCA Scholarship Foundation

The foundation had another successful year. One Student Research Award (SRA) of \$500 was granted with the remaining amount, up to \$2000, to be presented following the student’s presentation of her research. Her intent is to do so at the 2016 Conference. The \$2000 is to be used for registration and travel expenses. The recipient was: Alyssa Pursley, from Washington University School of Medicine in St Louis.

Three Student Conference Awards of registration coverage and \$800 each were granted.

The Conference Award recipients were Karin Adams, Colorado State University; Alyssa Pursley, Washington University School of Medicine; and Erika Ortiz, University of Florida.

Fund Raising at the Conference yielded \$1,128 from the 50/50 Split, and \$4,519 from the Silent Auction. The Foundation opted to not do fund raising during the Friday night event, giving the members time to

enjoy the evening without being approached to contribute. The golf tournament was discontinued due to decreasing participation and the amount of effort needed for the return. We also received \$2,013 to the general endowment fund and \$2,400 through donations at the time of conference registration.

At the end of the fiscal year the assets of the Foundation were \$139,846, an increase of \$2,141 from the previous year.