

NHCA ARCHIVE REPORT: February 22, 2015 – February 20, 2016

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This document summarizes key activities for the period just subsequent to the 2015 Annual Conference (held in New Orleans, LA) and concluding just subsequent to the activities of the 2016 Annual Conference (held in San Diego, CA). All activities at the 2016 Conference are included. Financial data through the end of the fiscal year concluding in June 2016 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 11, 2015)
- F. Executive Council Summer Meeting (June 16 - 17, 2015)
- G. Executive Council Fall Conference Call (Nov. 11, 2015)
- H. Executive Council Meetings at Annual Conference (Feb. 17 - 20, 2016)
- I. Annual Conference (2nd Annual 40th Annual conference, Feb. 18 – 20, 2016)
- J. Annual Business Meeting
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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 eight 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 December 31, 2015 were 468. For prior years see the ADR. Membership includes 15 Emeritus members and 162 students. Please note that in order to be consistent with our membership year and with the ADR, membership in this report is reported as of December 31, even

though this report runs through February.

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 2016 membership year were emailed starting in October 2015 and mailed December 2015 and membership dues reminders sent as well, concluding in August 2016. Dues amounts remained the same in 2016 as in 2015. The dues history for the various membership categories is provided in the ADR. The sponsorship fees are listed below.

2016 Vendor Sponsorship Benefits	Platinum (\$9000)	Gold (\$6000)	Silver (\$4000)	Bronze (\$2000)	Workshop Sponsor and Exhibitor (\$1500)
6-foot tables in exhibit area	Four	Three	Two	Two	One
Exhibitor Full Conference registration	Four	Three	Two	Two	One
Discount on Conference Spouse/Guest Tickets	25%	15%	10%	5%	
Logo with link on the NHCA Conference website page	Included	Included	Included		
Logo with link on the NHCA Conference Sponsor & Exhibitors listing page	Included	Included	Included	Included	Included
Join Us at NHCA 2016 logo to include on your website and marketing	Included	Included	Included	Included	Included
Podium Recognition	Included	Included	Included		
Ad in the Spectrum Supplement	Full Page	1/2 page	1/4 page	Business Card	
Descriptor in the Spectrum Supplement	100-word	75-word	60-word	40-word	25-word
Hand-Outs for Registration packets	Three	Two	Two	One	
One-year NHCA Commercial Membership	Included				
Give-away/swag item for New Members/Student Meet & Greet (typically has up to 50 attendees)	Included	Included	Included	Included	
Invite to attend the New Members/Student Meet & Greet (typically has up to 50 attendees)	Two	One			
One give-away/swag item for each conference attendee	Included	Included	Included		
Banner ad on the NHCA website through Dec. 31, 2016	Included				
Logo with live link on the NHCA Conference marketing emails	Included	Included			
Logo with live link on the NHCA Conference Registration Confirmation email for attendees	Included				
Your NHCA Conference Related Email to Attendees, sent by NHCA	Two (Pre & Post)	One (Pre)			
Articles in the Spectrum (issues of your choice)	Two	One	One		
Thank You Announcement of Sponsorship on NHCA LinkedIn	Included	Included			
Thank You Announcement of Sponsorship on NHCA Facebook	Included	Included	Included		
Listing in Thank You Announcement for all Vendors on NHCA LinkedIn pre &	Included	Included	Included	Included	Included

Announcement of Sponsorship with logo on NHCA Conference marketing materials and printed Discount Coupon distributed at 2015 ASHA Convention via NHCA booth {must sign up & pay by Oct. 25, 2015 to receive this benefit}	Included <i>*Sign up by Oct. 25, 2015*</i>				
Included in "Sponsored By" list on NHCA Conference Press Releases	Included	Included			
Logo, Company Descriptor, contact info, active link on *NEW* conference app	Included	Included	Included	Included	Included
Listing in Sponsor Thank You push notification in app - happens onsite at conference	Included	Included	Included	Included	
"Hosted by" Sponsor signage on a Friday Night Event Activity	Included (1st Choice)	Included (2nd Choice)	Included (3rd Choice)		
"Hosted by" Sponsor for a Friday Night Event Activity in event marketing materials	Included	Included	Included		
"Hosted by" Sponsor for a Friday Night Event Activity in app	Included	Included	Included		
Sponsor Thank You Announcement during Friday Night Event	Included				
Time at workshop to do HANDS-ON DEMO of new products NOTE: All times are tentative until the registration deadline. Vendors participating in this opportunity will be notified of their final time slot for this workshop one month prior	45 mins.	30 mins.	15 mins.		
Meeting room to host a New Product Focus Group outside of NHCA conference programing and special event hours.	Included				
Signage with logo	throughout	throughout	throughout	throughout	workshop luncheon

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 Nancy Wojcik. Paper 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 11, 2015)

- Various changes approved to the Policy Manual regarding Emeritus status, voting on the outstanding lecture and poster awards, and conference expense details in Annex R.
- NHCA has a free booth and will exhibit at ASHA in 2015.
- CAOHC co-sponsored webinar planning is running late and may not happen this year.
- Planning continued to plan shared conference participation with ARO for 2016.

F. Executive Council Summer Meeting (June 16 – 17, 2015, Denver)

- Instead of the originally planned three issues, the EC decided to pare to two issues this year (July/October) with a focus on quality not quantity. The Director of Communication needs to hit the ground running. Future years will have better transitions. Nancy will document the steps for the next person. There was also discussion of appointing apprentice *Spectrum* editors in future years.
- There was discussion of eliminating post-conferences EC meetings in favor of a longer

pre-conference meeting requiring new board members to attend with intention to have a retreat atmosphere with break outs to help with EC transition. After debate, however, it was ultimately decided that an in-person post-conference meeting is preferred to among other things build team camaraderie amongst new and existing council members.

- Additional discussions took place regarding the ARO conference agreement.
- A decision was made to raise the conference registration fee 10%.
- Work and discussion continued on an electronic conference evaluation process.
- CAOHC will not be able to partner on webinars for 2016, due to human resource and budget challenges.
- In order to move conference photos from Jack Foreman's personal web site it was decided to approve Smugmug as the official repository.
- It was suggested, not for the first time, that NHCA should make an effort to plan conferences two or three years in advance and post that information on the website.
- It was recommended that NHCA review if a disaster recovery plan was included in the Policy and Procedure Manual (PPM) and if not, to consider adding one.

G. Executive Council Fall Conference Call (November 11, 2015)

- Jack Foreman awarded emeritus status.
- An electronic disaster recovery plan was finalized and approved for incorporation in the PPM.
- The ARO cross-registration materials on their website were finalized but are difficult to use.
- There was discussion of better alignment of the statement on the website about NHCA's mission with our actual mission statement. Kristy agreed to follow up.
- Smugmug has been set up for hosting past and future NHCA photos. Jack Foreman has been moving folders into Smugmug. Once complete, website will link to new site.
- \$20 off new member, \$25 off conference registration. Special discount offer through end of December.
- Once again there was discussion of pre- and post-conference EC meetings and it was agreed that both are valuable and needed.

H. Executive Council Meetings at Annual Conference (February 17 - 20, 2016)

- Colleen Le Prell averted major catastrophe with the IJA supplement: no contract with publisher, fundraising struggles, invoicing issues, no deadlines, and the production manager went missing in action. Proofs included multiple errors.
- Mechanisms are needed to streamline and simplify the proofing of the *Spectrum* on the website and in the pdf copy. This is being explored. Also a new section on book reviews was added.
- Many issues were discussed with problems in the Conference app that required last-minute correction on site.
- The idea of providing a new membership payment plan for multi-year memberships was suggested and will be further explored.
- Sarah Mouser gave big kudos to Amanda Rewerts and Kala Travis for their extra efforts to step in and pick up the pieces in the wake of the prior Executive Director's rapid departure just a short time prior to the conference.
- John Allen suggested an exciting venue for our Friday night event for the upcoming NHCA in Florida – Kennedy Space Center with dinner under the Saturn 5 Rocket. He will pursue the possibility.
- Elliott Berger again suggested we need to be planning more than 1 or 2 years out and should also be looking at a 2019 site.
- The discussion continued on the merits of/need for a paper program for the Conference supplement.

- Sarah Mouser, conference chair, observed it was difficult to fill the schedule with top-quality presentations, moving the workshops within the conference, and eliminating concurrent sessions. She said call for papers becomes more competitive with fewer spots. The down side is the less speakers there are, the less attendees we have, since each speaker is an attendee.

I. Annual Conference

The 2nd annual 40th Annual Hearing Conservation Conference was held February 18 - 20, 2016 at the Hilton San Diego Resort and Spa, San Diego, CA. Paid registrants, total participants, early full member registration fees, and total exhibitors, appear in the ADR.

Sponsors and categories were:

- Platinum (1 @ \$9000):3M
- Gold (@ \$6000): None
- Silver (@\$4000): None
- Bronze (@ \$2000): Hearing Test Resources, Moldex- Metric, Inc., Sensidyne, CAOHC, Comfort Audio, Hamilton CapTel, Casella CEL Inc, Benson Medical
- Workshop Sponsor (@1500): ASHA, The Geneva Foundation, Taylor & Francis, It's a Noisy Planet. Protect Their Hearing, NIOSH, Shoebox Audiometry, Tri-Van Truck Body, Tremetrics, LHI, TEAHeadets.Com.

The meeting resulted in a profit for NHCA of \$51,010. For events and income related to the Scholarship Foundation, see Section P.

The Conference comprised 20 platform lectures, including the Keynote Lecture by Merlyn Lubiens, the Don Gasaway Lecture by Richard Neitzel, as well as a 115-min. set of four concurrent sessions with four lectures each, 26 posters, Saturday morning roundtable discussions, the Safe-in-Sound Awards session, and a luncheon lecture by Robert Alexander. The seven workshops included:

- Hearing Loss Prevention: The Basics
- Bench to Bedside: Otoprotection and Patient Considerations for Ototoxics and NIHL
- Audio for the Audiologist Audio System Theory for Hearing Professionals
- Professional Service Provide (PSP) Workshop
- Piquing Your Interest in Sound Level Measurements
- Communication Academy: An "Ears-On" Introduction to Electronic Hearing Protection
- Noise Induced Hearing Loss and Tinnitus in Children

The following awards were presented at the Conference:

Michael Beal Threadgill Award	Cory Portnuff
Outstanding Lecture Award (2015)	Pegeen Smith
Outstanding Poster Award (2015)	not presented
Golden Lobe Awards	Timothy Rink, Nancy Wojick
Media Award	Ask This Old House, a broadcast of National Public Television

The Friday-evening Gala, was held around the pool of the Hilton San Diego Resort.

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

No changes were made to the Policies & Procedure Manual in this time period.

N. Slate of Candidates for 2015-2016

Ballots were electronically distributed December 14, 2015 with a due date of January 18, 2016. Total number of voting ballots received was 81.

President Elect	Colleen LePrell
Director of Education	Marjorie Grantham, Rachel Bouserhal
Director of Membership	Amy Blank
Director of Marketing and Public Relations	Jeffrey Goldberg
Member Delegate	Theresa Small

O. Year-End Financial Statement

The financial statements for the 7/1/15 - 6/30/16 fiscal year reflects a loss of \$9,134 vs. a budgeted gain of \$101. The increase in the deficit was largely due to the reduction of memberships. 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. His intent is to do so at the 2016 Conference. The \$2000 is to be used for registration and travel expenses. The recipient was: Evan Mattice, from University of Texas in St Dallas.

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

The Conference Award recipients were Dena Fahlquist, Rush University Medical Center; Drew Price, Rush University Medical Center.

Fund Raising at the Conference yielded \$861 from the 50/50 Split, and \$2480 from the Silent Auction. . We also received \$500 to the Student Research Award and \$757 through donations at the time of conference registration. This year we did an apparel sale (shirts, hats, etc) and raised 479.

At the end of the fiscal year the assets of the Foundation were \$141,966, an increase of \$2,120 from the previous year.