

WELCOME

**37TH ANNUAL GENERAL
MEETING
THURSDAY, JUNE 20TH, 2024
VIRTUAL MEETING**

**THE CANADIAN REGISTRATION BOARD
OF OCCUPATIONAL HYGIENISTS
ROHT™ - ROHT™**

The Mark of Professional Competence



WELCOMING REMARKS

RULES OF CONDUCT OF MEETING

- Discussion via the chat function (moderator is Brad Schmermund)
- Only active members (ROH & ROHT) are entitled to submit questions and vote at the Meeting
- Consensus decision making will be used
- In the event of technical malfunction, the Chair of the Meeting may adjourn, recess, or expedite the Meeting
- CRBOH will record the Meeting in the event a member has technical difficulties and is unable to join the meeting. Any other recording of the Meeting is prohibited.

AGENDA

3:00-3:05	Etiquette for Video Conference	3:40-3:50	Awards
3:00-3:05	Approval of Agenda	3:50-3:55	New Business - Incoming President - New & Outgoing Directors
3:00-3:05	Approval of 2023 AGM Minutes	3:55-4:00	Members' Discussion
3:05-3:10	President's Report	4:00 pm	Adjournment & Short Break
3:10-3:15	Vice President's Report	4:05-5:00	Presentation: <i>Ethics for EHS Professionals</i>
3:15-3:20	Treasurer's Report		Guest Speaker: Mark A Katchen, CIH, FAIHA Managing Principal, The Phylmar Group Inc.
3:20-3:25	Registrar's Report		
3:25-3:40	Committee Reports - Future of the Profession - External Affairs - Communications & Promotion - ROH/ROHT Examination - Registration Maintenance & Points		

MOTION TO APPROVE THE AGENDA



Motion to approve the Agenda



Second to approve the Agenda

MOTION TO APPROVE THE 2023 MINUTES



Motion to approve the 2023
minutes



Second to approve the 2023
minutes



PRESIDENT'S REPORT
(3:05-3:10 PM)
MATTHEW BREWER, ROHT

WELCOMING A NEW REGISTRAR



The CRBOH wishes to thank Helen Mersereau for her time as Registrar in 2022 and 2023.

We welcomed Altaira Hildebrand, ROH from Ontario as new Registrar in 2024. Altaira joined us at a very busy time and has been exceptional in her role. We are very excited to be working alongside Altaira.

2023-2024 BOARD OF DIRECTORS

PRESIDENT'S REPORT



Joey Bellino
ROH-Central
& Western Prov.
(2023-2026)



Alex Mercer
ROH-Central
& Western Prov.
(2021-2026)



Brad Schmermund
ROHT- Western
(2023-2026)



Lucie Marcotte
ROH-Quebec
(2019-2024)



Kiet Nguyen
ROH-Quebec
(2022-2025)



Matthew Brewer
ROHT-Eastern
(2022-2025)



Kevin Schmidt
ROH-Ontario
(2023-2026)



Suzanne Wilde
ROH-Ontario
(2021-2027)



Roberto Sgrosso
ROH-Atlantic
Provinces
(2022-2025)



**Altaira
Hildrebrand**
Registrar
(2024 to current)

FACE TO FACE MEETING

The Board of Directors met in person once again in 2023.

In addition to two days of board meetings, we met with strategic partner ASHSP, as well as hosted a Members Meet & Greet in October of 2023 in Calgary.

The CRBOH is planning the next in person meeting in the fall of 2024 in Montreal.



KEY ACCOMPLISHMENTS

- Modernized the exam process by offering the entire ROH and ROHT written examination online
- Signed a Memorandum Of Understanding document with the BCRSP
- Updated the Scope of Practice document
- Developed and/or revised competencies, roles & responsibilities and written procedures for all roles within the organization
- Developed a travel policy for volunteer and staff

UPCOMING PROJECTS

- CRBOH Bid to host the 2027 IOHA Scientific Conference in Montreal
- New project proposal – Development of CSA standard for Industrial Hygiene work and practice
- Continue to improve and modernize the CRBOH examination process
- Finalize the competencies, roles & responsibilities and written procedures for all roles within the organization to aim for the alignment of ISO 17024
- Review of vision and mission statements of the organization



VICE PRESIDENT'S REPORT
(3:10-3:15 PM)
ALEX MERCER, ROH

Policies & Procedures Manual

Updates at a glance

In an effort to align with ISO 17024 many updates are underway to the Policies & Procedures Manual. Here are some of the highlights:

Appeal Form updates

Development of competencies for all roles in the organization

Development of Terms of References for Special Projects Committee

Revisions to Terms of References for:

- Future of the Profession Committee
- Registration Maintenance & Points Committee
- Examination Committees
- By-laws/Policies & Procedures (P&P) Committee

**VICE PRESIDENT'S
REPORT**



TREASURER'S
REPORT
(3:15-3:20 PM)
KEVIN SCHMIDT, ROH

FINANCIAL OUTLOOK

5-year financial plan was developed for 2024-2028 based on priorities of the CRBOH, showing modest revenue increases year over year, in part due to planned profits from the IOHA Scientific Conference in 2027 if bid is successful.

EXAM FEE REVENUE

The modernization of the written examination process has increased the examination revenue stream, which will in time increase the dues revenue stream.

DUES REVENUE

We are currently on track to have yet another year of profit despite member dues revenue seeing a steady decrease at a low rate, as more and more members enter retirement.

UP NEXT

Investment in website, promotion, translation and continued improvement and modernization of all processes and procedures in the coming years.

TREASURER'S REPORT - HIGHLIGHTS

STATEMENT OF FINANCIAL POSITION

ASSETS-Current	2021	2022	2023
Cash and cash equivalents	\$85,280	\$102,190	\$97,722
Short term investments	\$75,121	\$75,371	\$96,034
Prepaid expenses	\$1,907	\$2,084	\$1,693
TOTAL	\$162,308	\$179,645	\$195,449

LIABILITIES -Current	2021	2022	2023
Accounts payable and accrued liabilities	\$3,569	\$8,373	\$8,373
Deferred Revenue (pre-paid dues)	\$41,725	\$37,250	\$36,913
TOTAL	\$45,294	\$45,263	\$44,158

TREASURER'S REPORT

NET ASSETS	2021	2022	2023
Unrestricted net assets	\$117,014	\$134,022	\$151,291
TOTAL ASSETS	\$162,308	\$179,645	\$195,449

STATEMENT OF OPERATIONS

REVENUE	2021	2022	2023
Exam Fees	\$7,750	\$9,150	\$13,700
Membership Dues	\$77,725	\$76,925	\$75,625
Misc. Income (Sponsorship, Merch. Sales, Job Postings)	\$10,166	\$4,977	\$4,078
Interest Income	\$1,054	\$1,185	\$2,604
Total Revenue	\$96,695	\$92,237	\$96,007
Expenses	2021	2022	2023
Total expenses	\$65,780	\$75,229	\$78,738
Difference between revenues and expenses	\$30,195	\$17,008	\$17,268

TREASURER'S REPORT

INDEPENDENT AUDITOR'S REPORT

To the Members of Canadian Registration Board of Occupational Hygienists:

Opinion

We have audited the financial statements of Canadian Registration Board of Occupational Hygienists (the Organization), which comprise the statement of financial position as at December 31, 2023, and the statement of operations and net assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2023, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

** The full audited financial statements are available to be viewed by contacting our Secretariat.*

MOTION TO APPROVE 2023 AUDITOR'S REPORT



MOTION TO APPROVE
2023 AUDIT



SECOND TO APPROVE
2023 AUDIT

MOTION TO APPOINT SCARROW & DONALD FOR THE 2024 AUDIT

**Motion to
appoint Auditor
for 2024**

**Second to
appoint Auditor
for 2024**



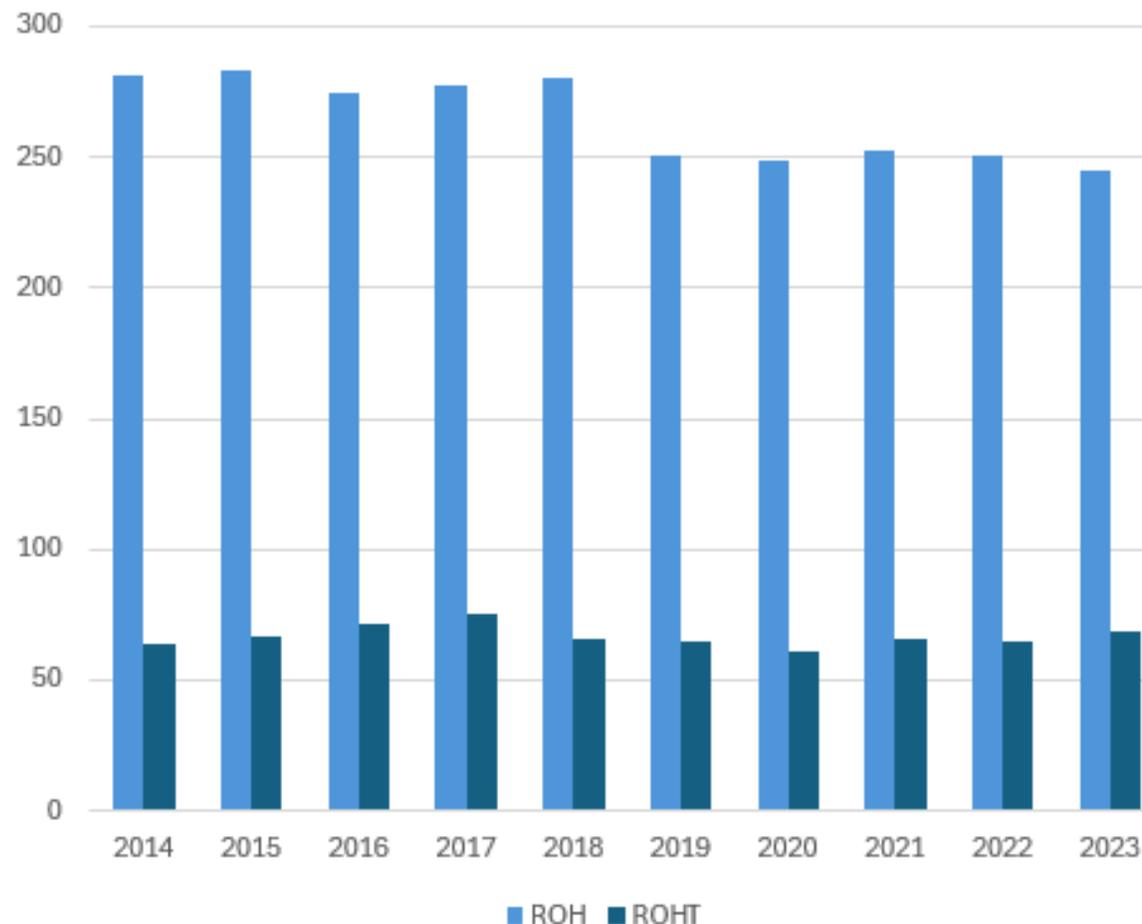
REGISTRAR'S
REPORT
(3:20-3:25 PM)
ALTAIRA HILDEBRAND, ROH



Membership: 2013-2023

Membership 2013-2023

Membership dropped by approximately 30 members (10%) in 2019 and has maintained at ~315 for the past 5 years



Note: membership is the total of new members and renewals

ROH Membership 2023



Total: 245

ROHT Membership 2023



Total: 69

Examination Types



ROH Path Options

Regular

Multiple choice,
essay and oral
exam

Fast Track

Phase 1: Multiple choice within three
years of eligible Masters program

Phase 2: Essay and oral exams

NAR

Oral

ROHT Path Options

Multiple choice and
essay exam

Approximate average pass rates for ROH is 65%

- ROH Regular: 50%
- ROH Fast Track phase 1: 65%
- ROH Fast Track phase 2: 80%
- ROH NAR: 67%

Average pass rate
for ROHT is: ~ 64%



New ROH Members

2023 ROH members:

Bufford Ang
Michael Jonasson
Phoebe Yap
Steven Gore
Charlotte Bay
Emily Guy
David Belisle
Michael Adamczyk

2024 Year-to-date ROH members:

Sophia El mounni
Monica Nguyen
Melani Suseenthiran
Bryan Humphries
Brad Schmermund
Michael Sekenda
Scott Blake
Sebastien Boisvert

Congratulations and welcome to the CRBOH!



New ROHT Members

2023 ROHT members:

Malissa Jabbour
Devin Nicholson
Catherine Larocque
Erika Ryan
Curtis Flude
Abdullah Melibari
Muhammad Muhsin Khan
Abdullah Kashkari

2024 Year to date ROHT members:

Sheila VanderMey
Carmen White
Daniel Awadalla
Mathieu Tardif
Natasha Edwards
Christine Forbes
Frank Tompkins

Congratulations and welcome to the CRBOH!

Retired Members

ROH

Gerald Saunders
Gurdip Sanghera
Gyan Rahjans
John Elias
Lisa Johnston
Liz Krivonosov
Nasrin Dhanani

ROHT

Tina D'Andrea

Congratulations on your retirement!



COMMITTEE
REPORTS
(3:20-3:40 PM)

FUTURE OF THE PROFESSION REPORT

Joey Bellino, ROH

POSITION PAPER

OH Position Paper was published. In response to feedback an FAQ page has been added to the document. Paper is available to be viewed on the CRBOH website and was shared broadly with members and industry partners.

NEW COMMITTEE

Future of the profession committee was formed. Terms of references for committee were reviewed. Committee currently revising title/scope protection presentations and other promotional presentations.

PARTNERSHIPS

**ASHSP working group in National Framework discussion – Ongoing
BCRSP – MOU
CSA – Technical Standard
COSHH – Protect workers
ABCC – All Together**

UP NEXT

Explore options for committee members to make presentations at schools and conferences. Continue discussions with stakeholders and key partners in the industry.

FUTURE OF THE PROFESSION - HIGHLIGHTS

FUTURE OF THE PROFESSION

**Volunteer
Recognition**

Thank you to
all our
committee
volunteers

Beth Higgins
Mike
Adamczyk
Sarah
McCurdy

Your work is
much
appreciated!

EXTERNAL AFFAIRS REPORT

Matthew Brewer, ROHT

Suzanne Wilde, ROH

Alex Mercer, ROH

IOHA

Bid to host the 2027 Scientific Conference has been submitted

NAR - As member group, help share resources and review policies

ONGOING INITIATIVES

Proposal for the development of CSA Standard for Industrial Hygiene and practice

COSSH Project

EXTERNAL AFFAIRS

ORGANIZATIONAL OUTREACH

Signed Memorandum of Understanding with Board of Canadian Registered Safety Professionals (BCRSP)

Alberta Society of Health and Safety Professionals (ASHSP) - continue to support the bid to gain professional regulation of Safety and Hygiene professionals in the province of Alberta through title and scope protection through the development of a regulatory college.

ABCC - Invited to join the BCRSP, CSSE (now HSPC), and ASHSP in discussion surrounding title and scope protection and what this means for each of the impacted organizations.

EXTERNAL AFFAIRS



COMMUNICATIONS & PROMOTION COMMITTEE REPORT

Kiet Nguyen, ROH

COMMUNICATION & PROMOTIONS REPORT

Activities

Newsletter Committee welcomed new editor, Ted Letourneau and continues to publish three newsletters annually

Announced the official renaming of the Marc Cousineau Student Award

Increased engagement on LinkedIn Page

Selected 2024 recipients of Lifetime and Student Awards

CRBOH MERCHANDISE



Custom frames, self inking stamps and seal embossers continue to be available on the website for purchase.

Volunteer Recognition

Thank you to our newsletter committee, and article contributors.

Editor: Ted Letourneau, (Past: Bill Sparks)

Translators: David Belisle, Véronique Maynard, Meghan Friesen, Laure-Elise Forel, Mathilde Dulude, Larry Vienneau (Past: Capucine Ouellet)

Members & Contributors: Glyn Jones, Krista Thompson, Kimberly O'Connell, Rob Strang, Ted Letourneau, Simon Aubin

COMMUNICATION & PROMOTIONS REPORT



ROH & ROHT EXAM COMMITTEE REPORTS

WRITTEN EXAM CHAIRS:

PAUL BOZEK (ROH COMMITTEE)

DAVE JARRELL (ROHT COMMITTEE)

BOD LIAISON:

SUZANNE WILDE, ROH

NOTABLE ACTIVITIES



Updating the Terms of References for the examination committee and developed written procedures, competencies, roles and responsibilities documents in anticipation of ISO audit



Offered the full written examination online using Youtestme software, in both official languages



Offered a special ROHT exam session for the Canadian Armed Forces Health Services Training Centre, OH PMedTech course graduates

ROH EXAM (WRITTEN) COMMITTEE REPORT

Online written examinations were held in October of 2023 and March of 2024. These exams were the very first offering of an entirely virtual examination platform.

We wish to thank the Exam Chair, Paul Bozek, as well as the committee members for the extra work in making this transition successful.

We wish to also thank the candidates for their patience and understanding through this transition period, including the most recent ROH members who experienced longer delays in results as we navigated the new system.

2023 - 2024 COMMITTEE MEMBERS

- Paul Bozek
- Andrea Janzen
- Andrea Sass-Kortsak
- Chris Fraser
- René Leblanc
- Capucine Ouellet
- Victoria Arrandale
- Robin Van Driel

2023 ROH EXAM (ORAL) COMMITTEE REPORT

CHIEF ORAL EXAMINERS (COE)

- Andrea Sass-Kortsak
- Lydia Renton
- Guillaume Lachapelle

- *note: each panel includes at least one of the chief oral examiners

- For international candidates, the panel consists of the 3 COE's

ORAL EXAM (OE) PANEL MEMBERS

- Toronto
 - Yang Ting Shek
 - Rosemary Mandatori
 - Derrick Chung
- Ottawa
 - Darren McPherson
- Montreal
 - Stephane Archambault
 - Capucine Ouellette
 - Lucie Marcotte
- Winnipeg
 - John Elias
- Calgary
 - Tiffany Clayton
 - Mike Phibbs
 - Dave Keenan (Ft Sask)
- Vancouver
 - Michel Crepeau
 - Dan Strand

ROHT EXAM COMMITTEE REPORT

Chair: Dave Jarrell

BOD Liaison: Suzanne Wilde

A special thank you to the Exam Chair, Dave Jarrell, as well as the committee members, for not only making the transition to an entirely virtual examination process successful, but also for the extra work in offering a special session of the ROHT exam for the Canadian Armed Forces.

2023 - 2024 COMMITTEE MEMBERS

- Corry Devos
- Nancy Fedyniak
- Pierre Frenette
- Ronald Ng

A special thanks to Lucie Marcotte for reviewing the translation of the CAF exam.

EXAM COMMITTEE REPORT





REGISTRATION MAINTENANCE & POINTS COMMITTEE REPORT

CHAIR: JODI JOHNSON, ROH

BOD LIAISON: ROBERTO SGROSSO, ROH

NEW & NOTEWORTHY

In response to the need to attract and retain volunteers, beginning in 2025, all CRBOH volunteer work will double in annual RM points, with no cap in points.

- Committee Members will receive 2 points annually
- Chairs (and similar roles) will receive 3 points annually

RM Guide will be updated in 2025 to reflect this change

NEW & NOTEWORTHY

Finalized a new ToR document for RM Committee

Developed and in process of finalizing a written Process document;

Planning a written Procedural document for committee members;

REGISTRATION MAINTENANCE & POINTS REPORT

REMINDER

If your cycle end date is 2024, there is still a 15% reduction in maintenance points required due to the covid pandemic.

ROH will only require 42.5 maintenance points

ROHT will only require 34 maintenance points

Cycle end dates in 2025 or later will be back to the full maintenance points requirement of 50 for ROH and 40 for ROHT

The online system for submitting RM worksheets via the membership platform is the only method to submit worksheets now. Excel or word documents will not be accepted.

REGISTRATION MAINTENANCE & POINTS REPORT

ROH – CYCLE END DATE 2023

Worksheet Status	Total
Complete	21
In Review or Audit	16
Not submitted	10
Grand Total	47

ROHT – CYCLE END DATE 2023

Worksheet Status	Total
Complete	4
In Review	2
Not submitted	1
Grand Total	7

Volunteer Recognition

Thank you to our committee member volunteers:

ROH: Anjie Davis, Krista Thompson, Mike Grey, Gerry Saunders, Graham Blackshaw

ROHT: Matthew Brewer, Murina Krahn, Ronald Ng, Kathy Rohl

We appreciate all your hard work!

REGISTRATION MAINTENANCE & POINTS REPORT

AWARDS



MARC COUSINEAU STUDENT AWARD

Congratulations to our 2024
recipient!

Shayla Kaplen

Masters of Science in
Occupational and
Environmental Hygiene
University of British Columbia



ANDREA SASS-KORTSAK LIFETIME ACHIEVEMENT AWARD

In honour of extensive and excellent contributions to the profession of occupational hygiene at a provincial, national and international level.



2024 RECIPIENT

Liz Krivonosov, ROH
(retired)





Cigar Lake, SK 2017

REFLECTIONS on the past 40 years

Liz Krivosov (ROH Retired)

Andrea Sass-Kortsak Lifetime Achievement Award
CRBOH

June 20, 2024

Thank You





WORDS TO LIVE BY



EXPLORE

ANTARCTICA 2000

TRY HARD



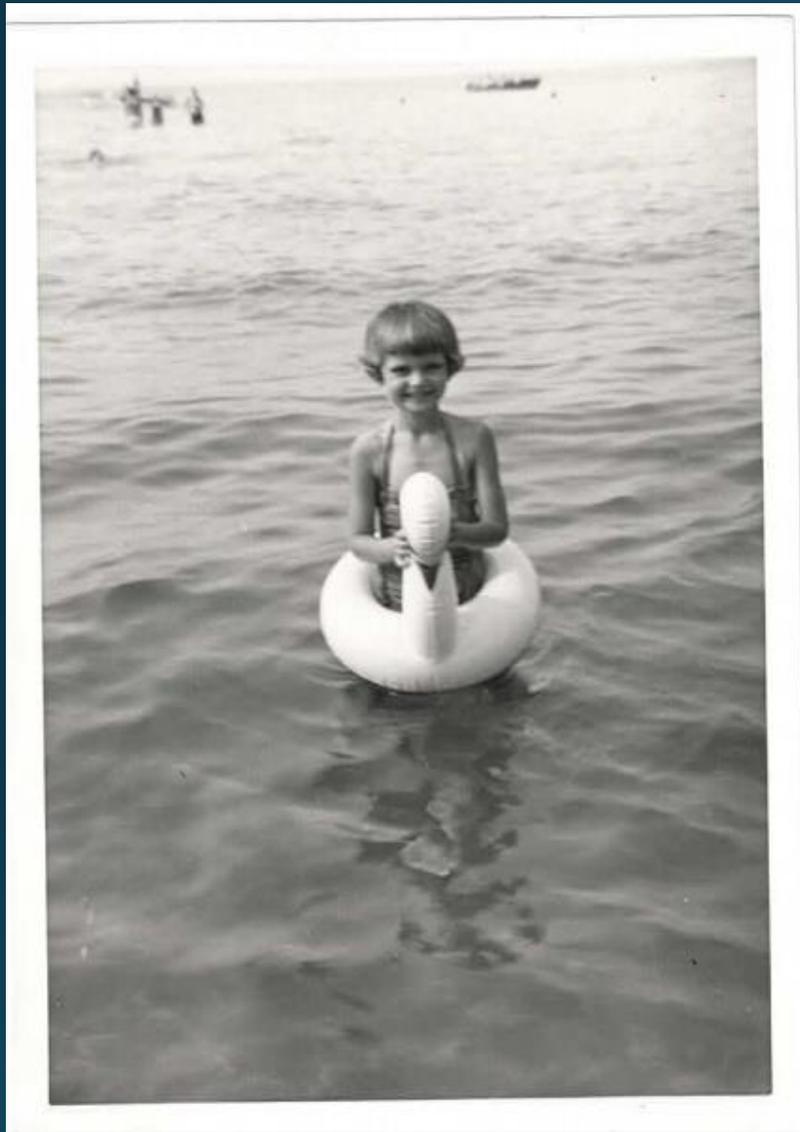


PLAY BY
THE
RULES



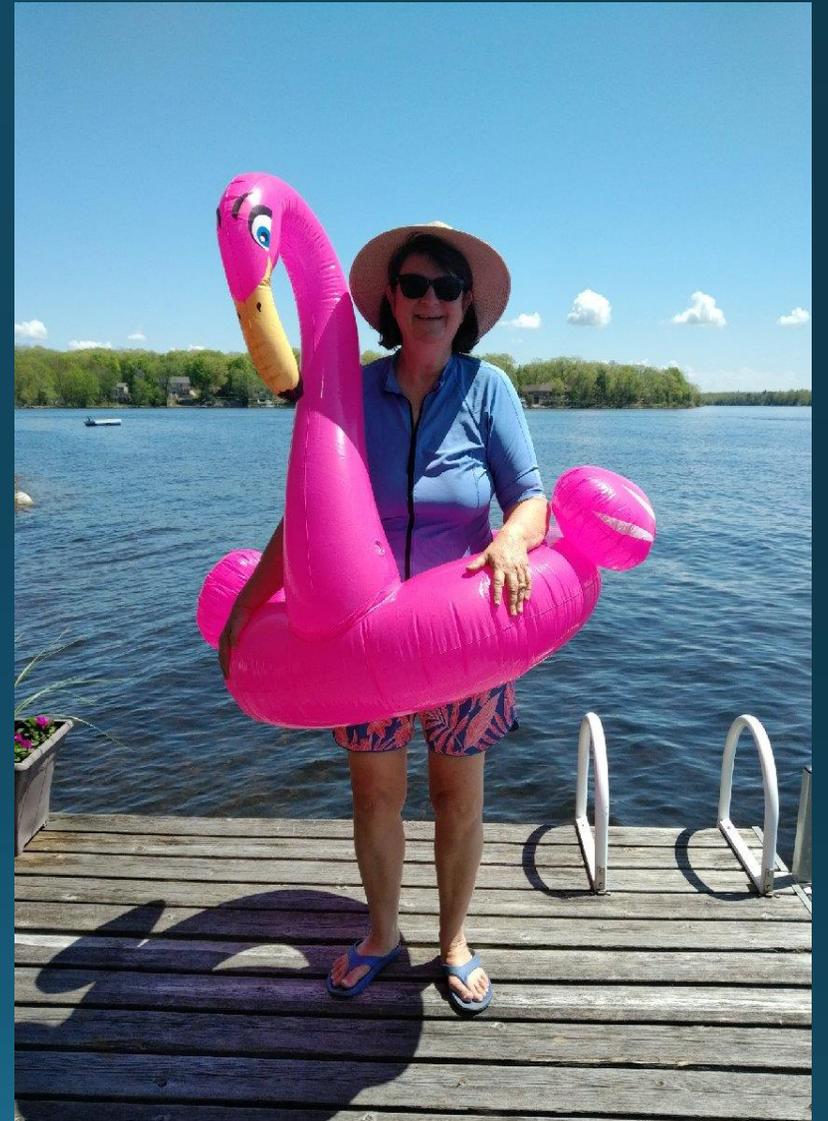
Andrea Sass-Kortsak, Sandra Deike, Mike Grey, Paul Tocher, Paul Bozek

I GET BY
WITH A
LITTLE HELP
FROM MY
FRIENDS



1966

HAVE
FUN



2022



NEW AND OUTGOING DIRECTORS
ALEX MERCER, ROH & MATTHEW BREWER, ROHT

OTHER BUSINESS
(3:50-3:55 pm)

INCOMING PRESIDENT

Alex Mercer, ROH

2024 - 2025

Our incoming President has been with the CRBOH since June of 2021 representing Central and Western Provinces as ROH Director. Alex has held the position of Treasurer, and Vice President until now. She has been active on the Communication & Promotion committee also, assisting in award recipient selection, and many other CRBOH projects.

She is the Operations Manager for Jada Solutions, in Sherwood Park, Alberta.

Alex has a BSc. (Hons) in Cellular and Molecular Biology from Memorial University, a MSc. in Medical Microbiology and Immunology from the University of Alberta, and a diploma in Occupational Health and Safety from NAIT. Alex began her career as a molecular microbiologist, transitioning into the field of safety and industrial hygiene in 2014. Alex is both a Certified Industrial Hygienist (CIH) and Registered Occupational Hygienist (ROH). Alex is also an active member and contributor with the American Industrial Hygiene Association (AIHA) Exposure and Control Banding Committee and ACGIH (American Conference of Governmental Industrial Hygienists).





NEW DIRECTOR ROH – QUEBEC

Stéphane Archambault, ROH

2024 - 2027

Stéphane Archambault is an occupational hygienist with over 25 years of experience in the field of occupational health. Throughout his career, he has held positions related to the management of health and industrial hygiene in the chemical, petrochemical, oil refining industries as well as in the mining and metals sector. He is currently a principal industrial hygiene advisor for the Rio Tinto group. Stéphane obtained a master's degree in safety and industrial hygiene from the University of Quebec in Trois-Rivières in 1997, a bachelor's degree in science, technology and society from the University of Quebec in Montreal in 1994, and a certificate in environmental sciences from the University of Quebec in Montreal in 1991. He has been a Registered Occupational Hygienist (ROH) since 2013.

OUTGOING DIRECTOR

Lucie Marcotte, ROH
Quebec

**MANY THANKS FOR YOUR HARD
WORK & CONTRIBUTIONS TO
CRBOH AND THE BOARD OF
DIRECTORS**





Q & A (3:55-4:00 PM)

**PLEASE USE THE CHAT
FUNCTION IF YOU HAVE A
QUESTION**

**QUESTIONS CAN ALSO BE EMAILED TO OUR
SECRETARIAT, AND WILL BE RESPONDED TO
VERY SOON!**

**MOTION TO ADJOURN THE CRBOH 37TH ANNUAL
GENERAL MEETING**

**Motion to
adjourn**

**THANK YOU FOR
ATTENDING THE 2024 AGM**

**WE WILL NOW
TAKE A 5
MINUTE BREAK**

UP NEXT:

PRESENTATION

*Ethics for EHS
Professionals*

**WITH GUEST
SPEAKER:**

Mark A. Katchen

PRESENTATION: ETHICS FOR EHS PROFESSIONALS

Mark Katchen is the Managing Principal for The Phylmar Group, Inc. with expertise in industrial hygiene, toxicology, occupational health, risk communication, professional ethics and sustainable supply chain practices. His consulting expertise includes helping organizations optimize the EHS/Sustainability function by focusing on mission alignment, resource allocation and utilization, business process improvement, and demonstrating the value of EHS/Sustainability to the organization. He also has extensive litigation support expertise having testified in numerous cases involving a wide variety of chemical and biological agents.

He received his B.A. in Psychobiology from UCLA, M.S. in Environmental and Occupational Health from California State University, Northridge, and M.B.A. from Loyola Marymount University. He is a Certified Industrial Hygienist. Mr. Katchen has more than 35 years of experience in occupational and environmental exposure assessment in a variety of industries.

Mr. Katchen has taught at the University of California, Los Angeles and Irvine campuses. He also serves on the California State University, Northridge Department of Environmental and Occupational Health Advisory Board. He is a past chair of the American Industrial Hygiene Association's International Affairs Committee, current Scholarship Committee Chair for the Occupational Hygiene Training Association and is past Chair of the AIHA's Joint Industrial Hygiene Ethics Education Committee. Mark is also an AIHA Distinguished Fellow and Lecturer who frequently speaks to business and academic groups on environmental risk assessment, management, communication, ethics and sustainable business practices and is the author of several published technical and business-related articles."