

Occupational Hygiene Training Association Minutes of the Annual General Meeting 2024

The 2024 Annual General Meeting was held on Tuesday 10 September 2024
at 20.00 (UK BST) via teleconference.

1. Welcome & Apologies

Steven Verpaele, Co-Chair of the Board of Directors, welcomed members to the Annual General Meeting (AGM) of the Occupational Hygiene Training Association (OHTA), a charitable company. Steven Verpaele and OHTA Co-Chair Chris Laszcz-Davis would jointly chair the AGM.

All members were provided with the opportunity to give their input in advance of the meeting, so apologies were not required. No members were in attendance, but a recording would be made available for member association representatives shortly after the meeting.

The OHTA treasurer, Alan Leibowitz and board member Dr Sharann Johnson were also in attendance, along with OHTA Secretariat, Vicky Upstell.

2. Voting and quorum

Steven Verpaele confirmed that an email ballot was used to provide members with the facility to vote in advance of the AGM. These votes were used to quorate the meeting. A total of 3 votes were required and 10 had been received. Votes had been counted by Vicky Upstell, OHTA Secretariat and verified by Lynn O'Donnell, OHTA Board member and Chair of the OHTA Awards and Qualifications Committee.

3. Approval of minutes of previous meeting

Steven Verpaele confirmed that the minutes of the AGM held on 7 June 2023 had been circulated with the notice of the meeting. Members had been invited to comment on the accuracy of the minutes, and in the absence of any comments, the minutes were adopted with effect from the end of the meeting.

4. Announcement of the result of ordinary resolutions relating to Board appointments

Members had also been asked to vote in advance by way of a poll, on four ordinary resolutions relating to the re-election of three directors to the Board, and the appointment of one new director.

Chris Laszcz-Davis announced the results of the vote; Mr Steven Verpaele, Dr Zack Mansdorf and Dr David Zalk were all re-elected to the OHTA Board of directors. Dr Jane Whitelaw was appointed to the OHTA Board of directors. All were congratulated on their appointment.

5. AOB

No other relevant items of company business had been brought to the attention of OHTA prior to the meeting and so the AGM business was concluded.

6. Presentation

The AGM was followed by an OHTA update. Steven Verpaele and Chris Laszcz-Davis ran through an overview of the OHTA Board and Committee members, along with an update on recent OHTA developments and highlights of the year so far.

Dr Sharann Johnson provided an update on OHTA's training providers and the launch of OHTA's updated courses and examinations.

Alan Leibowitz, OHTA Treasurer, provided an update on the OHTA financials.

Steven Verpaele reported on OHTA receiving the 2024 IOHA Collaboration Award in honour of OHTA's profound commitment to improving working health and promoting occupational hygiene on a global scale.

7. Close of meeting

Steven Verpaele thanked members for voting for the resolutions ahead of the AGM. Members were advised that any questions or comments following the publication of the AGM should be directed to team@ohtatraining.org.