

Occupational Hygiene Training Association Minutes of the Annual General Meeting 2025

The 2025 Annual General Meeting was held on Monday 24 November 2025
at 19.00 (UK GMT) via teleconference.

1. Welcome

Chris Laszcz-Davis, 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. Chris Laszcz-Davis and OHTA Co-Chair Steven Verpaele would jointly chair the AGM.

All members were provided with the opportunity to give their input in advance of the meeting, along with voting on the resolutions. 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, board member Dr Sharann Johnson, and OHTA PR & Comms Lead Debbie Dietrich were also in attendance, along with OHTA Secretariat, Vicky Upstell.

2. Voting and quorum

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. Chris Laszcz-Davis reported that a total of 3 votes were required and 5 had been received. Votes had been received and 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

Chris Laszcz-Davis confirmed that the minutes of the AGM held on 10 September 2024 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 an electronic ballot on two ordinary resolutions. Steven Verpaele announced the results of the vote; Mr Alan Leibowitz, OHTA Treasurer, was re-elected to the OHTA Board of directors and Nathalie Argentin was appointed to the OHTA Board of directors.

Steven Verpaele also announced that both Lynn O'Donnell and Ruth Jimenez would both step down from the Board with effect from the end of the meeting. Thanks were extended to Lynn and Ruth for their skill, hard work and many years of dedication to OHTA and its stakeholders; it was noted that both would continue to support OHTA outside of being on the Board.

5. AOB

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

6. Presentation

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

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

Dr Sharann Johnson provided an update on OHTA's innovation and the use of technology to deliver the OHTA examinations, along with an update on OHTA's initiatives, such as the ICertOHTA Award, course translations and the introduction of new courses.

Debbie Dietrich provided a report on the robust PR & Comms efforts over the past year, as well as the collaboration with OHTA's supporters and sponsors.

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.