

NHCA ARCHIVE REPORT: February 9, 2019 – February 22, 2020

Elliott H. Berger (Historian) and Kim Gill (Executive Director)

This document summarizes key activities for the period just subsequent to the 2019 Annual Conference (held in Grapevine, TX) and concluding just subsequent to the activities of the 2020 Annual Conference (held in Destin, FL). All activities at the 2020 Conference are included. This report contains the following sections:

- A. Management Firm Activities
- B. Conference Sponsorship and Exhibition Fees
- C. Executive Council Spring Conference Call
- D. Executive Council Summer Meeting, including Strategic Planning Workshop
- E. Executive Council Fall Conference Call
- F. Executive Council Meetings at Annual Conference
- G. Annual Conference
- H. Webinars
- I. Position Statements/Regulatory Involvement
- J. Changes to Bylaws and Policy and Procedure (PPM) Manual
- K. Slate of Candidates for 2019/2020

A companion to this narrative report is the NHCA Archive Data Report (ADR). It is an Excel file that is regularly updated and includes the following:

- Officers (current and prior)
- Awards
- Special talks such as the Gasaway lecturer, including presenters and talk titles
- Presidents, Program Chairs, conference themes, *Spectrum* editors, and Executive Directors
- Dues, membership, conference data
- Financial information (profit/loss and assets) for both NHCA and the Scholarship Foundation
- Conference cities and attendance
- Scholarship Foundation officers and student award winners (current and prior)
- Lecture counts and types for all conferences
- Literature sales, and other historical information

A. Management Firm Activities

Our management firm, Civica Associations Conferences and Exhibitions began work with NHCA in June 2018, formally taking over July 1. This year was their second NHCA annual conference but there was staff turnover for both the web management and conference management staff, for this year and conference. Emma Gremel and Jessie Goth departed to be replaced by Chandler Bruns and Dani Korth. The current Executive Director, Kim Gill began with NHCA at the time of the hiring of Civica.

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. The auditors reported that NHCA's financial statements presented fairly the financial position of NHCA and were in accordance with generally accepted accounting principles. It was recommended that the next financial statement audit be conducted in 5 years (2019), 60 days after the fiscal year-end (i.e., in August or September). No audit was conducted as of this date in 2020 so this should be considered for a future action.

B. Conference Sponsorship and Exhibition Fees for 2020 Conference

2019 Sponsor Benefits	Platinum (\$9,250)	Gold (\$6,250)	Silver (\$4,250)	Workshop Sponsor & Exhibitor (\$2,250)
6-Foot Tables in Exhibit Area	Four	Three	Two	Two
Exhibitor Full Conference Registration	Four	Three	Two	Two
Descriptor in the Spectrum Supplement	100-word	75-word	60-word	40-word
Ad in Spectrum Supplement	Full Page	1/2 page	1/4 page	Business Card
Hand-Outs for Registration Packets	Three	Two	Two	One
One-year NHCA Commercial Membership	✓			
One Giveaway/Swag Item for Student Meet & Greet	✓	✓	✓	✓
Giveaway/Swag Item for each Conference Attendee	✓	✓	✓	
Invite to Attend the New Members/Student Meet & Greet	Two	One		
Banner Ad on the NHCA Website through December 31, 2021	✓			
Listing in Thank You Announcement for all Vendors on NHCA LinkedIn (Pre- & Post-Conference)	✓	✓	✓	✓
Your NHCA Conference Related E-mail to Attendees, Sent by NHCA (Pre- and Post-Conference)	Two	One		
Podium Recognition	✓	✓	✓	
NHCA Conference Logo for Your Website	✓	✓	✓	✓
Thank You Announcement on each NHCA Social Media Platform	✓	✓	✓	
Sponsor Thank You Announcement during Friday Night Event	✓			
"Hosted By" Sponsor for Friday Night Event Activity Listed on Signage, in Event Marketing Materials, and in the App	✓	✓	✓	
Listing in Sponsor Thank You on Conference App	✓	✓	✓	✓
Live Logo on Conference App	✓	✓	✓	✓
Logo throughout Conference	✓	✓	✓	✓
Logo with Live Link on the NHCA Conference Sponsor Page	✓	✓	✓	✓
Logo with Live Link in NHCA Conference Marketing Emails	✓	✓		
Logo with Live Link on Conference Website	✓	✓	✓	
Logo with Live Link on the NHCA Conference Registration Confirmation Email to Attendees	✓			
Your Company Listed as a Sponsor on Conference Press Releases	✓	✓		

C. Executive Council Spring Conference Call (May 2, 2019)

- Changes were approved to the PPM regarding the compensation for the Program Chair and the Program Chair Elect.
- Many hours were expended on obtaining CNEs for AAOHN for the 2019 conference and they were denied as happened for several prior years. It was decided the significant time and cost was not justified by the few OHNs seeking credits.
- Calculation of CEUs for each attendee was done correctly but took much time. Civica is considering a new Learning Management System to allow CEU tracking by individual as well as certificates of attendance to be sent automatically to each attendee completing the session surveys.
- A spreadsheet is being created by the member delegate to include prior member spotlights so as to avoid duplication in future years. (Historian note: this has not been completed.)
- Again, the issue of PSP members not perceiving the value of their membership was discussed and it was decided to do a poll.
- Associate members also perceive a lack of value, based on response from 7-8 members.

D. Executive Council Summer Meeting, Denver (June 24 - 25, 2019)

- The NHCA Hearing Protection Act position statement was approved by the Council.
- Various policy changes on expenses were approved including that the award for Program Chair will be a certificate and not a plaque, that the OLA/OPA cash award goes to the first author, that the Program Chair receives a standard room instead of a suite, removing the five allocated complimentary registrations, reducing the discretionary fund from \$1000 to \$250, and other conference-related items.
- The Communications Director was tasked with reviewing *Spectrum* to determine when we last highlighted membership dates of our membership. However it was decided that current records were not accurate enough to accomplish this activity.
- It was formally moved and approved to suspend OHN CNEs for the annual conference due to high costs of time and money and continued denial of credits.
- It was decided to raise individual member dues from \$205 - \$220 and commercial member dues from \$985 to \$995.
- A social media goal of one post per social media platform per week was established.
- Deanna Meinke raised the issue that the ASHA scope of practice for HC is incomplete and not evidence based. The past president and director of marketing were tasked with discussing the issue with ASHA.
- Heather Malyuk continues to have creative ideas for fund raising and is working on a Ray Charles grant for next year.
- The Historian was asked to continue creating this narrative report in addition to the archive data report (Excel file).
- Elliott Berger reported on many changes underway to update and improve the website, especially getting all issues of the *Spectrum* posted.

E. Executive Council Fall Conference Call (October 17, 2019)

- The Council approved adding specifics regarding the IJA procedures, roles, and responsibilities to the PPM by the November.
- Overall, 21 items were identified for changes in the PPM.
- It was approved that the Lifetime Achievement award winner will no longer receive free conference registration for life, but rather for the current plus next year and then discounted for subsequent years. This applies to awardees subsequent to October 2019.
- The student membership fee was changed from \$0 to \$25, accompanied by a gift card for conference registration.

- It was decided to use Sched for the conference app and the new MemberClicks LMS system to track CEUs.
- Decided to create a new communications tool, E-News to be sent every other week to membership. This was successfully accomplished and the first E-News sent in October 2019.
- The Student Member delegate was tasked with writing a proposal for HHCASF to create a student community outreach event small grant.
- The Historian determined that Civica can safely store all files for archive papers using Sugar Sync and will work to eliminate the old paper historical records.
- Elliott Berger was tasked with contacting the Dobie family to establish a Dobie Memorial area on the NHCA website to house Bob's calculators and key publications.

F. Executive Council Meetings at Annual Conference (February 19 - 22, 2020)

- A motion was approved to pause the IJA supplement for one year to look at other options for journals and a task force to present at the summer 2020 EC meeting a proposal on whether NHCA can commit to 2 – 3 years of future IJA support.
- The Audiology and Speech Language Pathology (ASLP) Interstate Compact was approved by the TF on Licensing and Ethics in Audiology, and a letter written and forwarded to ASHA.
- NHCA decided to partner with the International Year of Sound 2020.
- It was decided to book Leading Associations to guide NHCA for the summer strategic planning activities in 2020.
- Topics were identified for the CAOHC/NHCA webinars.
- The Dobie Memorial site was established and it was decided to make it open access.
- The post-conference Council meeting this year was primarily a conference debrief.
- For a/v, Corey and Caleb were asked to look at projects and determine which ones are better than other and determine if a new one needs purchasing.
- Civica was asked to look at other sponsorship packages including reinstating the option to sponsor conference bags.

G. Annual Conference

The 44th Annual Hearing Conservation Conference was held February 19-22, 2020 at the Sandestin Hotel, Destin, FL. Paid registrants, total participants, early full member registration fees, and total exhibitors, appear in the Excel Archive Data Report.

Sponsors and categories were:

- Platinum (1 @ \$9,250): 3M
- Gold (@ \$6,250): None
- Silver (1 @ \$4,250): Etymotic
- Supporting Sponsor (@ \$1000): Sensaphonics

Workshop Sponsor and Exhibitor (@ \$2,250): ASHA (free), Aussco, Benson Medical, CAOHC, ClearCaptions, eMoyo, Honeywell, LipoFlavoid, Medcore, Moldex-Metric, NIDCD/Noisy Planet, NIOSH, Sensidyne, SKC, Starkey, Tremetrics, TSI, Westone

The meeting resulted in a profit for NHCA of \$48,471

The Conference comprised 18 general session platform lectures, including the Keynote Lecture by Jennifer A. Deal, a luncheon lecture by Dallas Taylor, the Safe-in-Sound Awards session, the Don Gasaway Lecture by Jillyen Curry-Mathis, as well as one set of concurrent sessions. For additional details including the poster count see the Archive Data Report Lecture-Count tab. The eight workshops included:

- The basics workshop

- Boothless audiometry workshop
- Selecting hearing protection devices using new and updated standards
- Hands-on workshop: How you (or your students) can contribute to Wiki4YearOFSound2020
- Impulsive noise: Understanding measuring and mitigating the risk of noise induced hearing loss
- What you don't hear can kill you – the conundrum of balancing hearing protection and auditory situation awareness: guidance for the hearing conservationist
- Noise exposure risk assessment in various workplace environments
- Considering models and approaches to health behavior change in the prevention of auditory dysfunction

The following awards were presented at the Conference:

Michael Beall Threadgill Award	Elliott H. Berger
Outstanding Lecture Award (2019)	Rick Neitzel
Outstanding Poster Award (2019)	Ann Nakashima
Golden Lobe Awards	Susan Cooper, Caleb Kronen, Michael Santucci, Nancy Wojick

The Friday-evening Gala, was held at Margaritaville at the Harborwalk, a bus ride from the Sandestin. It was a buffet with various games distributed at the tables.

H. Webinars

One webinar was taught by Amy Blank and Lynn Cook on Auditory Fitness for Duty Evaluations. It was solely sponsored by NHCA with no CAOHC participation. Attendance was 43 and NHCA made a profit of \$565.

I. Position Statements/Regulatory Involvement

See first bullet under June meeting regarding the NHCA letter on the Hearing Protection Act.

J. Changes to Bylaws and Policy and Procedure Manual (PPM)

Many changes were made this year some of which are documented in the preceding pages. An addendum is attached listing them all.

K. Slate of Candidates for 2019-2020

Ballots were electronically distributed October 2019 with a due date of January, 2020. Total number of voting ballots received was 63.

President Elect	Gayla L. Poling
Director of Membership	Don Finan
Director of Marketing & PR	Kathy Gates
Director of Education	Vishakha W. Rawool
Member Delegate	Bankole K. Fasanya

Changes approved to Policy Manual in 2019

Proposed Policy & Procedure Changes			
#	Change	Rationale	Approval
1	Privacy policy – members and registrants are allowed to choose from various options including opt out.	Legal changes, collegiality and Exhibitor benefits	Yes
2	Changed award for Program Chair and Program Chair-elect from plaque to certificate	Budget	Yes
3	Clarify that first author receives OLA and OPA award	Clarification	Yes
4	Added Social Media Policy as annex	New content	Yes
5	Change major award winners to one complimentary registration, one family member to attend luncheon and additional guests at cost.	Budget	Yes
6	Change Commercial and PSP additional registrants from ½ price to discounted, to be determined to cover costs.	Budget	Yes
7	Change Program Chair discretionary fund back to \$250 Delete “up to 6 free registrations to non-member speakers.” Additional incentives should be based on budget and Trio approval.	Budget	Yes
8	Changed Program Chair from complimentary suite to regular room	Budget	Yes
9	PSP ½ -day workshop is included in Workshop only and Full Registration	Reconcile website and P&P. The benefit is not “free” but PSP-focused topics as determined by Program Task Force and PSP Delegate.	Yes
10	Add reimbursement guidelines to use GSA rates and policies	Budget	Yes
11	Luncheon speaker, platform keynote and award speakers’ spouse/family members’ lunch will include one covered cost instead of unlimited amount.	Budget	Yes
12	Added IJA Process as annex	New content	Yes
13	Added Young Professional membership category	Member retention	Yes
14	Deleted the Gasaway lecturer receiving original work of art prepared for Don Gasaway’s book the supply has been depleted.		Yes
15	Added Bob Dobie to Life-time Achievement winners.	Update	Yes

16	Changed Annex I checklist item about conference hotel room costs from "\$120/night" to "reasonable for market and our membership."		Yes
17	Changed conference announcement from post-card to e-mail.	Update	Yes
18	Substituted Civica Management for IMI	Update	Yes
19	Removed named Exec Director and left NHCA office as generic contact	Update (too specific)	Yes
20	Substituted Civica's Electronic Disaster Recovery Plan	Update	Yes
21	Add IJA Annex	New content	Yes
	Student membership dues instituted to include gift card with conference registration.	Logistics (MemberClicks requires annual renewal)	Approved 10.17.19
	Change registration for Life-Time Achievement (LTA) award from free forever to free to year of award +1 year and discounted thereafter. Grandfather previous LTA winners.	Budget - Discussion required	Approved 10.17.19