

Minutes of the SCHC Board of Directors Meeting

Crystal Gateway Marriott

Arlington, Virginia

October 5, 2009 – 1:00 pm (EDT)

Present:

BOD

Michelle Baker
Ann Brockhaus
Mark Cohen
Stacie Eakin
Len Hong

Pam Kreis
Bernie Lindquist
Suzanne Matuszewski
David Peters

Angela Rath
Bob Skoglund
Michele Sullivan
Darlene Susa-Anderson

Committee Chairs:

Amy Breedlove
Sharen Breyer
Dan Levine

Jennifer Mahoney
Mary Rudolph
Charles Sokol

Ann Thompson
Richard Willinger

Administrator:

Lori Chaplin

Absent:

Sabrina Caldwell
Doug Eisner

Guests:

Phil Toscano
Eric Boelhouwer

Board Chairman Dave Peters called the meeting to order at 1:10 pm EDT. Attendance was recorded and one guest welcomed. (Another guest arrived mid-meeting.)

Approval of Minutes

Michelle Baker moved to approve as amended the minutes from the September 2009 Board of Directors meeting and Angela Rath seconded the motion. Board voted unanimously to approve these minutes.

Old Business

Lori Chaplin reported that the meeting attendee count is now 193 or 194. In addition, 6 guests are expected—all OSHA staff. There was one PDC “no show.”

Ann Thompson, Program Committee Co-Chair, provided an update on Fall Meeting agenda changes. The agenda was adjusted to accommodate a longer OSHA presentation on the newly published OSHA Notice of Proposed Rulemaking aligning the GHS with the OSHA Hazard Communication Standard.

President's Report

SCHC President Mark Cohen reviewed the Timeline. Michele Sullivan was appointed Liaison to the HazCom Resources Committee. Mark noted that an Awards Committee Chair is needed. Bob Skoglund is Liaison to Awards Committee.

Treasurer's Report

Pam Kreis reviewed the Treasurer's report, making note of the new format for reporting PDC financials which is designed to provide more detail and to enhance clarity. Spring 2009 meeting numbers in red reflect penalties paid because SCHC did not meet the room block minimum. Penalties could have reached as much as \$50,000. However, SCHC was able to "use" some of the penalty as "credit with the hotel" for the following: complimentary Internet access for attendees, greeting baskets for Board members, vouchers for dinner on Tuesday and lunch Wednesday for those who requested them. SCHC paid \$17,000 after these items were "paid for" from our expected penalty.

The PDC financials capture all data plus May webinar income. The May webinar, GHS Update: Where We Are in 2009" showed a profit of greater than \$9,000.

Pam also noted that two CDs are ready to mature.

Strategic Planning Meeting

Len Hong reviewed the actions taken following the 2005 retreat, and noted that this week's retreat will build on the framework established by the last retreat. Len and Ann Brockhaus reviewed logistics for this week's retreat.

Poster Subcommittee

Amy Breedlove reports that there are 2 new members on the Committee. She notes that she would like input on selecting a prize for the Spring 2010 Poster competition. Amy will send an updated Poster Session announcement and request for Poster submissions to Dan Levine for posting on the SCHC website.

Arrangements

Angela Rath provided this report for Doug Eisner, who regretted not being present. Arrangements for this meeting have gone well, with no problems. There was reduction in the amount of food for this meeting, but during the PDCs there was never a food shortage noted. However, it was noted that in some cases there was JUST enough food for PDC participants. BOD members advised that food amounts not be cut back any further. Lori noted that the number of chairs at lunch was linked to the amount of food ordered, so Lori had to order more food to get enough seats in the room.

For action: Angela and Doug would like feedback from the BOD on the adequacy of the food at the Fall Meeting and whether we want to continue with similar arrangements at the Spring 2010 meeting.

Future Meetings:

April 10—14, 2010-New Orleans
Spring 2011—Seattle
Need to decide about Spring 2012—should be an Eastern meeting.

Program Committee

Program Committee Co-Chair Ann Thompson presented the report for Committee Co-Chair Sabrina Caldwell, who is ill. Sabrina will take the lead on the Spring 2010 meeting.

Awards

It was noted that there is no Chair and no members of this committee, currently. It was noted that a gift will be needed for the outgoing President, to be presented at the Spring 2010 meeting.

Hazcom Resources

Charlie Sokol reported on the process of updating the HazCom Resources document. SCHC members have asked for a list of acronyms and definitions. Dave Peters notes the usefulness of acronymfinder.com. There was a discussion of whether the newly updated document should be for “members only” as an incentive to join SCHC. Some BOD members wished to continue to make this document publically available. No decision or formal proposal was made.

Web Report

Dan Levine discussed the feasibility of a “members only site.” It was also noted that providing registration materials for meetings and PDCs by web can save \$3000 per meeting. On-line voting is working well. Hazchat is still underutilized.

Dan asks that requests for web postings or changes be sent through Lori-unless it is a true emergency. There was a general discussion of how to maximize traffic to the SCHC website.

For action: Dan asks that each Committee Chair review their section of the website and send notes on changes needed.

Outreach Committee

Chandra Gioello reported that the SCHC Newsletter is out. She is working toward standardized content sections, e.g. information on the world of hazcom and social networking items to help members get to know the people in our organization. Chandra asks for articles for newsletter.

Denese Deeds raised the issue of “members only” content on the Website in the context of the mission and goals of the Outreach Committee and asks for feedback from BOD. It is not clear what direction would be most effective in attracting and keeping members. Ann Brockhaus suggest linking to the article in the Synergist on the GHS by Denese Deeds and Bob Skoglund. It was suggested that a Value Statement, or Business Value of SCHC membership document be developed to go on SCHC website. DGAC has one, as does AIHA.

Professional Development Committee

Jennifer Mahoney reported that the committee is planning two webinars on OSHA's Notice of Proposed Rulemaking to align the Hazcom Standard with the GHS on November 17 and a December date TBD. She will announce these at the Fall Meeting this week. She notes that AIHA is holding a 3hr webinar on November 19 on the same topic. There was a discussion on how SCHC can attract attendees. It was suggested that SCHC reach out to a wide audience, including American Society of Safety Engineers (ASSE), risk and insurance managers, American College of Occupational and Environmental Medicine (ACOEM), American Academy of Occupational Health Nursing (AAOHN), environmental managers, Alliance of Hazardous Materials Professionals (AHMP), American Chemistry Council (ACC), American Chemical Society (ACS), small business associations such as the National Federation of Independent Business (NFIB) and Small Business Administration (SBA), the Society of Toxicology (SOT), Society of Environmental Toxicologists and Chemists (SETAC), North American Chemical Distributors (NACD).

The PDC and Webinar Subcommittee will work with Outreach Committee to find the best strategy to market webinars.

Exhibit Committee

Mary Rudolph was working with vendors to set up the exhibit. Angela Rath provided the Committee report and notes that she and Mary have discussed need for feedback from vendors that can be taken into consideration at our Strategic Planning Session. The number of vendors is way down, from 26 to 14. Some of this is due to consolidation in the market. It was suggested that a targeted questionnaire be sent to current and former exhibitors to determine possible reasons for the decline in participation and critical issues for vendor participation.

Angela reviewed suggestions she and Mary "brainstormed" such as waiving of the electrical drop for early registration; allowing vendors run a training session at night; or allowing vendors to have their names appear on meeting materials.

For Action: Dave Peters asks that Mary write these down and present to the BOD. Need to start to plan now for next Fall's meeting.

A discussion then followed regarding whether the BOD still thinks the Vendor Exhibit is useful. Feedback from vendors is that SCHC attendees are not a "qualified" audience. It was suggested that the drop off in vendors is due to reduced number of members staying for the evening show. It was also suggested that exhibitors be allowed some time on the meeting agenda. This will be discussed further at Strategic Planning Session on Wednesday and Thursday of this week. Another suggestion was to develop a vendor brochure or info sheet to help vendors understand the benefits of exhibiting at SCHC meetings.

Mary Rudolph arrived later in the afternoon and noted that she believes the decrease in vendor participation is due both to the economy and to consolidation within the business. We now have more translation companies exhibiting. She is looking at ways to bring in more companies and asks that BOD members encourage their vendors to participate. She supports the development of a vendor info sheet that makes the business case for participation. It is noted that Mary is a “committee of one” and she welcomes additional participants on the Committee.

For Action: It was suggested that the Outreach Committee work with Exhibit Committee to look for ways to increase vendor participation.

Membership Committee

Beth Lavender-Levi reports that the Committee is discussing the possibility of a retiree and student memberships. Pam notes that, due to an oversight, when the meeting registration fee was increased there remained only a 50 dollar difference between the member fee and nonmember fee.

For Action: BOD to discuss increasing registration fees in 2010.

Nominating Committee

Rich Willinger referred attendees to his written report.

Alliance Committee

Suzanne Matuszewski reported on the recent Alliance teleconference with OSHA. SCHC’s mission and role was clarified. An SDS Authoring course is scheduled for October and will be advertised by OSHA. The SDS Authoring Subcommittee is officially “retired.” Other activities discussed with OSHA included GHS info sheets. SCHC now has 2 that are in review at OSHA. Other ideas discussed with OSHA included development of a PowerPoint presentation for outreach on GHS; continuation of GHS info sheet development; seeking NIOSH support or participation in development of outreach materials; and SCHC members participating as subject matter experts for e-tool for small business for mixtures. OSHA does not have any funding for e-tool development at this time.

Use of money in the SCHC Special Projects fund for some of these projects was discussed. There is currently \$8300 in this fund.

Draft Carcinogenicity and Mutagenicity Fact Sheets need to be reviewed by the SCHC review committee.

It was suggested that our Alliance communicate our products to other Alliances.

New Business

Members Only Area on SCHC.org

There was a motion to create a Members Only section of the SCHC website. One was opposed. All others present agreed with the motion.

There was discussion about the contents of the Members Only section. We deferred any decision to a future Board Meeting. There was discussion regarding the value of directories that are searchable by company, last name, first name, country, and perhaps specific specialty area.

New Topics

There was a general discussion regarding declining membership and attendance and possible reasons for turnover in the hazard communication profession. There was further discussion of strategies for increasing membership and establishing SCHC as the “go to” place for hazard communication specialists. It was noted that health and safety officers are often one of the “last to be let go” in companies and that it may be possible to attract more of these professionals by emphasizing key hazcom-related regulatory requirements. It was also suggested that we need to emphasize and better communicate the training opportunities SCHC provides. The issue of raising membership and registration fees was brought up again and will be discussed in the Strategic Planning Session later in the week.

Close Meeting

Dave Peters closed the meeting at 5:00 pm

Submitted by: Ann Brockhaus, Acting Recording Secretary