

**Meeting Minutes of the SCHC Board of Directors Meeting  
September 16, 2010**

**In Attendance:**

Michelle Baker	Pam Kreis
Suzanne Matuszewski	David Peters
Sabrina Caldwell	Angela Rath
Mark Cohen	Sharen Breyer
Stacie Eakin	Michele Sullivan
Bernie Lindquist	Darlene Susa-Anderson

**Regrets:**

Robert Skoglund

The meeting was called to order at: 14:33

**1. Approval of July and August 2010 minutes**

July minutes were approved (as distributed 9/10/10)

August minutes were approved (with minor amendments).

**2. Old Business**

2.1 Distribution of final draft of SCHC goals to committee chairs - Bernie Lindquist

Goals went out with a letter from Suzanne Matuszewkis and Bernie Lindquist on September 7, 2010.

2.2 PDC Committee Report

PDC met September 9, 2010.

- Next webinar is September 15 (“ANSI – The Combined Standard” with speaker Dave Peters). There were 72 registrants as of September 9.
  - ACC promotes SCHC, courses and meetings. Our ANSI webinar conflicted with one of their offerings. ACC continues to be cooperative and supportive of SCHC. The BoD will ask the PDC to avoid scheduling conflicts with ACC programs/courses in the future.
- First SCHC webinar was May of 2009. Since that time, webinars have generated in excess of \$40,000 profit for the society.
- A proposal for a new course submitted by Michael Reale and Dan Levine was approved by the PDC. This will be a 2-day workshop-style course covering the ANSI SDS and label.
- The goals were distributed to the PDC. Some have already been achieved and all that remains is to formalize those decisions. Others are well underway. PDC will discuss goals at the October 2010 meeting.

### 2.3 Fall meeting (October 4 – 6, 2010 with registration deadline of September 3):

Meeting numbers: as of update prior to this BOD meeting is 153 (includes 12 Speakers and 13 Exhibitors)

The numbers for the meeting are down somewhat. However, the course numbers are more on target. It appears as if some course attendees will not stay for the meeting. A simple survey of course attendees will be given. The BOD will ask Lori Chaplin to prepare a single page survey to be given to course attendees: "Are you staying for the plenary session on October 5-6? If not, why not?" Dave Peters will communicate the plan to conduct the one-page survey to the PDC chair.

Hotel update: hotel commitments have been met.

Email notifications: meeting reminders will be sent according to the updated timeline. One is due next week.

Phone-in: There are at least four BoD or committee members who cannot make the Fall Meeting. Lori is checking into the cost of allowing absent members to conference in by telephone during the October Board meeting. If a conference line can be acquired for \$200 (give or take), the BoD supports adding a call-in line.

### 2.4 Program Committee Report

Response to questions in advance for Eva Sandberg – A gmail account was set up for questions to the speaker. An SCHC email communication solicited questions. Six questions have been received.

We've had a last minute cancellation by one CBI speaker. The committee is working on a new speaker. No substantive effect to the plenary session is expected.

### 2.5 Generic timeline

Fall and Spring Meeting tasks have been arranged in an Excel spreadsheet. The timeline is formatted to automatically assign due dates for each task. Committee and Board members with task assignments are listed. Several new tasks, such as email communications, have been added. The timeline will be uploaded to the Members-Only area. For the future, a standing agenda item for Board Meetings will be added so that progress and due dates can be reported at each meeting. Suzanne will ask committee chairs to synchronize the SCHC Calendar of Action Items (from Standard Practices Document) with the new timeline.

### 2.6 Marketing

A standing agenda item will be added to Board meetings for marketing. Action items, timeline tasks, and brainstorming ideas will be discussed so that marketing of the bi-annual Meetings, courses and the Society will stay on the forefront of every Board call.

### **3. New Business**

3.1 Newsletter distribution – Distribution of the newsletter was discussed. The newsletter is a valuable member benefit and it should continue to be distributed in its entirety and not as a link inside other SCHC communications. The President will ask the Outreach Committee for a newsletter schedule. There are times in the annual timeline when there will not be as many SCHC communications. Sending the newsletter at these times will make the biggest impact and provide the most visibility and member benefit.

3.2 New Member lunch change: Instead of a new member's luncheon, a proposal was made to change it to the President's Lunch for New Members. A personal email to each new member will be sent by Lori Chaplin on behalf of the President inviting them to attend.

3.3 Standard Practices Document:

Restructure of the document such that individual sections was discussed. Dave Peters has been assigned this task.

### **4. Announcements**

None

Meeting adjournment motioned by Angela Rath, supported by Darlene Susa-Anderson; adjourned at: 15:57 pm ET

Michelle Baker  
Acting Recording Secretary