

Meeting Minutes of the SCHC Board of Directors Meeting

October 4, 2010

In Attendance

Board of Directors

Michele Baker (via phone)	Suzanne Matuszewski
Sharen Breyer (via phone till 4 pm)	Dave Peters
Sabrina Caldwell	Angela Rath
Mark Cohen (via phone)	Bob Skoglund
Pam Kreis (first hour)	Michele Sullivan
Bernie Lindquist	Darlene Susa-Anderson

Regrets

Stacie Eakin

Committee Chairs

Amy Breedlove	Jennifer Mahoney
Denese Deeds	Charles Sokol
Douglas Eisner	Ann Thompson
Daniel Levine	Richard Willinger

Administrative

Lori Chaplin

Summary

The meeting was called to order at 1:00 pm EST.

1. Approval of September 2010 BOD minutes: September meeting minutes were approved as amended.
2. Meeting Attendance: The SCHC Administrator provided a verbal report on meeting and course attendance. The final count is: 179 attendees including 17 exhibitors; 158 course attendees. Hotel minimums were met.
3. President's Report: A formal request was made to the Outreach Committee for assistance in determining what qualifies for the 'members-only' portion of the website versus full public access.
4. Treasurer's Report: The Treasurer's report was reviewed. It was noted that the organization is doing a good job in controlling expenses with reductions noted in the following expenses from the prior year: Audio-visual; Facility-food; Postage-

shipping; Printing-copying; Travel. Purchase of a second LCD projector and other efforts such as email notices versus mail delivery of registration packets were major contributors to this reduction.

5. Committee Reports/Updates:

- a. *Professional Development* - The chair reviewed the submitted report. An appeal was made to the BOD for volunteers to contribute to the administrative effort (moderator, tech support) needed to run HazCom 101 in 2011 as a distance learning course.
- b. *Arrangements* - The chair reviewed the submitted report noting that another Board member shadowed the chair when negotiating with the hotel for the spring 2012 meeting. In addition to the excellent room rate, complimentary internet access was noted. The current contract with the Crystal Gateway Marriott expires in the fall of 2011. The Board authorized the chair to explore the economic savings for scheduling the fall meetings later in October or early November and/or later in the business week. The latter would require substantial coordination with not only the PDC but the Program Committee as well.
- c. *Exhibit* - Neither the chair nor the liaison was available to discuss the submitted report.
- d. *Program* - The chair reviewed the submitted report noted that one of this program's facilitator's did well and should be considered for co-chair. The chair noted that provision of paper copies of the presentations with the packet will be revisited during the upcoming committee meeting. The chair also noted that the trial of submitted questions to the keynote speaker was well received by both members and speaker. The chair indicated that provision of more detailed information well in advance of the scheduled meeting such as speaker photo bio and abstract along with the opportunity to ask questions will be discussed at the committee meeting and could enhance the marketing of the meetings.
- e. *Membership/Awards* - The liaison reviewed the submitted report noting that the Membership/Awards committee proposed pursuit of additional awards. It was agreed that one of the four proposed (committee discretion) would be tested at the upcoming spring 2012 meeting. It was noted that the current membership total of 490 members returned the organization to 1993 level continuing a steady decline in membership from 2004. It was noted that on average approximately 30% of the membership attends a meeting so as the membership declines so does the corresponding attendance.

- f. *HazCom Resources* - The chair reviewed the submitted report. A co-chair is being solicited. The current co-chair posed the question concerning whether an update to the HazCom resources document should remain on the public side of the SCHC website or migrate to the Members-Only side. No decision was reached.
 - g. *Web* - The chair reviewed the submitted report noting that the 'Members-Only' site is functioning and that the migration to website distribution of registration literature contributed to cost savings. HazChat continues to not be used as extensively as desired.
 - h. *Outreach and Communication* - The chair reviewed the submitted report.
 - i. *Poster session* - The chair reviewed the submitted report. The Board expressed their support of continuing the spring poster session without change.
 - j. *Nominating* - The chair reviewed the submitted report. The chair noted a vacancy on the committee due to the retirement of a long-time member. The chair also reported a 50% voting rate with on-line voting versus a 22-35% success rate with paper voting.
 - k. *Ad Hoc SCHC-OSHA Alliance* - The chair reviewed the submitted report noting that OSHA wishes to pursue renewal of alliance with SCHC.
 - l. *Ad Hoc Sustainability* - The conclusions circulated during the September BOD call were discussed noting that these conclusions mirrored the outcome of the Strategic Planning meeting held in the fall of 2009. It was suggested that progress should be monitored by having this item as a standing agenda item during the monthly BOD calls. Several suggestions such as pursuit of a contract with a professional membership consultant as well as a possible name change for the organization to better reflect its breadth of content were floated.
6. New business was deferred to the next BOD meeting.

7. Action Items

- a. *Arrangements Committee*: Begin negotiations with Crystal Gateway Marriott. Determine if holding the meeting in late October or early November or during different days of the week would provide a better rate. Include complimentary internet access to attendees if negotiable.
- b. *Membership/Awards Committee*: Select one of the proposed new awards and trial it at the spring 2011 meeting.
- c. *Outreach Committee*: Determine what qualifies for the 'member-only' portion of the website versus full public access. A specific question was raised concerning the soon to be updated HazCom resources document.

- d. *Program Committee*: Discuss necessity for continuation of paper copies of the presentation in the meeting packet as well as the feasibility for obtaining additional items well in advance from speakers – photo, bio, abstract – to support marketing efforts.

- e. *Board*:
 - i. Monitor progress with the Sustainability/Strategic Plan Goals during the monthly BOD calls.
 - ii. Solicit an additional member for the Nominating committee.
 - iii. Solicit a co-chair for the Program Committee and HazCom Resources Committee.
 - iv. Consider a name change for the organization to better reflect the breadth of scope of resources available through the organization.

The next meeting is scheduled for Thursday November 18 at 2:30 pm EST.

Meeting adjourned at 5 pm.

Respectfully submitted,

Darlene Susa-Anderson