

**Minutes SCHC Board of Directors Meeting
February 17, 2011**

In Attendance:

Michelle Baker

Suzanne Matuszewski

Mark Cohen

Stacie Eakin

Bernie Lindquist

Sharen Breyer

Pam Kreis

David Peters

Angela Rath

Sabrina Caldwell

Michele Sullivan

Darlene Susa-Anderson

Regrets:

Robert Skoglund

The meeting was called to order at: 2:33 pm ET

1. Approval of January 2011 minutes

Motion: The motion to approve the January 2011 minutes as edited was made by David Peters. The motion was supported by Sabrina Caldwell.

2. Old Business

2.1 The role of bringing web consultant, Tim Foelker, to spring meeting was presented by David Peters and Bernie Lindquist.

The BOD made the decision that Tim Foelker will not be invited to the meeting this spring in Seattle, WA.

2.2 Crystal Gateway contract for Fall 2012 and Fall 2013 (current contract expires Fall 2011) – Bernie/all

The motion to accept the plan as presented by Doug Eisner pending the verification of the ability to cancel the Wednesday class without incurring a cost was made by Angela Rath. The motion was supported by Pam Kreis.

Action: Verify the cost of removing number of room nights on Wednesday vs. Saturday vs. other days and verify contract verbiage with Doug. If a course is not offered on Wednesday, we want to be sure that we are not incurring a cost for rooms on Tuesday.

2.3 Update from discussion/work with Landon & Fahrey – Mark Cohen

The member survey with about 16 questions will be available in March or April timeframe.

2.4 Update on “HazCom Jobs Wanted” section of SCHC website – Sharen Breyer

The new web page for posting resumes has been reviewed and is now ready to be made live. We will be sending an e-mail blast broadcasting the new web tool for posting resumes on SCHC website.

Action: Sharen will request the test to be removed and Suzanne will provide the e-mail verbiage to Lori.

2.5 Timeline update for the Spring 2011 meeting – Suzanne/All

Timeline update – Suzanne updated the timeline calculation

Next email reminder – Suzanne will be sending out the next e-mail which will include the HazCom jobs availability and a poster session announcement. The e-mail will also include the reminders to make room reservations and meeting registration.

Arrangements update – Angela reported that the Seattle Spring Meeting is over the number of room nights and the Society does not expect attrition penalties at this time.

Action: PDC Course numbers – Bernie will request weekly updates from Lori for courses and registration numbers.

Poster Session – Sharen Breyer will be Liaison

2.5 Goals Discussion – All

Prioritization recommendation from executive board

Recommendation from executive board on goal prioritization and was presented. Defining the role clarity is the highest internal priority and increasing membership identified as the highest external priority.

Action: BOD needs to review recommendation prior to spring 2011 meeting and be prepared to vote during the face-to-face meeting in Seattle.

Action: Bernie will add the SCHC mission statement to the spreadsheet and redistribute with most current version noted on the file and footer.

2.6 Translations of GHS information sheets into Spanish – Dave Peters

Dave proposed to have the GHS Info Sheets translated into Spanish. This task will meet one of the current objectives of the alliance.

Action: Dave will get cost estimate and present back the cost to BOD in Seattle. Dave will verify with alliance's objective and the OSHA process on the next OSHA Alliance call to be held Friday 2/18/2011.

Action: BOD was requested to provide Dave with names of translation companies for consideration of cost estimates.

Action: Angela will provide information to Lori about lanyards to replace beads.

3. New Business

3.1 LinkedIn discussion – Michelle Baker/All

Michelle offered to take the LinkedIn site down following the discovery of some erroneous information linked to another organization. In the short-term, removing the SCHC LinkedIn page is not an issue, however, in the long-term the LinkedIn page is part of a wave of the future. Alternatively, the Society can keep it up and continue to push its utility with the membership.

There was discussion about whether to monitor every single post that shows up to avoid erroneous information being associated with SCHC. There was also discussion about leaving the site in place but removing the SCHC banner.

Action: Draft a disclaimer and rule for site and distribute to the BOD for review and approval.

3.2 Possibility of outreach between SCHC and American College of Toxicology (ACT)

There is a possibility of collaboration with ACT, e.g. promotion of courses, links to websites, is being reviewed by the OutReach committee.

There is also a possibility of working with AIHA who will be registering experts (testing and training requirements) – they may develop a certification for hazard communicators. This opens an opportunity to partner with them, i.e., provide input for certification requirements, and have SCHC courses earn points towards their certification(s). BOD expressed a desire to monitor these activities with an eye toward a future collaboration.

4. Committee Reports

4.1 Professional Development Committee – Bernie Lindquist

HazCom 101, the online distance learning course offered in nine sessions in the January-February timeframe, is expected to gross \$65 K; net \$55 – 57 K.

5. Announcements

None

Meeting adjournment motioned by Sharen Breyer, motion was supported by Angela Rath.

The meeting was adjourned at: 4:01 pm ET

Respectfully submitted,
Sharen Breyer