

Minutes of the SCHC Board of Directors Meeting
Monday, March 28, 2011 at 1:00 pm PDT

In Attendance:

Michelle Baker by Conference Call

Amy Breedlove

Suzanne Matuszewski

Mark Cohen

Robert Skoglund

Bernie Lindquist

Sharen Breyer

Denese Deeds

Elaine Freeman

Chandra Deeds Gioello

Angela Rath

Ann Thompson

Pamela Kreis

Lori Chaplain

David Peters

Angela Rath

Sabrina Caldwell

Michele Sullivan

Darlene Susa-Anderson

Doug Eisner

Daniel Levine

Jennifer Mahoney

Charlie Sokol

Gary Wilkerson

Regrets:

Elizabeth Levi

Stacie Eakin

Mary Rudolph

Rich Willinger

Bold indicates Board Members and Officers.

The meeting was called to order at: 1:03 pm PDT

1. Attendance and guest welcome Bernie Lindquist
All were introduced and welcomed.

Old Business

2. Update on meeting attendance Lori Chaplin/all
Pre-registration attendance stands at 118 (including non-paid).
3. Approval of minutes from February BOD meeting Stacie Eakin/all
Motion: The motion to approve the February 2011 minutes as edited was made by David Peters. The motion was supported by Angela Rath. Motion carried unanimously.
4. President's report Suzanne Matuszewski
A moment of silence was observed for our brethren in Japan. The Timeline has been modified, to include annual activity column. 30 days after a meeting, membership renewal email reminder in November and January to a Group if possible. To date, no requests for posting any HazCom Jobs wanted. There has been a lot of job posting activity. It was mentioned that co-chairs are needed for Poster and Program Committees. Mary Dominiak will provide the report for the Nominating Committee at the General Session meeting.

5. Treasurer's report

Pam Kreis

PDC costs are included with the financial summaries for PD courses rather than with the general operating costs. Report does not capture contractual obligations but it is anticipated that we are well above our future contractual obligations. Pam will ask for an update from the Arrangements Committee. As a non-profit organization, we need to monitor carefully monies that exceed our operating needs and contractual obligations. If the Webinars continue to be successful, we may have to look at this further.

Report Highlights: \$275,557 is the balance at year's end. 12 Months Income/Expense Comparison by Category - January 1 – December 31, 2010 comparison with 2009; total income revenues increased by \$8,008 or 3.1%. Registration fees rose 4.8% and tuition fees dropped by 2.1%. Overall expenses were down from 2009 by 10.9%. Postage/Shipping and Clerical were down by 77% and 71% respectively.

General and Committee Expenses – 2nd Half summary - Income totaled \$55,651; total expenses were \$44,702 with a net of \$10,949.

General and Committee Expenses – 2010 summary - net \$13,704 for this general category so we are covering operational expenses.

Professional Development Courses FALL 2010 - total tuitions are \$66,910, total 157 paid attendees compared to 97 in the Spring session. Overall net is \$18,104, one course negative net (\$300). GHS Mixture and ANSI Standard webinars were held during the reporting period. Tuitions fees of \$14,725, 81 paid attendees and 86 paid attendees, respectively. Grand net of \$16,150.

Fall Meeting and Exhibit Show summary shows overall net loss of \$3,119. Fall Meeting alone had a net loss of \$5,395 with 145 paid registrations. Exhibit show and reception had a net gain of \$2,276 with food reductions. Income/Expense Comparison of Fall Meetings held in 2009 and 2010 - registration fees for 2010 down \$3,430 from the previous year. There were several plenary speakers from abroad accounting for the exceptionally high travel expenses related to the meeting.

Certificates of Deposit - Sun Trust CD reached maturity early in the 2011 first quarter; the monies were transferred to the ING savings account currently earning 0.95%.

6. Committee reports/updates

A. Professional Development

Jennifer Mahoney

Chair recognizes: Michele Sullivan, Anita Stelly, Jennifer Silk, and Lori Chaplain for outstanding contributions regarding the first offering of Hazcom 101 by distance learning. PDC has entertained discussions on future distance learning (training oriented) as well as Webinar events (information oriented). PDC is considering hiring help for future events – need 2 people besides presenter for each session. It was suggested that a DOT refresher be considered. The decision has been made not to record sessions at this time. Regarding discussion on tuition fees, since cost establishes value it not necessarily appropriate to lower fees;

extensive research has benchmarked competitive offerings. BOD approved \$10K for a PDC budget request last fall. So far about \$6K has been spent. For the HazCom 101 distance learning, 35 members and 1 non-member took advantage of the reduced pricing to attend all nine sessions. The approximate net profit: \$54,121.50. A modified evaluation form solicited feedback on future PDC Webinar offerings.

B. Poster Session

Amy Breedlove

Chair recognizes Dan Levine and Mark Cohen for abstract reviews. There are 7 posters this year with a poster of Seattle skyline as the prize. Jon Gerber and Eric Leishman will continue to serve with Poster subcommittee upon Amy's retirement in December, 2011.

C. Arrangements

Doug Eisner/Angela Rath

Fall 2011 – Crystal Gateway Hotel, Arlington, VA – Doug will look at contract regarding free Internet. A larger room is available for the GHS course, if needed. Spring, 2012 – Doubletree Hotel, Nashville, TN. Fall 2012, - new meeting pattern, Wednesday through Sunday realizing 20% or better reduction in rates (\$179/night s/d/t/q). PDC has the option to schedule courses Wed, Fri. pm, Sat, and Sun; we are not obligated to use this space. We will advertise frequently and get this on the webpage right after this meeting. It was requested that Internet access be provided in PDC rooms. Spring 2013 – following current pattern we are looking at “western cities”. Some options were discussed.

Motion: Bob Skoglund motioned to ask Doug Eisner to look at Austin, TX for Spring 2013. The motion was supported by Bernie Lindquist. Motion carried unanimously.

D. Program

Ann Thompson

This is a healthy committee; some calls have 17 people. All congratulated Ann as she transitions to the BoD. Michelle Baker is new co-chair responsible for Fall meeting. New liaison is required following Darlene Susa-Anderson's election as chair of the BoD. Plenary sessions will move towards paperless meeting materials. Fall meeting agenda is “fleshed out”. Speakers have been contacted and some are confirmed. Some slots are being held open for timely issues of member interest. Spring 2012 is in planning process.

E. Membership/Awards

Denese Deeds for Beth Levi

New Outstanding Volunteer Recognition awards will be presented by Denese Tuesday morning at end of business meeting. It is hoped that additional awards will starting in 2012 including Outstanding SCHC Advocate and Outstanding Committee.

F. HazCom Resources

Charlie Sokol

New co-chair is Jack Skwara. Earl Boelhofwer provided information to add to the SCHC comprehensibility document and in the next few months, this will be updated. Similarly, minor updates will be made to the Translation Resource document. The Hazcom Reference document needs substantial updating and the committee is having difficulty getting volunteers to help.

G. Web

Dan Levine

The member-only section has been implemented and content continues to be added as BoD directs. All registration materials are now routinely placed onto the web site for access by invited attendees. We spent \$12,300 on web design and maintenance last year (\$3,100 on Member-Only and Jobs Wanted development). Using Constant Contact should shift some monies away from Web maintenance. Dan suggested we discontinue HazChat and push Linked In due to professional media trends and lower costs.

Motion: Mark Cohen motioned that we remove HazChat from the SCHC webpage and add links from the SCHC home page to the SCHC Group and the GHS Group of LinkedIn. The motion was supported by Sharen Breyer. Motion carried unanimously.

Dan will work with Tim to retire HazChat.

Pam suggested that Dan look at the meta tags for our website related to our plenary topics to draw attendance at our next conference. Dan estimated it should take about 1 hour of work to include the additional meta tags.

Since the new “jobs wanted” section has no activity at this time, it was suggested it be added to the bottom of Constant Contact “What’s new at SCHC” emails in the future.

H. Outreach and Communications

Denese Deeds

Group rules for LinkedIn page from Michelle Baker: The link to the LinkedIn group and the Facebook page are now up on the SCHC home page. It was suggested that we modify “1) No companies are allowed to join – only real live people” to “only individuals”. Sabrina will email Michele with her suggestion. The goal is to better control content and, as such, Michele has added these rules to the SCHC LinkedIn site. These are great places for SCHC advertising postings, like job posting activity.

Chandra Gioiello is officially the co-chair. There will be a poster at the Poster session created by Chandra presenting the activities and accomplishments of the Outreach and Communications Committee. In addition, a newsletter will be issued mid-April via Constant Contact and will be posted in the Member-Only area on the SCHC website. The Facebook page will be changed to a group page so as to limit unauthorized postings.

The committee has contacted the American College of Toxicology (ACT) to begin to work on some activities together. ACT has a Pathology for Non-Pathologists course. They have one meeting per year and we can look at webinar collaboration and/or speaker swaps amongst other things. Both organizations will make proposals and then reach out to their respective Boards. We will also look at working with the American Board of Medical Toxicologists (ABMT). We will also promote SCHC (& OSHA Alliance) with AIHA/ASSE. In the future, postings to SCHC home page should be associated with LinkedIn and Facebook postings telling readers to go to the SCHC website for new content.

Outreach Proposal on Meeting Sponsorships: The proposal was presented and discussed.

Motion: Mark Cohen motioned that the BoD consider the Outreach Committee proposal on meeting sponsorship with 5 students and re-evaluate the program after 5 sponsorships have been awarded. The motion was supported by Pam Kreis. Motion carried unanimously.

Starting this fall, the committee will reach out to Universities local to the fall conference to advise them of the sponsorships available and to request a poster on their research and/or program curricula.

I. Nominating Richard Willinger (absent)
Suzanne Matuszewski reported that electronic balloting was sent to approximately 600 individuals and that about 20 e-mails were rejected as the URL voting link was considered a “suspicious” URL by some servers. This will be corrected for next year. Although 157 responses were received, only 140 were paid members and the balance could not be counted.

J. Ad Hoc SCHC-OSHA Alliance David Peters
The SCHC/OSHA Alliance has not been re-signed however we are in the “first wave” of Alliance re-signings. Alliances, in general, are on the back burner with OSHA at this time.

GHS Fact sheets Beth Levi (absent)
This committee is resource short. It has been proposed that we translate the existing GHS Fact Sheets into Mexican Spanish. The International Center for Translation, out of St. Louis, has provided a quotation for 6 Fact Sheets. It was suggested that we reach out to vendors who participate in the SCHC vendor display.

Action: Dave will reach out to the exhibitors at last fall’s vendor display.

Upon provision to OSHA, they will vet them at that time.

K. Exhibit Mary Rudolph (absent)
Mary Rudolph has requested the Board to consider an additional space in the exhibit area for the guest speakers to be available. It was discussed and noted that speakers are always invited to the reception.

L. Ad Hoc Committee working with Mark Cohen
Landon & Fahrey

Mark Cohen provided an update on the activities with Pat Fahrey. The 16 questions in the preliminary survey have been enhanced as requested and have been returned for further development. Suzanne will be meeting with Pat shortly after the SCHC meeting and will inquire about next steps.

7. Goals Discussion All
The 2/17/2011 version of the goals document originating from the Board Summit in 2009 was reviewed and discussed. Modifications to the format were discussed and Bernie Lindquist will incorporate. The priority of each goal has been included in the goal line.

Motion: Bob Skoglund motioned that the Board accept the priorities as indicated. The motion was supported by Pam Kreis. Motion carried unanimously.

The highest internal priority was identified as Role Clarity and the highest external priority was identified as Expanding Membership.

New Business

8. New topics All
Ebooks browser
The website ebooks browser now has SCHC documents on their website including GHS Fact Sheets and materials from SCHC meetings. One has to be a member to do downloads but there is no cost involved.

Motion: Bob Skoglund motioned that we ask the Web Committee to consider this issue and make a proposal if necessary prior to posting the materials and minutes from Spring meeting. The motion was supported by Angela Rath. Motion carried unanimously.

HazCom 101

Jennifer mentioned that she did a detailed evaluation of platforms for web delivery of HazCom 101 and it included an evaluation of GoToTraining. The evaluation is available from Lori Chaplin.

Member's Only password

The new member-only password was distributed and it was noted that Lori sends it out with new member information.

AIHA Registry for Hazard Communicators

Denese will prepare a formal proposal regarding collaboration with AIHA on a registry for hazard communicators at operational and expert levels. A distinction was made that this is not a certification program but a 5 year registration based on meeting qualifications and proficiency evaluations. By collaborating in this joint registry program, SCHC members will get member rates. Bob and Michele Sullivan agreed to provide support as needed.

Announcements

All

Motion: Sharen Breyer motioned to adjourn the Board meeting at 5:06 PM PDT. The motion was supported by Suzanne Matuszewski. Motion carried unanimously.

Recording Secretary: Mark Cohen