

**Minutes SCHC Board of Directors  
Fall Meeting – Arlington, Virginia  
Monday, October 03, 2011 1:00 – 5:00 PM EDT**

**In Attendance:**

Sharen Breyer  
Sabrina Caldwell  
Mark Cohen  
Pam Kreis  
Suzanne Matuszewki  
David Peters  
Angela Rath  
Robert Skoglund  
Michele Sullivan  
Darlene Susa-Anderson  
Ann Thompson  
Gary Wilkinson  
Bernie Lindquist

**Committee Chairs/Co-Chairs:**

Amy Breedlove  
Richard Willinger  
Dan Levine  
Elaine Freeman  
Jennifer Mahoney  
Doug Eisner  
Denese Deeds  
Chandra Gioiello  
Julie Diebold  
Michelle Baker  
John Skwara

**Administration:**

Lori Chaplin

**Guests:**

Mary Ann Latko (AIHA)

Regrets: None

Recording Secretary: Sharen Breyer

**1. Call to Order and Welcome**

Darlene Susa-Anderson called the meeting to order at 1:02 PM, followed by introductions of the attendees.

It was announced that Al Ignatowski's wife had passed away. Lori Chaplin was instructed to send a donation to an entity designated by the family.

**2. Approval of September 2011 Minutes**

Angela Rath moved to accept the September minutes with minor corrections. Bernie Lindquist seconded and the motion was approved unanimously.

**3. AIHA/SCHC Registry**

Mary Ann Latko from AIHA provided a brief history and background information on the AIHA Registry Programs.

The SDS & Label Author Registry program is nearing finalization and is expected to accept applications for the first exam in the spring of 2012. Applicants who meet the qualifications and pass the proficiency exam will be registered for five years. Test questions and associated fees are not finalized. Once the Registry is launched, it will be owned and operated by AIHA Registry Programs LLC, but SCHC will remain involved by the formation of an AIHA Registry Subject Matter Expert (SME) Team and a seat on the AIHA Registry Programs Strategic Advisory Group. A formal signing of a Memorandum of Understanding (MOU) by SCHC, AICH and AIHA Registry Programs LLC will take place during the SCHC Plenary Session on Wednesday, October 05, 2011. A motion to approve the MOU was made by Pam Kreis, seconded by Sabrina Caldwell and passed unanimously.

**4. Fall 2011 Meeting Update**

There are 239 registrations for the Plenary Sessions, 26 exhibitors and the highest number of registrants for the Professional Development Courses since 2005. An outreach effort to local colleges and universities for subsidized registration garnered some interest and

**Minutes SCHC Board of Directors  
Fall Meeting – Arlington, Virginia  
Monday, October 03, 2011 1:00 – 5:00 PM EDT**

inquiries, but no attendees. SCHC met its contractual commitment for occupancy with the Marriott Crystal Gateway. Online registration and discounts for early registration were discussed. Dave Peters moved that the BOD should re-examine and re-evaluate the meeting registration process and the fee structure for Fall 2012. Michele Sullivan seconded and the motion passed. An ad hoc committee was named to undertake the review. Members included P. Kreis, A. Rath of the BOD, J. Mahoney, D. Levine, committee chairs of Professional Development and Web, respectively, and L. Chaplin, administrator.

**5. Reports (Officers)**

President's Report: Suzanne Matuszewki stated that scheduled webinars and hotel registration cut-off dates will be added to the Timeline

Standard Practices/OSHA-SCHC Alliance: Dave Peters reported that additional GHS Fact Sheets are ready for translation into Spanish. A meeting is scheduled with OSHA on 10/05/2011. More information on the renewed Alliance and OSHA's plans for SCHC involvement on the GHS rollout are expected.

Standard Practices - SCHC Bylaws should be posted to the SCHC website in the "Information" section.

Treasurer's Report: The Treasurer's Report was reviewed. Pam Kreis stated that analysis of the finances shows variations but no alarming trends and that membership fees continue to cover the administration costs of SCHC. Interest rates on current SCHC CDs range from 1-2% and could likely be lower when renewed.

**Reports (Committees)**

Arrangements: Doug Eisner announced the location (Nashville) and room rates for the Spring 2012 Meeting. A Spring President's Luncheon for new members will be added for the first time. Fall 2012 will be held at the Marriott Crystal Gateway, but with a significant scheduling change that has major cost benefits for the membership. Spring 2013 will be in Austin, TX and in the Saturday – Wednesday meeting format. Fall of 2013 is back at the Crystal Gateway Marriott and the Wednesday – Sunday meeting schedule.

Exhibits: Michele Sullivan announced that there are 26 exhibitors present, including 9 new companies. This is a significant increase over 2010.

HazCom Resources: Charlie Sokol reported that the Committee will collect and post study documents for the AIHA SDS & Label Author Registry Program as "Members Only" content in the HazCom Resources portion of the SCHC website.

Membership/Awards: Both General Membership and New Membership numbers have increased over 2010 levels. General Membership was reported at 550 as of September 2011. Amy Breedlove will receive the SCHC Distinguished Service Award on Wednesday. Three new awards are being proposed: Outstanding SCHC Advocate, Outstanding Committee and Outstanding New Member.

**Minutes SCHC Board of Directors  
Fall Meeting – Arlington, Virginia  
Monday, October 03, 2011 1:00 – 5:00 PM EDT**

**Nominating:** The Committee is in the process of identifying a slate of candidates to fill several positions for officers and Board of Directors members whose terms will expire in 2012. Rich Willinger also announced that he will be stepping down as the Chair and that Mike Reale has resigned also.

**Outreach and Communications:** Denese Deeds and Chandra Gioiello reported that the Committee is developing a 3-year plan. They will also be proposing that a person be hired to handle social networking functions for SCHC. A revived and revised Newsletter could be a format for postings on LinkedIn. Charlie Sokol volunteered to provide the Committee with two DVDs of photos taken at past meetings.

**Poster:** Amy Breedlove announced that Jon Gerber and Eric Leishman from 3M will be assuming the Poster Committee duties for Spring 2012. She will also amend her Committee Standard Practices document to delete the requirement for the Poster Committee Chair to also be a member of the HazCom Resources Committee.

**Professional Development:** Jennifer Mahoney and Elaine Freeman reported that one PD Course has been sunsetted and that one new one will be offered at the Spring 2012 meeting. In addition, they plan one additional webinar before the end of the year. Citrix GoToTraining is the current platform used for webinars and distance learning, but a number of alternative platforms are being investigated.

**Program:** Michelle Baker and Julia Diebold stated that membership in their Committee is down and participation of Committee members is also down. Michele has assumed primary responsibility for the Fall 2011 Meeting and Julia will be primary chair for the Spring 2012 Meeting. A new Q&A Roundtable session has been added to the Wednesday morning schedule. This session will feature experts on China, the EU and Mexico/South America.

**Web:** Sabrina Caldwell and Dan Levine provided website statistics and announced that "Committee Pages" will soon be available for posting and sharing Committee documents. Committee chairs will be provided with login and password information. Scott Amoroso is now doing the HazCom Jobs postings himself, resulting in a cost savings. The SCHC LinkedIn site has officially replaced HazChat.

**6. Goals Tracking Update:**

Postponed until the November BOD teleconference.

**7. Other Business:**

Mark Cohen reported that communication with Landon & Fahrey has ceased.

**Board Liaison Roles and Responsibilities Document:** Bernie Lindquist presented a Draft document for review. A revised document will be prepared for the November BOD conference call.

**8. Announcements:**

The next meeting will be a teleconference at 2:30PM EST on November 17 with Sabrina Caldwell as Recording Secretary.

**Minutes SCHC Board of Directors  
Fall Meeting – Arlington, Virginia  
Monday, October 03, 2011 1:00 – 5:00 PM EDT**

A motion to adjourn the meeting was made by Michele Sullivan and seconded by Dave Peters.

The meeting was adjourned at 5:05 PM EDT.

Respectfully submitted,

Sharen B. Breyer