Minutes of SCHC Board of Director's Meeting
April 15, 2013 – 1:00 PM
Austin TX

In Attendance:

Erik Boelhouwer
Sharen Breyer
Paul Brigandi
Lori Chaplin, Administrator
Mark Cohen
Denese Deeds, Outreach Co-chair
Julia Diebol, Program Co-chair
Mary Dominiak, Nominating Chair
Doug Eisner, Arrangements Chair
Chandra Gioello, Outreach Co-chair
Pam Kreis
Dan Levine, Web Chair
Bernie Lindquist
Suzanne Matuszewski
David Peters
Angela Rath
Raleigh Schmidt, Poster Chair
Robert Skoglund
Charles Sokol, Hazcom Resources Co-chair
Michele Sullivan
Darlene Susa-Anderson
Ann Thompson
Gary Wilkinson
Guest: John Howell (Program Committee)

Regrets:

Michelle Baker
Elaine Freeman
Kerri Ishmael
Terrae Loucks
Jennifer Mahoney
Mary Rudolph
John Skwara

Recording Secretary: Bernie Lindquist

1. **Call to Order/Welcome:** Angela Rath
   - **Approval of Feb 21 Board minutes:** Paul Brigandi
     Paul will make some additions and they will be presented for approval at the May meeting.
   - **Approval of Mar 21 Board minutes:** Mark Cohen
     Sharen Breyer moved to approve, pending minor changes; Suzanne Matuszewski seconded. Minutes approved.

2. **Unfinished Business**
   - **SCHC Spring meeting update**
     - Lori Chaplin gave the following update on the Spring 2013 meeting numbers: PDC was well attended with few no-shows. Final number for meeting: 198.
     - Chandra Gioello noted that the Outreach Committee received better feedback from universities although no students would be attending the current meeting.
   - **AIHA/SHC**
     - Denese Deeds reported that there are 52 registered SDS and label authors thus far. AIHA has 2 other registries but emphasis this year will be the author registry. Ten took the test in the fall; three of these passed. Several persons took the exam this year at 3M; no numbers were provided. Fifteen signed up to take the exam at the current meeting. The exam is being prepared for future administration as a proctored, computer-based exam; test takers would know immediately afterward whether they passed.

3. **Reports**
   - **Officer reports**
     - **President's Report: D. Peters**
       D. Susa-Anderson and S. Matuszewski agreed to support Lori Chaplin while Dave is out of the country (May 11 – June 4).

Timeline has been updated to 2013.
The By-Law Revision Proposal is on hold until after this meeting.
Action item: Dave will get this out prior to May 11.

- **Treasurer's Report: P. Kreis**
  Organization is financially solvent. Net worth at end of Dec 2012: $446,920. Contractual obligation was not determined though with two outstanding contracts (Crystal Gateway and hotel in Charleston SC), we have sufficient savings to cover. Pam noted that bank fees are quite high now (up 92% from the previous year).
  Action item: Pam will look into our contract with Bank of America to see if there are options for reducing bank fees (all of our credit card fees are processed through Bank of America).

- **Committee Reports**
  - **Arrangements: Doug Eisner (Angela Rath)**
    - **Current Meeting update**
      The room block at the downtown Austin Marriott sold out very quickly. Rooms were arranged at several other hotels in the area, and in the end, all members were accommodated. We have many new members planning on attending the Board lunch which will take place in the general session room. The Board dinner is at Eddie V's Steak House at 6:00 PM.
    - **Fall 2013 Meeting Arrangements**
      Meeting is at Crystal Gateway in Washington D.C. with alternate latter half of week schedule.
      Motion: Bob Skoglund moved that we ask Doug to look into expanding the room sizes for both GHS and US HazCom courses from 30 to 60, and to use his expertise to expand the room nights at the hotel (60 additional room nights per night) to accommodate the additional students, pending the final PDC schedule. Paul Brigandi seconded; motion passed. (It was noted that SCHC needs to confirm room layouts for some of the larger courses before accepting larger numbers of students.)
      Action items: PDC will follow up with Doug on final PDC schedule. Doug will investigate/negotiate options with Crystal Gateway.
    - **Spring 2014 Meeting Arrangements**
      Charleston SC.
    - **Fall 2014 Meeting Arrangements**
      Doug is investigating both early week and late week scheduling opportunities.
    - **Spring 2015 Meeting Arrangements**
      Doug confirmed that we are looking at Western cities for this meeting. He will investigate the affordability of various cities and come back with suggestion(s).

  - **Exhibit: Mary Rudolph (report by Michele Sullivan)**
    We will not have same problems with the exhibit room that we had last year. It was noted that the Chemical Watch contract has lapsed.

  - **Hazcom Resources: Charlie Sokol and Jack Skwara (Sharen Breyer)**
    - Newly developed documents currently go on Members Only side of SCHC website. Old one remain on the public side until they are updated, at which time they are moved to the Members Only side.
    - Outreach Committee had previously developed a page of hazard communication links; ownership of this will be transitioned to Hazcom Resources. A committee chair-to-chair discussion forum is being considered.

  - **Poster: Raleigh Schmidt and Eric Boelhouwer**
    There are seven posters for Tuesday night's poster session. Dave will assign a new co-chair to replace Eric.

  - **Membership/Awards: Terrae Loucks (report given by Gary Wilkinson)**

- A member dinner was inadvertently scheduled during the poster session; Gary will encourage the group to go for late dinner on Tuesday.
- Individuals can sign up to go out in groups of six for lunch on Tuesday.
- This committee needs more volunteers. They do not have regular meetings (aside from spring/fall face-to-face meetings); it was suggested that it could help if they met more often and that other committee chairs may be able to offer suggestions for growing committee membership.

o **Nominating: Mark Dominiac (Dave Peters)**
Voting still remains low, about 30%.

o **Outreach and Communications: D. Deeds and Chandra Gioello (Mark Cohen)**
- Chandra reported that OSHA has a GHS presentation that GHS Speakers Bureau will be able to use; this may help the speakers' bureau to grow. Outreach may coordinate some opportunities with the university ad hoc committee.
- **Marketing Plan**
  Branding guidelines were presented. The Board voted on a favorite (Template 4). These templates would not be required, but would be made available to members for future materials, and are recommended for consistency in imagery.

  Outreach will ask M2 to polish the Vision statement and will then send it to the Board for review. (The vision statement had previously been voted on by the Board, so any recommended change to the statement would have to be voted on by the Board.) The Board requested that we get some guidance from M2 as to when we should be using the TM symbol, when we should use capital S in society, etc., i.e. branding guidelines.

o **Professional Development: J. Mahoney/E. Freeman (report given by Bernie Lindquist)**
Action item: Bernie will apprise PDC that the honorarium proposal, after being updated based upon recommendations from SCHC's accountant, will be voted on at the next board meeting.

o **Program: Michelle Baker/Julia Diebol (Ann Thompson)**
Meeting abstracts were posted 2 months before the current meeting; slides were posted ahead of the plenary session. Maureen Ruskin will join by teleconference only; Jennifer Silk will do the presentation for both. Program committee does not want to disappoint membership and will provide visual alerts ahead so that it will not come as a surprise when Maureen is not present in person. Written questions for the speakers can be submitted following the Tuesday sessions for the Wednesday morning Q&A.

o **SCHC/OSHA Alliance – Karrie Ishmael and Darlene Susa-Anderson**
OSHA has agreed to a July 25th webinar. Registration is open (information is on the SCHC homepage). Jennifer Mahoney is looking into extending Citrix hosting beyond Aug 13.

o **Web: Dan Levine (Paul Brigandi)**
Web Committee has developed an RFP with heavy input from Outreach and PDC for development of a new SCHC website. Four vendors will be asked to submit an estimate. Any issues that have not already been communicated to Dan should be sent right away. The Board will convene a special meeting to vote on the final RFP prior to May 1.
Action items: Dan will send pre-signal letter to vendors indicating that we are sending RFP and will be asking for 2-week turnaround.

4. New Business

- **Ad hoc university relations committee: Bob Skoglund**
  Committee (Gary Wilkinson, Dr. Mike Dunphy of Walsh University, Bob Skoglund) met. They are considering making formal proposals in 1) tech job fair area (getting local SCHC representatives to job

fairs to present hazard communication as a career option to students with science degrees) and 2) program in competitive sponsored research grants in an area relevant to SCHC (with possibility of inviting winners to present posters at SCHC meeting).

- **SCHC Strategic Planning Summit: Angela Rath**
  Board summit took place March 4-5, 2013 in Baltimore MD and was facilitated by Dr. Michael Dunphy. Jennifer Mahoney took notes during the summit and sent these out on March 6. These consist of 6 sections of data/suggestions/ideas/etc. Pam Kreis, Ann Thompson, and Angela Rath each took two issues and compiled status for each item. Initial steps are well-defined; subsequent actions and tracking methods need to be defined. Important issues for SCHC and defined action proposals identified during the summit include:
  1) Converting new members to active members
     Quarterly committee chair meetings (first meeting will be facilitated by Dr. Dunphy)
     Regular meetings for committees that don't meet outside of face-to-face meetings
  2) Attracting and obtaining new members
     Collect data at spring meeting on how folks found out about SCHC
     Develop 30 second SCHC elevator speech, possibly with help from M2
     University relations
  3) Website development
     Develop RFP and pick a vendor by May 1
     Have ability to register on-line for fall meeting
  4) Course development
     Small committee to review course development
     Consider on-line offerings
  5) Clarify roles of leaders
     Make videos for new board members, new committee chairs, liaison roles
     Committees asked to make sure the content in the standard practices is current (to ensure good communication and training for leadership roles)

- **Legal advice for PDC Honoraria – Pam Kreis**

- **Announcements**
  - Next meeting: Monday May 16, 2013 – 2:30 to 4:00 pm EST (recording secretary – Bob Skoglund)
  - No change to monthly meeting time.
  - Thanks were extended to Angela Rath for serving as board chair and to Sharen Breyer and Gary Wilkinson who are going off of the Board.

- **Adjournment**
  Motion: Ann Thompson moved to adjourn; Mark Cohen seconded.