

## **SCHC Board Meeting**

**Teleconference**

**August 21, 2003**

### **ATTENDANCE:**

#### **Board of Directors:**

Present: Bob Skoglund (President)  
Michele Sullivan (Chair)  
Denese Deeds (VP)  
Anita Knight (Secretary/Treasurer)  
Pat Dsida  
Donna Edminster  
Ann Brockhaus  
Pam Kreis  
Dan Levine

Absent: Len Hong  
Ann Grant

### **MEETING OPENED**

Michele Sullivan opened the meeting at 9:00 am.

### **APPROVAL OF MINUTES**

The minutes from the July meeting were reviewed and approved.

#### **1. OSHA Alliance**

John Gillick's comments on revisions to the draft Alliance document were to change references to "best practices" and change to "SCHC effective approaches". He also questioned the term "toolbox talks". It was agreed that it was jargon and to leave in the document.

The Board agreed the document was approved with changes. There was a brief discussion regarding the availability of Henshaw to sign the document at the Fall meeting.

#### **2. Travel Policy**

Dan Levine supplied update. The basic position in Professional Development is that all PD travel expenses will be paid for instructors. Room and board expenses will only be reimbursed during time they are training. For the Program Committee, all speakers will be told about the travel policy at time of booking. Speakers will not be reimbursed for travel except on a case by case basis for uniquely qualified persons.

Dan will write up draft policy and circulate to Denese and Anita. It will be used to develop a guidance document for course coordinators and program committee use. It is hoped the document will be ready by the Oct. board meeting. Michele thanked team for their efforts in this area.

### **3. SCHC Survey/Web site issues**

Questions completed and sent to Scott. Denese had not heard anything back. Denese questioned who was responsible for posting information to the web site. Dan noted that Tim is backed up; but the issue was raised that as of this date, even the fall meeting program had not been posted to the web site. It was agreed that this must be done immediately.

Donna also brought up the issue regarding the apparent confusion over the fact of who was responsible for seeing that the Board minutes get forwarded to Scott for posting to the web site. It was agreed that as Anita was keeping the final version of the minutes, she would convert to .pdf and forward to Scott. If revisions were required to minutes, they would first be revised by the recording secretary before forwarding to Anita.

### **4. Tax/IRS Update**

Lori provided confirmation regarding our corporation status, which is 501C6. The CPA had inadvertently reported the incorrect status on the tax forms. The CPA has written to the IRS with the correct information.

### **5. Member request for removal from directory**

Bob reported that he received a request from a member not to be listed in the directory. Apparently member was unhappy about being contacted by people who could only have gotten their information from the directory. After a brief discussion of options, it was finally decided to leave the issue for now, since it would be a lot of work to be done over only one complaint on the issue. It was suggested that a notice could be placed in the next Newsletter reminding members that the membership directory is not to be used for soliciting – only to contact members on a person-to-person basis.

### **6. Program Committee**

The Fall agenda had been mailed; there are four speakers that will be addressing the issue of accidental releases.

For Spring 2004, suggested topics are “HazCom for Multilingual Sites” (trying for a speaker from one of the border states); the Small Pkg. Committee wants to field a panel of speakers on small package labeling issues; there will be a speaker from the Alliance for Chemical Awareness (the committee was reminded to ensure speaker was reminded that the talk was to be informational, not commercial in nature); Susan Valkenburg would be talking about Responsible Care/Global Chemical Mgmt. Program; there would be a TSCA update with Dick Jourdenais; talk about the OSHA Alliance; Section 11 of the ANSI Standard; What the US government is doing with GHS implementation.

### **7. Other Business**

Bob was asked about the status of the ANSI update. He reported that Lori only received a couple responses and he asked her to forward to ACC. Basically, SCHC usually abstains, and supplied member comments.

It was noted Joe Dsida reported the fact that one of the member dinner plans scheduled for the Fall meeting was in conflict with the time of the vendor show. The question of exclusivity of the vendor show during the evening was briefly discussed. It was noted that in future, all possible attempt should be made for any arrangements not to severely overlap with the time of the vendor show. The dinner plans were changed to 7:15 pm.

#### **NEXT MEETING**

The next meeting is scheduled for Thursday, Sept. 18, 2003 via conference call at 9:00 AM EST.

#### **MEETING ADJOURNED**

The meeting was adjourned at 10:15 am.

Respectfully Submitted,

Donna Edminster