

**Minutes of the SCHC Board of Directors Meeting  
19 June 2008**

**In attendance:**

Amy Breedlove	Michelle Baker
Stacie Eakin	Len Hong
Bernadette Lindquist	Suzanne Matuszewski
Dave Peters	Angela Rath
Bob Skoglund	Michele Sullivan
Darlene Susa-Anderson	

**Regrets:**

Ann Brockhaus  
Mark Cohen                      Pam Kreis

**Start of Meeting:**

The meeting was opened at 9:06 a.m. (EDT).

**Agenda:**

- 1) Approve Minutes - April and May
- 2) OSHA MSDS Training Materials: Status Report – Suzanne / Mark / Dave
- 3) Discuss Hotel Arrangements for 2010 and beyond Fall Meeting - Bob
- 4) Discuss Options to Reduce Meeting Expenses – Pam / Angela
- 5) HazChat Participation - Bernie
- 6) GHS Information Sheet Update – Mark / Bernie
- 7) Committee Replacements for Angela and Suzanne – Mark
- 8) Update from IRS Form 990 Ad Hoc Committee – Mark
- 9) Marketing Committee Monthly Update - Mark

**Approval of Minutes:**

Approval of both the April and May minutes was deferred until final draft copies could be circulated by Pam and Michelle B. respectively.

**DISCUSSION ITEMS**

**OSHA MSDS Training Material: Status Update**

Suzanne and Dave reported that most materials have been delivered to the two OSHA contacts (Tony Mapes and Lisa Ramber). Final PowerPoint, speaker notes, a suggested list of handouts and criteria for the ideal student and ideal instructor were submitted per OSHA's request. Case studies, compliant MSDS examples and student notes are pending. It is anticipated that the first training course will be publicly offered in October or November of this year at TEEX (Texas Engineering Extension Service). A minimum 2 month notice is necessary to ensure sufficient time for marketing and registration. Suzanne reported that TEEX faculty includes 5 Full Time staff and 70 adjunct trainers. It was noted that familiarity with OSHA's Hazard Communication Standard is desirable as well as experience authoring MSDSs. Dave reported that these criteria were included in

the submitted “ideal criteria for an instructor”. The profile of an ideal student is as follows: enthusiastic learner, from small to mid-size organization (OSHA specified this requirement), familiar with regulatory requirements, completed a minimum of high school chemistry. The profile of an ideal instructor is as follows: enthusiastic instructor; familiar with adult learning principles; working knowledge of HazCom standard and ANSI Z400.1 and Z129.1 contents – current versions; familiar with preparing and/or auditing MSDSs. A short discussion ensued about the potential benefit to current SCHC members and it was concluded that a reference to further SCHC hosted training courses be included in the reference material.

### **Discuss Hotel Arrangements for 2010 and beyond Fall Meeting**

Bob relayed on Doug’s behalf an intention of a price increase for rooms at the Crystal Gateway Marriott – the SCHC’s long-standing first choice for hosting the Fall meeting. In an effort to retain daily room rates below \$200, Doug indicated that the current hotel could offer better pricing if we held the meeting in August (earlier than our usual meeting time of September). Doug has also solicited a proposal from a nearby hotel - Sheraton. Bob had indicated in his June 13 email that a decision was necessary during today’s meeting as no decision would be a decision to not take advantage of the lower August rates. Bob also indicated during the call that a decision today wasn’t necessary but a timely decision is important. A lengthy discussion followed with all aspects of the fall meeting discussed – date, city, terms of contract, is \$200/night still a barrier? No consensus was reached.

Action Item – Stacie to schedule a supplemental BOD call on Tuesday July 1 to further discuss. Doug will be invited.

Action Item – All BOD members to search their archives for a copy of the 2006 membership survey to determine exact conclusions of that survey regarding room rate, location and date. It was noted that the results of this survey may be dated and not applicable in today’s environment.

### **Discuss Options to Reduce Meeting Expenses**

Discussion postponed until July 17 conference call.

### **HazChat Participation**

Action Item: Bernie will coordinate with Dan and summarize concerns in an email to the BOD.

### **GHS Information Sheet Update**

Action Item: Suzanne will prepare a tracking spreadsheet.

### **Committee replacements for Membership and Program**

Angela Rath will be replaced by Beth Levi (Membership Committee Chair) and Suzanne Matuszewski will be replaced by Darlene Susa-Anderson (Program Committee Board Liaison).

Action Item – Mark to state officially and forward revisions to the web administrator.

#### **Update from IRS Form 990 Ad Hoc Committee**

Dave and Angela reported on the group's conclusions. The need for Whistleblower, Conflict of Interest and Document Retention programs was examined. A Whistleblower program was felt not to apply. The scope of a potential Conflict of Interest program should be crafted and developed possibly in conjunction with legal assistance, perhaps from Venable. A Document Retention program was determined to be appropriate. The existing Document Retention document within the Standard Practices document needs to be examined to determine if it adequately addresses all necessary items.

IRS does not require these programs. However, our answers to the questions on the Form 990 become public record. It was determined that a note on the SCHC website should be added stating that Form 990 is available upon request, rather than posting the form itself on the website

Action Item – Pam will formalize recommendations and circulate to the BOD.

#### **Outreach and Communication Committee Monthly Update**

Discussion postponed until July 17 conference call.

**Next Meeting: Tuesday July 17 at 9 a.m. (EDT)**

**Meeting adjourned at 10:09 a.m. (EDT)**

Respectfully submitted,

Darlene Susa-Anderson  
Acting Recording Secretary