

## **SCHC BOD Meeting Minutes December 21, 2006**

### **Attendees:**

Ann Brockhaus – SCHC BOD President, Mark Cohen – SCHC BOD VP, Michele Sullivan – SCHC BOD Chair, Pam Kreis – SCHC Secretary/Treasurer, Suzanne Matuszewski, Denese Deeds, Len Hong, Daniel Levine, Dave Peters, Stacie Eakin, Amy Breedlove.

**Absent:** Bob Skoglund

**Meeting was opened by Michele Sullivan at 9:00 am eastern (8:00pm central)**

### **Approval of minutes:**

The minutes from the November 16, 2006, meeting was reviewed. A motion to approve the minutes was given by Dan Levine and seconded by Denese Deeds with noted changes to be made by Pam Kreis (spell out acronyms).

### **BOD Bylaws proposed revisions were discussed:**

Michele discussed the bylaw revision and the proposal to expand the BOD members from seven to nine. Explanation to the approach of the proposal by Denese was overwhelming accepted by the BOD members participating in the call. “Allowing more people to serve on the BOD prior to moving into an officer position would give an opportunity to those members to gain a better understanding of SCHC, and how SCHC BOD carries out the business processes of SCHC.”

Dan will discuss with Rich Willinger (nominating committee) the BOD proposal to expand the BOD membership rather than extending the opportunity for allowing committee members to move directly into an officer position on the BOD. Then present to the response back to the BOD for a vote on the proposed changes.

Also proposed during this discussion by Len Hong was a request to submit BOD updates to the various committees to address the operational process of the BOD. Liaisons would present the workings of the BOD which would act as a supplement to the minutes during the twice per year meetings. Hopefully this would allow for more interest in the SCHC operational process and becoming more involved in SCHC.

Dave proposed also to send e-mail and/or during a committee conference calls. Pam suggested to “beef-up” the content of the information presented at the general sessions surrounding the operations of the BOD. Possibly poster sessions is an avenue as well.

Michele suggested for Suzanne to present back to the Program Committee to allow the committee the opportunity to devise an arrangement.

Pam will update the website with BOD minutes.

Alliance Committee Web privacy policy:

OSHA will not be allowed to link to our website until a privacy policy for SCHC privacy policy. The policy resides on the SCHC website. Only on the front page is the only requirement per OSHA.

Michele will to send to Tim with the instructions for posting. Dan will contact Tim.

### **Professional Development Steering Committee Report:**

Recommendations were presented by Dan Levine: Refer to report for 12 recommendations.

Len will review final draft and submit to Dave. Recommendation 1 is a high priority per Dan and the BOD.

Dave Peters, as acting Liaison to the PDC, will present to the committee the recommendations and discuss the solution to the recommendations. Possibly develop a workgroup to discuss approach.

Recommendation 5: BOD needs to steer that at plan be developed.

Recommendation 6: CBT – Liaison should be involved in communicating to the committee (PDC). The development of a workgroup to assist the in satisfying this recommendation was discussed.

Recommendation 7 – Concerned Webinars. Len Hong explained to the BOD the meaning of the recommendation. The type of webinar would be static in nature with the intent to present and promote HazCom and advertise SCHC as your one stop shopping for Global HazCom education and networking. The intent of this recommendation is to serve as a multifunctional approach to educating the general hazcom population.

Len will be forwarding recommendations to entire BOD to explain Recommendation 8. Performance metrics approach. Was the course it varied, did it stimulate interest and how to promote refresher training. Standardize surveys and questionnaires

Recommendation 9: Train the Trainer program.

Recommendation 10: Continual monitoring of our membership to interpret shifts and trends in membership, meeting attendance and so on.

This recommendation will allow introduction of GHS concepts in the HazCom arena when appropriate during training courses.

Dan proposed to send information about committees in the registration for the meetings. Dave also proposed incorporating into the newsletter as well.

Next BOD conference call scheduled for January 18, 2007, 9:00 am eastern/8:00 am central. Michele will start and Ann will finish.

Meeting was adjourned at 10:17 am eastern (9:17 pm central).

Respectfully submitted:

Stacie Eakin  
Acting Recording Secretary