

**SCHC Board Meeting
December 18, 2003, as amended**

ATTENDANCE:

Board of Directors:

Present

Michele Sullivan - Chair
Bob Skoglund – President
Anita Knight - Secretary/Treasurer
Pat Dsida
Angenette Grant
Len Hong
Pam Kreis
Dan Levine

Absent:

Ann Brockhaus
Denese Deeds - VP

MEETING OPENED

M. Sullivan opened the meeting at 9:03 a.m.

APPROVAL OF MINUTES

The minutes from the November 20, 2003 meeting were reviewed. A motion was made and seconded Dan Levine and Ann Grant, respectively, to accept the minutes as amended. It was approved.

1. 2004 Slate of Nominations

B. Skoglund reported on the slate of nominations submitted by the Nominations Committee.

The committee has proposed:

President – Denese Deeds
Vice President – Ann Brockhaus
Secretary/Treasurer – Pam Kreis
Board of Directors (4 openings) – Michele Sullivan, Dan Levine, Len Hong, Don Paulus,
Bill Starr and Mark Cohen

2. Finances

The final numbers for the Fall meeting are not yet available. Anita reported that D. Eisner is still discussing issues with the hotel. Some bills are outstanding because some instructors have not submitted their expenses.

B. Skoglund has submitted expenses for the UNITAR trip to Thailand. Due to the logistics of travel in combination with his trip to the UK, travel expenses were less than budgeted.

The financial ad hoc committee has not met yet because not all the information is available yet.

B. Skoglund indicated that the charter of the committee was to review costs of meetings and display vendors, tuition fees, registration fees and membership dues. The committee expects to

have a recommendation by the Spring meeting. Historically, the registration fee has always been \$85. Dues were raised from \$35 to \$50 annually sometime between 1991 and 1996.

3. OSHA Alliance

D. Deeds had prepared an article discussing the OSHA Alliance for inclusion in the SCHC newsletter. The board discussed some minor changes and A. Knight volunteered to make the appropriate edits. She will prepare a cover letter to L. Moquet, Newsletter Chair, with a copy to D. Deeds. The board offered appreciation for Denese's initiative.

D. Levine was alerted to arrange for inclusion of a link to the OSHA Alliance on the web page. On December 19th, OSHA is submitting an abstract for a 90-minute session to the National Safety congress. By March 2004, SCHC needs to submit an abstract for a session at the World Congress on Safety & Health at Work to be held in 2005.

D. Deeds has been asked to present a session in Connecticut for AIHA. It will focus on GHS. Other work products for the OSHA alliance may include tools for compliance officers and a checklist for small businesses. An ad hoc committee has been set up and will need to develop a work plan soon to provide to OSHA. The next formal meeting between SCHC and OSHA will be a teleconference on March 18.

L. Hong indicated that the next AIHA meeting would be held in May and suggested that SCHC consider developing a poster session by SCHC to promote our organization and perhaps the SCHC-OSHA Alliance. M. Sullivan will contact T. Grumbles, President of AIHA.

4. Meeting Survey

D. Deeds has prepared an article for the newsletter summarizing the results of the survey conducted on the Internet to determine member preferences regarding the number of meetings per year and format.

D. Levine will confirm with D. Deeds that it is appropriate to remove the web page button that links to the survey.

5. Program Update

D. Levine reported on behalf of the Program Committee that the Spring meeting is essentially organized.

6. Other Business

B. Skoglund confirmed that the ANSI standard link can come off the web page.

D. Levine is getting update from web host regarding Alliance page (or link).

B. Skoglund reminded D. Levine to have web host post information about the Spring meeting. A link to the hotel is also needed.

Meeting adjourned at 9:55 a.m.

Next meeting is January 15, 2003 at 9 a.m.

Respectfully submitted,
Pamela Kreis, Acting Recording Secretary