

**SCHC Board of Directors Meeting
March 22, 2004
Spring Meeting, New Orleans**

ATTENDANCE:

Board of Directors:

Present:

A. Brockhaus
D. Deeds (Vice President)
D. Edminster
L. Hong
A. Knight (Sec./Treasurer)
P. Kreis
D. Levine
R. Skoglund (President)
M. Sullivan (Chair)

Absent:

A. Grant

Committee Chairs:

Arrangements
Awards
Exhibit
HazCom Resources
Membership
Newsletter
Nominating
Poster
Professional Development
Program

Small Packaging
Web

Doug Eisner
Margaret Samways
Mary Rudolph
Charles Sokol
Sue Steinhauer
Linda Moquet
Angela Rath
Amy Breedlove
(not present)
Darlene Susa-Anderson
Suzanne Matuszewski
(not present)
Scott Amoroso

Staff Support:

Lori Chaplin

General Members:

Wm. Starr
Richard Willinger
Jerri Bergen
Brenda Duncan

MEETING OPENED

M. Sullivan opened the meeting at 1:00 pm. She started the meeting asking for volunteers to share the recording secretary responsibilities and asked if anyone was interested to get back to her.

APPROVAL OF MINUTES

The minutes from the February 19, 2004 meeting were reviewed. After a minor correction was noted by Len Hong, a motion was made and seconded Denese Deeds and Dan Levine, respectively, to accept the minutes as amended. It was approved.

FINANCIAL REVIEW

The Secretary/Treasurer's report for Spring 2004 was reviewed. Anita Knight noted that the Society continued to see a drop in income during the past 12 months.

The issue of record retention of the financial records was brought up. It was agreed that Pam Kreis (new Secretary/Treasurer) would make a decision with Lori Chaplin regarding what was an appropriate retention period and media for storing financial records electronically. This will be incorporated into the Standard Practices. According to Bob Skoglund, at least 6 years of electronic meeting data are available at this time.

PRESIDENT'S REPORT

Bob Skoglund requested that all committees and others make sure they adhere to the timeline (made available to the Board prior to the meeting). Dan Levine suggested that the timeline be issued every 6 months, that it be posted on the Web site, and sent to all committee chairs. It was agreed that Lori Chaplin would send a copy of the timeline to Scott Amoroso for posting on the web.

AD HOC FINANCE GROUP REPORT

Before reviewing the report Bob Skoglund thanked the members of the Ad Hoc Finance committee for all their work. Three years of data were used in developing the suggestions from the committee. It was decided that no decision on the report would be made at this meeting; rather it would be discussed in more detail during the monthly conference calls. Once a final decision is made, the changes will most likely go into effect during 2005.

Final recommendations from the committee were:

Vendor Show:	Inc. fee from \$585 to \$750
Meeting:	Inc. fee from \$85 to \$150
Membership:	Inc. fee from \$50 to \$85
Prof. Development:	Deferred to PDC Committee for their biannual review of fees

It was noted that no effort was made by this group to look at other issues that could affect fees (like controlling costs). Again, this would be discussed in detail at future meetings.

Michele thanked the committee for their work. It was noted that Bob would need to make a statement to members at the meeting regarding the fact that costs may increase in 2005. Much discussion followed the report. Comments are summarized below:

- Michele suggested that Board members feel out general members as to their opinions on these increases during the course of the meeting in New Orleans.
- Denese suggested that this financial review be continued on a 2 year basis.
- Len wanted a historical breakdown of data to determine where income and expenses were going (Bob responded that was already being done, particularly regarding PD courses).
- Charlie suggested cutting down on the number of PD courses to force more attendance in the ones being offered (Bob responded that we already control mix of courses, but do not set break even line at full attendance).
- Michele suggested an alternative method of training, such as distance learning. (Bob responded that other training options are being explored).
- Outside perspectives on costs of the courses were presented by various members (how could course be of value if it's so cheap to attend?).
- It was suggested that the PDC course brochures include a statement about the availability of CEU points. Lori will ensure that the brochures contain the CEU statement.

Doug Eisner discussed controlling meeting costs:

- 90% of the meeting costs are Food service and AV
 - Audio Visual
 - Can do a certain amount of cost cutting in this area, such as requiring speakers to bring their own laptops and/or purchase our own computer projectors.
 - Food
 - We feed people very well, but would not see a significant savings in this area.
 - If we cut our food, then hotel may start charging for rooms (we do not currently pay for meeting rooms if total guest room rentals meet quota).
- Michele asked if we were adjusting our contracts to reflect a smaller group. Doug responded that we were, and that had not had a significant impact on our room rates yet (expect a possible increase as size falls).
- Darlene asked if discussion of going to 1 meeting a year has been taken into account. Denese said according to the survey, there are strong feelings either way (1 or 2 meetings per year). Most respondents would rather meeting fees go up than dues, as they are mostly reimbursable expenses.
- Angela noted that less expensive hotels usually don't have the meeting space we need.
- Doug noted that if we were to fix the city for the spring meeting for the next X number of years, we could hold the cost to a finite value.

It was decided this report would be the subject of a newsletter article.

ARRANGEMENTS COMMITTEE

The Arrangements Committee report was reviewed. Doug informed the group that there would be no penalty from the attendance at this meeting – we picked up our room block and more.

The Wyndham Phoenix will be the site of the 2005 Spring meeting with a room rate of \$139/night. HazCom 101 is scheduled to be held in conjunction with the Fall 2004 meeting for the first time ever. Doug requested input as to the location of the Spring meeting in 2006. The choices (from the green sheets) were Orlando or Nashville. A vote was taken and Orlando was chosen.

AWARDS COMMITTEE

Margaret Samways discussed the three Distinguished Service Awards nominations to be given at the Fall 2004 meeting. The Board approved two of the awards but the one that was nominated by non-members for a non-SCHC member was turned down. It was agreed that it did not meet the criteria for the award. Margaret was requested to send a polite letter of refusal. A proposal was made to revise the wording of the award policy to read “only members in good standing can propose an award”. This was seconded by Dan Levine and the Board voted unanimously to accept the proposal.

Margaret also discussed the “25-year bash” to take place at the Fall 2004 meeting. She felt Linda Moquet was better qualified to select and get better pricing on the gift that is being planned for all attendees (Linda can get up to a 50% discount on prices). A tote bag with a logo was the suggested gift item. A committee consisting of Michele, Linda and Margaret, with Anita as the Board Liaison would work on the issue.

The suggested concept for the logo is

“25 Years of Leadership in Hazard Communication 1979-2004”

Lori noted that she already had pen sets for the speakers.

EXHIBIT COMMITTEE

The Exhibit Committee report was reviewed.

Mary Rudolph noted that the number of vendors for the Fall meeting will remain at 19 for now.

She distributed a flier that was sent to vendors regarding sponsoring breaks. A question was raised as to where the costs shown on the flier came from. Lori responded that the numbers were based upon past experience. To date, no responses on sponsorship have come back.

The subject regarding the use of the SCHC logo by a vendor at the meeting last Fall was discussed. It was agreed that under no circumstances can any vendor imply that they are part of the program or use the SCHC logo as part of their package. Mary will redo the vendor contracts to add this qualification.

Sue Steinhauer noted that the membership committee will make sure that any activities that are scheduled for members will not interfere with the vendor show.

This committee still needs a Board Liaison assigned to it.

HAZCOM RESOURCES COMMITTEE

The HazCom Committee report was reviewed. Charlie noted that C&E News had put the SCHC Spring meeting on their on-line calendar and he anticipated that the Fall meeting would be in their July 2004 printed edition.

POSTER SUBCOMMITTEE

The Poster Subcommittee report was reviewed. Amy Breedlove noted that six (6) posters were scheduled for the Spring meeting. Since it has been recognized that the Posters are just as important to members as the other presentations given at the meeting, it was felt that additional emphasis was needed. Therefore, pictures of the poster sessions were scheduled to be taken during the reception, and they will be posted to the web page as are all other speaker presentations.

MEMBERSHIP COMMITTEE

Sue Steinhauer presented the Board with a copy of a letter to be sent to those members of SCHC who are retiring from the field (that we are made aware of). It thanks them for their time and contributions to the organization. It was also decided that retirements deserve a small blurb in the newsletter.

Bob asked Dan Levine to give an end-of- year count of membership numbers. The question is: are they dropping as some people believe? It was also decided that some sort of follow up should be made with former members, to see why they dropped their membership. It was uncertain how useful this would be because there is a lot of turnover depending on the number of people in the organization, job functions, etc.

Sue reviewed the activities arranged for members at the meetings. She repeated that they were making sure the dinners/activities would not overlap with the vendor show. There were 21 members who attended Saturday night's dinner and 14 who attended Sunday night's dinner in New Orleans. There are 4 criteria used to determine the restaurant chosen:

1. restaurants must be within walking distance (checks with the concierge on this);
2. restaurant must be capable of doing multiple checks;
3. restaurant must have right price range;
4. restaurant must have good review (again, usually double checks with concierge on this).

The new member lunch is scheduled as usual for the Fall meeting.

Bob noted that he would like the Membership Directory to have a disclaimer stating that it is for personal use of its members only and not intended as a sales tool, etc. It was agreed that the next published directory would have a similar statement in a prominent position.

NEWSLETTER COMMITTEE

The Newsletter Committee report was reviewed. Linda Moquet noted that this was her 7th year as the committee chair and wondered if there was a need to train a replacement in the event that a new chair was needed. She noted that it was difficult to get members to contribute to the newsletter on a regular basis. It was also briefly discussed whether it was time to switch from a hardcopy newsletter to a fully electronic version. The last time this issue was discussed, there was not such a proliferation in electronic access as there is now.

NOMINATING COMMITTEE

Angela Rath noted that three (3) officers and four (4) members were nominated for the Board on the Spring ballot. 174 ballots were returned in 2004 vs. 184 in 2003.

Angela noted she would like 3 weeks before the meeting in which to notify the nominees.

Newly elected officers and Board members were:

Officers:

President: Denese Deeds
Vice Pres: Ann Brockhaus
Sec/Treas: Pamela Kreis

Board Members:

Len Hong
Michele Sullivan
Dan Levine
Bill Starr

It was noted that Ann Brockhaus' election as an officer leaves a vacancy on the Board which needs to be filled. This will be discussed at the next Board meeting.

OSHA ALLIANCE COMMITTEE

The report of the OSHA Alliance Committee was reviewed. Denese and Michele discussed the new OSHA HazCom Resources page and the prominent position SCHC had been given on it. It was noted there were a few outstanding issues – a new co-coordinator from OSHA is being assigned; the work plan is still being finalized; and there is still the outstanding matter of who owns the materials developed. The comment was made that SCHC cannot deliver content until the ownership issue is resolved.

PROFESSIONAL DEVELOPMENT COMMITTEE

Pam Kreis reported for Paul Brigandi. 234 people attended courses at the Spring 2004 meeting. In the Fall, there will be courses on Globally Harmonized System, Industrial Health & Safety; HazCom 101 and the Labeling Workshop. Labeling for Consumer

Packages and California Proposition 65 Labeling Workshop are two new courses that were offered in New Orleans..

It was noted that the Professional Development Committee needs to start working with the OSHA Alliance Group as training will be an integral part of the work plan being developed.

PROGRAM COMMITTEE

The Program Committee report was reviewed. An early draft of the Fall program was supplied. Two additional topics that were suggested for the Fall meeting were Control Banding and the Hazards of Nano Materials.

A Q&A sheet regarding travel reimbursement for speakers was distributed to the Board for approval. It was accepted and will be sent to future speakers in their confirmation e-mails.

SMALL PACKAGING COMMITTEE

The Small Packaging Committee report was reviewed. Len Hong, on behalf of Tim Hearty, reported that this committee is experiencing declining membership. It was suggested that the committee may want to consider a change of name and focus – from the small packaging committee to the small label committee. Small labels could include anything, including sample labels, which almost all companies ship.

WEB COMMITTEE

The Web Committee report was reviewed. The Board was very happy with the new functionality allowing members to search the SCHC Presentation Archive based upon year, or city, title keyword or author.

It was noted that committee pages are the responsibility of each committee to ensure they are current and accurate. There are a number of pages that have outdated information. For example, the Exhibit Committee Web page still lists Jeanne Zmich as the chair (Joe Dsida's predecessor).

MEETING ADJOURNED

The meeting adjourned at 5:00 pm.

The next meeting is scheduled for April 15, 2004 at 9:00 am via conference call.

Respectfully Submitted,

Donna

Donna Edminster