

**Minutes of the SCHC Board of Directors Meeting
18 December 2008**

In attendance:

Michelle Baker
Ann Brockhaus
Mark Cohen
Pam Kreis
David Peters

Angela Rath
Bob Skoglund
Michele Sullivan
Bernie Lindquist

Regrets:

Stacie Eakin
Darlene Susa-Anderson
Len Hong

The meeting was called to order at 9:06 a.m. EDT

Approval of November 2008 minutes – All

Mark Cohen moved for approval of the November minutes as amended by Pam Kreis. Pam will finalize. The motion was seconded by Michele Sullivan. The minutes were approved as amended.

Old Business –

1. Proposal for holding a GHS webinar – Michele Sullivan

Michele and a small subgroup of the Program Development Committee is investigating obtaining a platform for using phone and web access for holding a GHS Webinar. Prices obtained thus far indicate that it is likely to cost a minimum of \$200. Once a proposal is prepared, it will be sent out by email.

2. New SCHC brochure review and printing - Mark Cohen (for Denese Deeds)

A proposal from the Outreach Committee (OC) was presented: The OC recommended printing 1000 copies of the SCHC brochure in full color, on 100 lb. gloss, to be printed by Day and Night printing at a cost of \$430. Mark Cohen moved to accept the proposal. Dave Peters seconded the motion. The motion passed (7 in favor, one opposed, one abstention).

► Action: Michelle Baker will inform Denese that the proposal was accepted and that the BOD has until Monday to get final comments regarding the brochure to Denese.

► Action: Michele Sullivan will send the suggestion from the BOD that the reference to SCHC as a “professional society” be placed on the front of the brochure.

New Business –

1. Online survey : capabilities etc. - Bernie Lindquist

1.1 On-line surveys can be conducted using the same functionality as we are currently using for on-line voting. The BOD should send any survey to be conducted on-line to Lori who will work with Tim Foelker and either Dan Levine or Scott Amoroso to get the survey established.

► Action: Bernie Lindquist will report back to the BOD by email with cost estimates and an assessment of whether there are any restrictions such as question format.

1.2 The web committee is ready for the next election and waiting to receive the ballot from the Nominating Committee.

1.3 The web committee is intending to open on-line membership registration to members of the BOD and to committee chairs for 2009 membership registration. Meeting and class registration issues are still being addressed by the web committee, Tim Foelker, and Lori Chaplin.

► Action: Bernie Lindquist will send something to membership and committee chairs telling them not to register for 2009 if they have not already done so, stressing that it is membership dues, not meeting registration at issue. The question of how early Lori should be taking 2009 membership dues was raised. It was decided that Lori should continue to manage this with no action from the BOD.

2. NAOSH Week - Michele Sullivan

Not presented due to time constraints. This will be added to the next meeting agenda.

3. Professional Development Items for BOD - R. Skoglund

3.1 The Professional Development Committee (PDC) is requesting approval to spend up to \$2,000 to record a half-day PDC course using webstream. This recording would be used only for analyzing the viability of using this technology as an alternative method for providing professional development, i.e. determine whether this is an acceptable way of communicating material and whether there is market value.

The BOD decided to table this request for now to allow more time for consideration at the January or a separate meeting.

3.2 The PDC is requesting that Mark Cohen send an e-mail to the membership letting them know about the new 2-day multi-modal transportation course that will be held after the fall meeting. Since this course will meet DOT certification requirements, it is important to let people who need certification or re-certification in 2009 that this course will be available. This will allow people to plan for their training needs.

► Action: Pam Kreis will contact Doug regarding the arrangements for the fall meeting in order to more fully understand our level of commitment with the hotel with regard to this course offering, i.e. what the arrangements are and what penalties would be imposed if we do not meet the obligation. If SCHC cannot cancel the additional room without penalty, Mark will go ahead with the email. If we are not fully committed, the BOD will schedule a separate meeting to better understand the cost requirements and make an informed decision. The concern that advertising the course would result in an ethical obligation to go forward without consideration of attendance numbers was expressed.

► Action: Pam with help from Angela Rath will review minutes from previous meetings as well as the standard practices to better understand the process by which the PDC and arrangements committees set up extended courses. In light of the current economic climate, the question of whether this should be an independent activity between the two committees without BOD input was raised.

4. GHS Speakers Bureau concept – Mark Cohen (for Denese Deeds, Outreach Committee)

► Action: Michelle Baker will ask Denese for a more specific proposal for soliciting speakers.

The issue has been tabled with specific concerns expressed, including:
Would contact information for volunteer speakers be posted on the SCHC website, or would interested parties be informed to contact the SCHC administrator?
How do we ensure that the society is not liable for information presented by said speakers?

What kinds of disclaimers are warranted?

Adjournment

The meeting adjourned at 10:30 a.m. EDT.

Next meeting

January 15, 2009; Len Hong is scheduled to be the Recording Secretary.

Respectfully submitted,

Bernie Lindquist
Recording Secretary