

**SCHC Board Meeting**  
**April 28, 2003**

**Ft. Lauderdale, Florida**

**ATTENDANCE:**

**Board of Directors:**

**Present:**

Jennifer Silk - Chair  
Bob Skoglund – President  
Denese Deeds - VP  
Anita Knight - Secretary/Treasurer  
Pat Dsida  
Pam Kreis  
Dan Levine  
Mike Reale  
Michele Sullivan (Past President)

**Absent:**

Donna Edminster  
Donald Paulus

**Committee Chairs:**

**Present**

Doug Eisner – Arrangements  
Margaret Samways – Awards  
Charles Sokol and Amy Breedlove –  
HazCom Resources  
Ann Grant – Membership  
Angela Rath – Nominating  
Paul Brigandi – Professional Dev.  
Darlene Susa-Anderson and Suzanne  
Matuszewski – Program  
Tim Hearty – Small Package

**Absent:**

Joe Dsida – Exhibit Show  
Linda Moquet – Newsletter  
Scott Amoroso - Web

**MEETING OPENED**

Jennifer Silk opened the meeting at 1:11 pm.

**APPROVAL OF MINUTES**

The minutes from the March 20, 2003 meeting were reviewed. A motion was made and seconded to accept the minutes as written. It was approved.

**1. Secretary/Treasurer's Report**

Anita gave highlights of the written report attached to these minutes. New certificates of deposit had been obtained and Anita would be getting the new officer signatures during the meeting. She indicated that the breakout for the profession development courses held at the Fall 2002 meeting was not perfect and that some speaker expenses had not been received.

Ann Brockhaus raised and the group discussed whether the travel expense incurred by speakers was an appropriate range. The group agreed that the expenses to-date were not excessive.

A motion was made and seconded to approve the treasurer's report.

**2. President's Report**

**UNITAR**

Both Bob and Jennifer participated in the UNITAR conference call to discuss the meeting in Thailand and SCHC's participation and contribution to the event. This will be a forum that is a side meeting on the Globally Harmonized System. The forum will either be educational or intend to give direction to attendees. The committee is leaning towards an education forum. SCHC has committed \$10,000 but it has not been transferred yet. SCHC's contribution will not go towards paying overhead charges but will probably defray travel costs of attendees from third-world countries.

Motion (Denese Deeds) – SCHC pay for travel expenses to Thailand for Bob Skoglund. Motion seconded by P. Kreis and approved by the board,

The meeting will be in November of this year in Bangkok.

#### OSHA Alliance

The Board had decided previously to participate in the OSHA Alliance. Michele indicated that BNA had public comments criticizing MSDSs. A possible alliance for SCHC would be training on MSDS. Another option would be certification of MSDS writers since there is indication that some European countries may be requesting or requiring certification. The committee will contact OSHA and set up a meeting.

#### MDI Committee

There was a request from the MDI Committee (Methylene Diphenyldiisocyanate) of the Alliance for the Polyurethanes Industry to reference SCHC in their document for MDI Hazard Determination guidance. They would cite the SCHC website and SCHC resources as additional resources and useful guidance. The Board approved this in concept but want to see the final draft prior to publication.

#### Timeline

The materials deadline for the next meeting is changed three weeks prior to the meeting. The change is annotated on the attached report from Lori.

### **3. Committee Reports**

#### **Arrangements**

Doug has started discussions with Marriott for Fall of 2004 and 2005. A small committee will meet to discuss possibility of holding the meeting at the end of the week rather than the beginning because the hotels offer lower rates.

Doug recommends Phoenix/Scottsdale for next meeting based on preferences expressed by members in the green sheets.

Motion – Doug should solicit proposals from conference centers in the Phoenix/Scottsdale area. The motion was seconded and approved.

Dan and Lori will gather statistics to review at the next meeting (conference call) to help in assessing whether SCHC should change to one meeting per year.

#### **Awards**

Margaret reported that Al Ignatowski would be giving a presentation as a follow-up to award present to him at the Fall meeting.

The Board saw a sample of the rosewood pens that will be presented to each speaker.

#### **Exhibit**

Pat Dsida reported for Joe. Four exhibitors have contracted to exhibit at the next Fall meeting and have also paid.

#### **HazCom Resources**

Amy reported that there would be 8 posters at the poster session.

Charlie reported that the group has not started to put together a course for professional development. They want to update the resource booklet first.

**Membership**

Ann Grant will step down from chairing this committee following her election to the Board of Directors. Bob will contact individuals suggested to take of the chair position.

The committee arranged for new members and any professional development students to meet for dinner over the weekend.

The Board discussed the possibility of advertising to increase membership.

**Newsletter**

Linda was absent. It was suggested that the newsletter indicate that the minutes of Board meetings are available on the SCHC website.

**Nominations**

Angela reported that Ann Brockhaus, Donna Edminster, and Ann Grant had been elected to the Board of Directors.

**Professional Development**

Paul reported that 8 courses were being offered during the Ft. Lauderdale meeting. There is one new course proposed that will be given in the Fall. The committee's operating procedures have been finalized and forwarded to Denise to incorporate in the SOP. Two new courses are being considered by the committee: a 1-day course on GHS; a ½-day course on labeling under Proposition 65.

**Program Committee**

Ann will step down from chairing this committee following her election o the Board of Directors. The committee now has 2 co-chairs: Darlene Susa-Anderson and Suzanne Matuszewski. Darlene is the point person for the Fall meeting. The status of the Fall meeting is attached to these minutes.

**Small Package**

Tim reported that he is co-chairing this committee.

**Web**

The Board again expressed concern that items are difficult to find on the website. It was suggested that cross-linking would aid with this problem.

**4. New Business**

The ANSI draft will be available shortly. SCHC is on the canvassing list. Charlie suggested that the draft document be posted on the website so that members could review and comment. Bob will announce this and we will also send out a broadcast email indicating the availability of the document and the ad-hoc chairperson to whom comments should be sent.

**NEXT MEETING**

The next meeting will be held by teleconference Thursday, May 15, at 9.00 a.m. EST.

**MEETING ADJOURNED**

The meeting was adjourned at 4.30 p.m.

Respectfully Submitted,  
Pamela Kreis, Acting Recording Secretary