

SCHC Board Meeting Call Summary 18 August 2005

Attendees: Amy Breedlove, Ann Brockhaus, Mark Cohen, Denese Deeds, Stacie Eakin, Pam Kreis, Dan Levine, Bob Skoglund, Bill Starr, and Michele Sullivan
Absent: Len Hong

July Minutes

It was suggested that the notes be amended to remove the award recipient's name and all agreed. The acronym ANPRM (Advance Notice of Proposed Rulemaking), used in the OSHA Alliance section, is to be spelled out. Clarification on the Society's bylaw policy regarding forums relating to Emerging Issues was provided. It is not that forums are specifically prohibited; they are just not provided for. A misspelling of our leader's name was identified. It was agreed that editorial content in the Fall Meeting Attendance section would be removed. No additional changes were offered. Amy was to redraft and re-submit. Dan moved they be approved and Bill seconded. Minutes were approved.

OSHA Alliance

The Board discussed the agreement and agreed to make changes to the first and third outreach and communication goals. Denese was to revise the agreement and submit it to Elizabeth Sherfy at the Department of Labor for review. The BOD agreed to the changes and agreed that the BOD would provide final approval after Ms. Sherfy's review and approval and after Michele provided it to John Gillick for legal review and advisement.

Ann, Pam, and Michele commented on the 2nd OSHA GHS meeting which they attended on August 1, from 1-5. It was a brainstorm session on helping small businesses and, as a result, the Agencies are preparing boilerplate and customized Frequently Asked Questions on GHS for use by their regulated communities in addition to the websites. Any input for the FAQ's should be submitted to Amy and Michele. Dan commented that small businesses may not read the Federal Registers and as such Small Business Council outreach may be needed. Stacie commented that recent meetings that she has attended suggest this as well. It was suggested that we consider, at future BOD calls, providing funding for GHS awareness communications in major industrial publications and it was agreed that we would explore this at the upcoming planning session.

Long-Range Planning Meeting

The document Len prepared for the Long-Range Planning meeting, which he will facilitate and Lori will document, was provided to Michele and Denise. This was subsequently submitted by email to the Society membership for solicitation of input before the actual meeting. Twelve responses to this solicitation were received and the input was added into the planning document. The BOD agreed that we will welcome input at any time, even at the September meeting. It was suggested that the BOD and Committee Chairs should fill out the survey (before they read the responses) and all agreed. Michele was to distribute for comment requesting that all input be provided to Len by September 2nd.

The planning session, on the 28th, will take place from 12:30 to 6; Ann has made the necessary arrangements. The session, on the 29th, will start at 8:30 and end at 2; Ann has made the

necessary arrangements. SCHC will reimburse for both days. Dinner Wednesday night is pay your own way. All who needed lodging were able to secure it. Regarding RSVP's, Michele has the list of attendees and while Pam was not indicated as attending, this will be corrected. Ann will need from Lori no later than the Friday before the meeting, a list of attendees for security arrangements. Ann will send information on parking local to their offices; location, cost, and early-bird specials.

Fall Meeting Attendance and Professional Development Courses

Michele commented that numbers for both the meeting and the PDC's, at one month out, look great. Bob's interpretation was not as enthusiastic given the deadline of September 2nd. Denese sent another reminder to Lori for an update on the attendance. Denese will send a request to Tim to remind the Society membership to register. As we get closer, Lori will send out updates to the BOD on meeting and course attendance. It was agreed that we will go with the program and hope for the best results.

Fall Meeting – CPSC will be represented by Rob Rafferty, Council to the Chairman, Consumer Products Safety Council, and Dr. Marilyn Wind, Deputy Associate Executive Director for Health Sciences. Michele will send invitations to SDA and CSPA. DOT has identified the spokesperson on International Standards.

PDCs – Two classes, HazCom for Asia-Pacific and REACH, have reached the required minimums. 160 attendees are needed to cover the Society's requirements and we only have about 127 at this time. This 160 number includes the desired revenue requirements for the Society so while we may not generate revenues to offset the meeting costs, we will likely not encounter a net loss from low PDC attendance. While the BOD has the option to cancel PDCs 30 days prior, this has never been exercised, and all agreed that it would not be appropriate to start for this offering. Based on historical late registrations, it was agreed that this is OK, and that we can discuss this issue further at the Planning Session. Comments were made about other offerings at or around the same time and the inappropriateness of raising PDC prices. Pam is starting to look at PDC finances and this will be necessary as the issue of PDC cancellation is considered further.

New Business

- It was agreed that we will hold discussion of the Spring '06 program later.
- Pam secured the new SCHC accountant, Accounting Unlimited, Inc., Jennifer Jones, 7221B Hanover Pkwy, Greenbelt, MD. They understand the non-profit nature of the SCHC and are being retained indefinitely for continuity.
- New Developments website page – Dan will flesh out the content for this page to include items such as NIOSH contact lens policy.

The BOD conference call scheduled for September 15 was deemed unnecessary at this time and was cancelled. Should it be identified as the meeting approaches that we need to reschedule the call, the BOD will be notified.

Meeting was adjourned at 9:55 ET by Michele.

Submitted by Recording Secretary
Mark Cohen