

Society for Chemical Hazard Communication (SCHC)  
Board of Directors Meeting Minutes  
January 18, 2007

The meeting was called to order at 9:02 a.m. EST

**Present**

Michele Sullivan – Board Chair	Ann Brockhaus – President	Mark Cohen – Vice President
Pam Kreis – Secretary/Treasurer	Denese Deeds – Past President	Amy Breedlove
Stacie Eakin	Dan Levine	Suzanne Matuszewski
David Peters – Recording Secretary	Bob Skoglund	

**Absent**

Len Hong

**Agenda**

1. Approval of minutes - all
2. By-laws revision - all
3. Finances/Certificates of Deposit (CDs) – P. Kreis
4. Strategic planning reports
  - a. Meeting Format – short update – B. Skoglund
  - b. Demographics – A. Breedlove
5. Professional Development Committee update (if time allows) – D. Peters

**Approval of minutes**

The minutes for the December meeting were distributed prior to the call for consideration. The motion to accept the amended minutes was made by D. Levine and seconded by A. Breedlove. There were no objections.

**By-laws revision**

D. Levine contacted Rich Willinger (Nominating Committee Chairperson) regarding the BOD proposal to expand the BOD membership by two members. Rich agreed with the proposal and contacted M. Sullivan and A. Brockhaus by e-mail regarding the timing of the implementation.

The motion to accept the proposal to revise the by-laws to expand the Board by two members was made by D. Levine and seconded by P. Kreis. There were no objections.

It was noted that the most current version of the by-laws were not in the 2006 Society directory. M. Cohen will document in the standard practices the methods to fill vacancies on the board.

**Finances/Certificates of Deposit (CDs)**

P. Kreis stated that the Society currently has three certificates of deposit (CDs). Two of these, at Virginia Commerce, are non-penalty, 36- and 60-month CDs at 3% interest totaling \$70,000. Currently the bank is offering 5- or 8-months CDs at 5% interest. P. Kreis recommended to break the larger, existing CDs into \$10,000 increments and to invest in the short term CDs. This would increase our interest earned and allow for further fluidity when the markets change. In the event that we would need to use a CD before it matures, the penalties are only slightly more than the interest gained. All board members present on the call agreed to authorize the Treasurer to make the changes.

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**Strategic planning reports**

**a. Meeting Format – short update – B. Skoglund**

No report

**b. Demographics – A. Breedlove**

A. Breedlove reviewed the Demographics Strategic Planning Report that had been distributed prior to the call. A general discussion followed regarding the findings, recommendations, etc.

The question of next steps came up and D. Peters observed that this is the first time the society leadership had a retreat with its subsequent work groups to look at the future of the society. Therefore, the society does not have a process to deal with recommendations that flow from a steering committee. It is unclear if the board must accept the recommendations before they can be transferred to responsible committees, individuals, etc. D. Peters will propose a process for the next call.

**Professional Development Committee update (if time allows) – D. Peters**

No time was available before the call was concluded,

**Next Call**

February 15, 2007 at 9:00 am EST.

DIAL IN: 866 / 740-1260 ACCESS CODE: 658 9246

Len Hong is scheduled to be the Recording Secretary.

The meeting was adjourned at 10:01 am EST.

Respectfully submitted,

*David W. Peters*

Acting Recording Secretary