

**Draft Minutes of the SCHC Board of Directors Meeting
October 20th 2005**

In attendance

Michele Sullivan, Chair
Denese Deeds, President
Ann Brockhaus, Vice President
Pam Kreis, Secretary Treasurer
Bob Skoglund, Past President
Mark Cohen
Dan Levine
Bill Starr
Len Hong-Recording Secretary

Regrets

Stacie Eakin

Start of Meeting

Michele Sullivan (chair) opened the at 9:03. Roll call was taken and the meeting commenced.

Approval of Minutes

The minutes of the September 26th, 2005 board of directors meeting was reviewed, discussed, and changes agreed upon. Pam Kreis will make the appropriate changes to the minutes.

Dan Levine moved the motion that the minutes be approved with the changes. Mark Cohen seconded the motion and the motion was approved.

Mission Statement for Retained Earnings

As requested by our financial advisor, SCHC should have a mission statement which addresses retained earnings and reflects our status as a not-for-profit organization. Denese Deeds will forward the mission statement of AIHA to the BOD. It is an example of a statement that addresses retained earnings.

Pam Kreis and Denese Deeds have volunteered to form a committee to develop a draft mission statement for the board of directors' consideration. They will ask Doug Eisner to join this committee.

Amy Breedlove's BOD replacement

Don Peters is a logical choice to be a voting replacement on the BOD since he was willing to run for a board position and has shown interest in being an active leader for SCHC. Michelle Sullivan will ask him to serve as a replacement voting director to serve the rest of Amy's term.

Non-voting Board of Director appointed advisor

It is valuable for the SCHC BOD to understand the viewpoints of government agencies. Since government employees are not permitted by their employer to serve as directors, the Board decided to seek a government employee to serve as an advisor to the BOD.

Dan Levine moved a motion to appoint Amy Breedlove as an advisor to the BOD to maintain liaison with the EPA, for a term that would run until the end of March 2007. Denese Deeds seconded the motion. The motion was approved.

Partnership: GHS Teleweb with AIHA

The AIHA wishes to partner with SCHC to promote their teleweb on the GHS. As a partnership activity, SCHC would inform our membership about this December 13th, 2005 AIHA teleweb. SCHC will not be a participant in this teleweb. Michele Sullivan, Jennifer Silk and Jon Hellerstein, all SCHC members, may be presenters as representatives of their own employers, industries or companies. This will be a two hour presentation that may be of interest to our member, particularly the many members who have not been attending the GHS presentations at our spring and fall meetings. Although Michelle Sullivan will not be representing SCHC, she will be reporting to the board about the presentations, and the nature of the discussions; particularly discussions that may arise about MSDS writer certification, the Enzi Bill and other matters of interest to the SCHC BOD.

The board agreed in principle to partner with AIHA by informing the SCHC members about this teleweb. Michelle Sullivan will seek more information of the depth and scope of the GHS presentations to be offered during this teleweb so that our membership will be properly informed.

Poster Session Participation

Consistent with previous practice, the BOD will issue a special invitation to the EPA to present a poster at the spring 2006 meeting and SCHC will waive all fees since the presenter will not be attending the formal meeting. Michele Sullivan will inform Lori Chaplin of this invitation and ensure that these arrangements and invitations are made with the EPA.

Review Expense Reimbursement Policy

A review of the policy will involve a detailed examination of the current policy. This is one of the action items that was selected at the planning retreat of September 2005. The timing for conducting and accomplishing this review needs to be established once the retreat results have been sent to board members by Len Hong. The notes from the retreat will be sent within the next 2 weeks.

In order to ensure that the current expense reimbursement policy is followed by speakers and presenters of PDCs, Mark Cohen, liaison to the professional development committee, will inform both committee co-chairs of the need to inform all instructors of the policy, the requirement for adherence with the policy and the submission of all required paperwork including receipts and that only reasonable expense amounts will be reimbursed.

Other items

Mark Cohen informed the board of a letter issued by a SCHC PDC instructor who raised concerns about the September 2005 professional development committee meeting. The PD committee chairs are expected to take the appropriate actions and respond to this letter. Mark will forward this a copy of the letter to the board members for their information and awareness. The board will not take action at this time.

After discussions it was decided that the renewal of the two CDs should coincide with financial risk management needs. The coupons should be scheduled to enable cashing the CDs to obtain funds for unusual emergency requirements. Our most likely scenario for requiring a large amount of cash would arise from catastrophic and unusual financial failures of the spring or fall conferences/workshops. Within the two months following such a failure is the time that we may need additional funds. Therefore, one CD will be timed to expire by the end of May -approximately two month after the spring meeting and the other CD to expire by the end of November- approximately two months following the fall meeting.

Pam Kreis will renew the CDs using these guidelines.

It was decided that the accrued interest from the maturing CDs will be left in the CDs and not be removed for current operations.

Meeting adjourned at 10:03am