

SCHC Board Meeting

Teleconference

May 15, 2003

ATTENDANCE:

Board of Directors:

Present: Michele Sullivan (Chair)
Denese Deeds (VP)
Anita Knight (Secretary/Treasurer)
Pat Dsida
Donna Edminster
Ann Grant

Absent: Bob Skoglund
Ann Brockhaus
Pam Kreis
Dan Levine
Jennifer Silk

MEETING OPENED

Michele Sullivan opened the meeting at 9:00 am.

APPROVAL OF MINUTES

There were no minutes available from the April Board meeting in Ft. Lauderdale.

Action Item: Pam Kreis to supply minutes at next Board meeting (scheduled for June 19th).

1. Jennifer Silk resignation and replacement

In addition to resigning from the Chair, it was confirmed that Jennifer was resigning completely from the Board of Directors of the SCHC due to issues related conflict of interest guidelines put forth by OSHA. The Board will need to appoint a replacement for her position. The board first reviewed the ways and means of selecting candidates:

1. look at election results and take next person down; or
2. look to nominating committee to get people we've been trying to get involved; or
3. What are other options?

A few names were also thrown out by Board members as possible members of interest for the position - among the names mentioned were Len Hong, Jon Hellerstein, Alan Boleheimer, Rich Willinger.

Action Item: It was agreed that this issue would be put on the agenda for the next board meeting, to discuss when Bob Skoglund is on the call.

2. Committee Liaisons

While it couldn't be made formal until Bob was available, these were the suggested assignments:

Committee	Liaison
Program Committee	Ann Brockhaus
Membership Committee	Ann Grant
Newsletter Committee	Donna Edminster
Small Package Committee	(needs assignment)
Awards Committee	Anita Knight

Note that D. Edminster requested reassignment from the Small Package Committee to the Newsletter Committee.

3. Alliance agreement with OSHA

Michele Sullivan brought us up to date on the OSHA Alliance issue. Was trying to schedule a meeting with OSHA for around either the last week in May or the end of June. She noted that it helps to have ideas when you go in to talk to OSHA. There are 3 categories of the alliance (training & education; outreach & communication; and promoting the National Dialog on Workplace Safety). We can participate in all or only some. Some potential ideas discussed were:

1. 20th Anniversary of the HazCom Standard in November – do a retrospective;
2. OSHA is developing smart media training CD on HazCom tools – help to publicize and distribute;
3. Reactivity – updating the HazCom resource document - supplementing, making a little more illustrative (in conjunction with ANSI?)
4. Adding an OSHA web page to the SCHC website;
5. Do work that would be turned over to OSHA and would be distributed under their umbrella of liability, such as developing brochures and they put their name on them.

Action item: Michele Sullivan to schedule meeting with OSHA; Denese offered to attend also.

4. Ft. Lauderdale Financials / Future meetings

Anita Knight briefly discussed initial financials available from Ft. Lauderdale. The hotel bill looks like it will run to ~\$45,000 plus a room rental penalty of \$12,000. Doug indicated that if we are willing to return to the hotel in the future, he may be able to negotiate a reduction in the room rental fee. It was agreed by Board members present on the call that we would not commit again to the Bahia Mar just to save money.

It appears that \$10,000 was taken in on attendance of meeting; and \$48,000 was taking in on PDC courses. Approximately 125 people attended the conference.

Action Item: Notify Doug the Board will not commit to the Bahia Mar to save money.

This information led to a discussion regarding Spring Conferences. Michele Sullivan supplied charts and data showing the Spring Meeting Attendance rate decreasing steadily over the past years. The Board tried to come up with a list of reasons as to why this could be happening – location; travel restrictions; economy; lack of exposure?

It was noted that we have contracts in place for Fall 2003 and Spring 2004. Therefore, if any changes are to be made, it cannot be done until Fall 2004 at the earliest. Arrangements have been made with hotels until next fall.

Questions raised:

- Is this lack of attendance serious enough to make changes to the way the Society has been running its meetings? (data would indicate yes)
- Is this a temporary situation, or is it foreseeable that it will continue for some time?
- If situation is anticipated to last a while, what actions should the Board take to address the situation?
- If we decide to change things, what's the best way to do so (longer meetings but fewer of them; one meeting a year but 2 sessions of PDCs, etc).

It was decided that the Board would undertake a survey of Society members to get the answers to some of these questions – do they anticipate that they will be cutting back on their attendance at meetings; will they only attend local vs. away meetings; if we changed the meeting schedule, which would they have more interest in – longer meetings (2 days or 3 days vs current 1.5 days) but only 1 per year; would they still have an interest in coming to PDC courses even if a meeting wasn't being held? What would be the maximum room rate cost you would be willing to spend, etc, etc.

Action Item: Denese volunteered to put together a questionnaire that could be sent electronically to Society members to try to get some answers to these questions.

Some other suggestions brought up and discussed briefly:

1. Holding meetings in someplace other than hotels – such as non-profit locations. It was noted that if we did that, Doug would not make the arrangements.
2. Extend length of meetings – PDCs both before and after (part of questionnaire).
3. It was noted that a backup was needed for Doug. Angela Rath had volunteered previously to help.
4. Hold PDCs at company locations that had training centers available at no cost, were easy to access, and had accommodations in immediate area.

Action Items: Continue this discussion at next Board meeting.

NEXT MEETING

The next meeting is scheduled for Thursday, June 19, 2003 via conference call at 9:00 AM EST. Michele reminded people to make sure they submit items of business to be discussed so that they can be included in the agenda.

MEETING ADJOURNED

The meeting was adjourned at 10:00 am.

Respectfully Submitted,

Donna Edminster