

Society for Chemical Hazard Communication (SCHC)  
Board of Directors Meeting Minutes  
February 15<sup>th</sup>, 2007

**Present**

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

**Absent**

Stacie Eakin	Suzanne Matuszewski
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**Agenda**

1. Approval of minutes - all
2. Spring meeting speakers - all
3. Strategic planning reports  
Meeting Format – short update ( carry over from January 2007 )
4. Professional Development Committee update ( carry over from January 2007 ) – D. Peters
5. Status of the Alliance Project – M. Cohen

**Approval of minutes**

The minutes for the January 2007 SCHC directors meeting were amended and corrections noted by P. Kreis. The motion to accept the amended minutes was made by D. Levine and seconded by A. Breedlove. The motion was approved.

**Spring Meeting Speakers**

The speaker on GHS – Japan has cancelled his attendance. A discussion was held on possible alternate speakers.

A. Brockhaus will speak to the program committee and provide suggestions of other possible speakers who were mentioned by members of the SCHC board. As a last resort B. Skoglund may be able to recommend a speaker about Japan GHS who has a working knowledge and experience about Japan GHS.

**Strategic planning reports**

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

Still in progress

**Professional Development Committee update – D. Peters**

The committee is working well. Monthly teleconferences are being held. The committee has started to review the recommendations from the strategic planning report. A subcommittee was formed to develop a GHS strategy for the professional development committee. The subcommittee will submit a report to the professional development committee in March 2007 with the goal of submitting a full report from the professional development committee to the SCHC board of directors in April 2007.

The committee intends to submit a poster for the spring 2007 SCHC meeting.

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A board discussion about professional development resulted in ideas for improving the promotion and marketing of the professional development courses from the SCHC website. The actions arising from these discussions were:

D. Peters will ask the:

1. professional development committee to write a brief abstract for every course, including a description of the course content, cost to take the course, and the dates that the courses will be offered
2. committee chair to request course developers to metatag key words describing the course to enable greater success for finding the course from web searches.

D. Levine will ask the SCHC web master to create a new tab for courses on the SCHC home page so that users will be provided with a direct link to descriptions of the courses.

Lastly, D. Peters will provide recommendations to the SCHC board about a process to handle the recommendations from the professional development planning committee.

**Status of the Alliance Project – M. Cohen**

It is expected that there will be a meeting of the Alliance GHS fact sheet workgroup sometime next week. OSHA isn't sure if it wants a MSDS writing course anymore. The OSHA alliance liaison must report to others within OSHA and it is at these other levels that decisions need to be made about what OSHA's alliance goals are now. After a SCHC board discussion it was decided that we need OSHA to inform us of what they want.

M. Cohen will contact the OSHA representative and request an Alliance steering committee teleconference to discuss the way forward and discuss the specific products and services that are of interest for this Alliance.

**No further business**

**Next Call**

March 15<sup>th</sup> 2007 at 9:00 am EST.

S. Matuszewski is scheduled to be the Recording Secretary.

Respectfully submitted,

Len Hong  
Acting Recording Secretary