

SCHC Board Meeting
Teleconference
11-20-03

Attendance

Present: Bob Skoglund (President)
Michele Sullivan (Chair)
Denese Deeds (VP)
Anita Knight (Secretary/Treasurer)
Ann Brockhaus
Donna Edminster
Ann Grant
Len Hong
Pam Kreis
Dan Levine

Absent: Pat Dsida

1. Meeting Opened

Michele Sullivan opened the meeting at 9:00 am.

2. Approval of Minutes:

Anita Knight discussed editorial corrections to the Approval and Secretary/Treasurer report sections of the October minutes. There were also corrections to the Exhibits and HazCom resources sections (board liaison wrong).

Michele asked if a list of SCHC members who attended the BOD meeting as guests could also be provided for inclusion in the minutes. It was believed that Lori would have that information.

It was moved that the minutes be accepted as amended. That was seconded and accepted.

3. Financial Review

A Finance committee has been created to look at general expenses and meeting expenses. Bob Skoglund is spearheading the committee. Since the final fall expenses are not in yet, has been holding off until the 1st of the year (deadline for all fall expenses to be in) before starting to look at Society expenses hard in January. Bob would like to set up a conference call in December to discuss what the group will be looking at. The Financial Committee consists of Bob Skoglund, Denese Deeds, Anita Knight, Doug Eisner, and Angela Rath.

4. New Exhibit Committee Chair

At the October meeting Joe Dsida announced his retirement and the end of his tenure as chairman of the Exhibit committee. Mary Rudolph of MDL will be taking his place as committee chair. It was also noted that a new BOD liaison would be also be required for this committee as Pat Dsida will not be running for the board again.

5. Letter from Membership Committee

It was suggested at some point that the Society send a letter to member companies to encourage their continued support. Anita drafted a letter which was sent to Ann Grant, Sue Steinhauer and Michelle Sullivan. A discussion ensued regarding whether such a letter would merit a separate mailing; the potential audience (managers/directors of EHS); the development of a benefits list or value statement.

It was decided that the BOD liaison and chair of the committee would put their heads together and come up with a value statement draft – Ann Brockhaus to assist and Donna Edminster to forward copy of DGAC letter recently distributed.

The letter would have several different audiences:

- existing members to support continued involvement
- a different letter to upper management of companies that no longer participate in the Society; and
- a 3rd letter similar to the Society brochure (for cold calls?).

It was agreed that the focus would be to keep the members we already have.

6. Membership Questionnaire

Denese briefly summarized the questionnaire results:

- 114 responses
- No. 1 reason for non-attendance of meetings was company travel restrictions
- Regarding the meeting format, 57 respondents said they like the current meeting format; the next choice was 1 meeting per year with Prof. Dev. Courses followed by 2-day meeting;
- 64 vs. 39 respondents said they prefer the meeting to be in the Spring if we go to 1 meeting per year;
- 86 vs. 16 respondents said to alternate DC with another city if we go to 1 meeting per year
- 47 to 14 respondents said they would be willing to pay a meeting registration fee of \$150. Only 13 respondents said they would not support a meeting registration fee increase.
- Respondents said they were not willing to pay more for a hotel room due to poor meeting attendance; majority prefer room costs below \$200;

The discussion that followed recommended that we try to get expenses down so that a cost of \$100 to \$150 for meeting registration supports the cost of the meeting rather than running at a deficit. It was suggested that we try to get vendors to cover the costs of the receptions and breaks; a vendor fee increase was also suggested (it was noted that this would need to be looked into before deciding); it was also suggested that the Board consider an increase to the charge consultants pay to be listed in membership directory.

Respondents also said they would support a dues increase from the current \$50/yr. It was suggested a modest increase to \$60 or \$65/yr could be considered. The meeting registration cost increase should be targeted for the Fall 2004 meeting – announce the increase at the Spring meeting, and also via the newsletter and the website. If possible, it was noted we should try to determine just exactly how long we have been holding meetings at the \$85 price, so that we can show that it's been 10-15- 20 years since the last increase.

7. Program Committee Update

Ann B. gave an update of the activity of the program committee. She commented that the co-chairs are working out great. Some procedural ideas had been discussed (use of cell phones during the conference – turn off or put on vibrate – if not, you feed a donation box; remind people asking questions to identify themselves; facilitator sheet with reminders). The spring preliminary agenda should be ready shortly.

8. President's Report

- Bob reported that the CHCS meeting went very well; the presentations or a link to the presentations would be posted on our website.
- There was much appreciation of SCHC support of the GHS side event at the IFCS meeting which ended up with a 2 pg. document adopted in Forum 4.
- Bob indicated that the BOD should support the ongoing involvement of SCHC in this activity, and that the BOD should think about what our continued involvement would consist of – there was much talk of capacity building (money, resources & tools).

9. Other Business

- OSHA Alliance

There is a meeting scheduled with OSHA on Dec. 3rd. The following week on the 11th there is an orientation meeting. Five (5) members have volunteered to participate in this activity including Dan Levine, Michele Sullivan and the two members of the ANSI Labeling group. OSHA is having meetings in DC so it helps to be local, although most will be conference calls.

- ANSI Review

It was decided the comments were of limited use to members and therefore would not be posted to the website.

NEXT MEETING

The next meeting is scheduled for Thursday, Dec. 18, 2003 via conference call at 9:00 AM EST.

MEETING ADJOURNED

The meeting was adjourned at 10:00 am.

Respectfully Submitted,

Donna Edminster