

SCHC Board Meeting Call Summary, 21 July 2005

Attendees: Amy Breedlove, Ann Brockhaus, Mark Cohen, Denese Deeds, Len Hong, Pam Kreis, Dan Levine, Bob Skoglund, Bill Starr, Michele Sullivan

May Minutes

As the person with the concerns about them previously, Ann said they were now okay with her. No one else had any changes to offer. Dan moved they be approved and Ann seconded. Minutes were approved.

June Minutes

There was some discussion that the format was a little difficult to follow but not enough to re-do. Stacie Eakin's name should be put on them. Denese moved they be approved and Mark seconded. Minutes were approved.

OSHA Alliance

It's up for renewal already. Michele thought we should vote on whether to continue participation in it or not. There's a phone call tomorrow with OSHA on the template. Mark asked what's the scope - reply was that's one of the issues to be discussed tomorrow. Ann said the checklist was one issue, also resource issues at SCHC. The Board needs to look at the agreement to see if it changes. Denese suggested we vote to agree in principle now and later have a formal vote on the Agreement. Mark said it was appropriate to continue but asked if the Board would be able to add/delete items later. Answer was yes. There was a brief discussion about difficulties that occurred during the meetings because of resource issues and how things were handled but the people involved agreed that in the end, it was a good opportunity for SCHC members to get involved and it was a way to keep SCHC in the forefront and people aware of us. There's an OSHA prep meeting for their GHS Advance Notice of Proposed Rulemaking (ANPRM) on August 1. SCHC is invited to attend. Ann and Michele will definitely be attending. Pam offered to attend also. They'll get back to her.

September Planning Meeting Document

Thanks given to Len for preparing the meeting document. He said the intent was to allow the full membership to participate by commenting before the actual meeting. We'll be collating their input, condensing it to useable form and then addressing the issues at the planning meeting. It will be sent out by email. It also shows that we're including the membership in our activities. There was some discussion about how much response we might get. Based on balloting, we'll probably only hear from about one-fifth of the membership. There was some discussion about how important should the input be. In the end it was agreed that we should make the offer, but the members elect the Board to lead and that's what we should do. Len will be on vacation from Aug 14 to Labor Day and so he wants the input to come back to him before Aug 14. The email will give folks until the end of July as a due date but also say that we'll welcome input at any time, even at the September meeting. Bob mentioned that we really need to prioritize our activities since resources are a problem. Len will include his name as the recipient of comments, fill in the specific date, make some minor editorial changes that were offered on the "Please submit your thoughts..." line and then send the clean copy as a Word document to Dan since Lori Chaplin is gone until July 28th. Dan will send Tim Foelker the email and ask him to send it out

to the members.

The early August call mentioned in the document is just for Len, Denese, and Michele. It was decided we didn't need an outside facilitator for the planning meeting. Len agreed to be the facilitator. The facilitator will be responsible for keeping the meeting on course and run in a timely fashion. Someone mentioned we might need facilitators for any smaller groups that get created, but no one mentioned note taking in those groups. Lori will be asked to attend to take notes for the primary sessions.

There was a brief discussion of room rates for Wednesday night at the Gateway Marriott, that Doug Eisner is dealing with the hotel, and that there is, and apparently always has been, confusion about availability of rooms in the block with the hotel.

On the 28th the planning session will take place from 12:30 to 6, Ann's office will arrange for sandwiches for lunch, the Committee chairs will be asked to actively participate until 4pm but they are welcome to stay the entire time.

On the 29th, the session will start at 8:30 and end at 2, again, Ann's office will arrange for sandwiches. SCHC will reimburse her for them for both days. There will be an optional dinner Wednesday night; individuals will pay their own way. Denese will send an email to the Committee Chairs about the meeting and get their RSVP's, etc.

Emerging Issues Document

There was some confusion about what was being discussed - small packaging or emerging issues. Dan briefly discussed his role and the history/problems with the Small Packages committee, and it was pointed out that the wrong document was sent out on July 20th; the document from April 22nd was the issue under discussion which talked about having an emerging issues forum. Everyone agreed that there's no provision in the by-laws for a "forum" but that a committee to somehow address emerging issues would be a good idea. Ann mentioned that it's an important notion to have input to the board; maybe every board meeting could have a dedicated "emerging issues" portion to it. Michele said we could have a committee that brings items forward, just not a discussion forum. Len mentioned that he runs an emerging issues forum every 2 years for an organization he belongs to. His announcement invites one and all to come and present their ideas, the ideas are collated and presented at the meeting they're at. Someone suggested we could do something like that at the Spring meeting and then present at the Fall meeting. Pam asked if the write-up on the table was useable. It was decided it wasn't. Dan suggested we start with a clean slate. Michele said add it to the planning session agenda, Mark said also include it on the planning session email that goes to the membership to get their ideas and that was accepted.

Fall Meeting Attendance and Professional Development

Only 11 people are registered right now. However, email reminders need to be sent out. Bob should make sure Jane and Paul stay on top of the professional development situation. Bob mentioned that the Spring expenses for last year will be submitted this week to Pam. Pam mentioned that the 4th night for David Chandler was a mistake and has been corrected. Dan was told to ask Tim to put an informative reference and link to the Fall meeting on the home page. There are still some small gaps in the Fall meeting agenda but overall it's looking really good

with the GHS panel. The training speaker is excellent as well. The GHS should be a good draw.

Award

The award proposed by the Awards Committee was approved. Bob will notify Margaret Samways and he will make the presentation at the Fall meeting since Margaret won't be there.

Recent Developments item was deferred since the call was running past 10.

Len will be out on Aug 18th but will try to call in.

Meeting adjourned at 10:08 ET.

Submitted by Recording Secretary
Amy Breedlove