

**Minutes of the SCHC Board of Directors Meeting  
February 21, 2008**

**In attendance**

Michele Sullivan, Chair	Ann Brockhaus, President
Mark Cohen, Vice President	Pam Kreis, Secretary Treasurer
Denese Deeds	Stacie Eakin
Bernie Lindquist	Suzanne Matuszewski
David Peters, Recording Secretary	Amy Breedlove
Len Hong	

**Absent**

Bob Skoglund

**Agenda**

1. Approve minutes – Jan
  2. Strategic Planning – PDC Prioritization Items 7 to 11
  3. Alliance MSDS training
  4. SCHC providing information to SCHC members on other organizations' events
  5. Web site update
  6. Spring PD Course attendance numbers – March 6th cancellation date
  7. March 20th BOD call?
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Michele Sullivan opened the conference call with a roll call at 9:00 a.m. EST.

The meeting began with a general discussion that the materials for the society's 2008 spring meeting in Atlanta, GA had yet to be sent. This could affect the number of people enrolled in the Professional Development (PD) courses, etc.

**Action(s):**

1. Ann Brockhaus will follow-up with Lori Chaplin.
2. In addition, an e-mail will be distributed to the membership that will include a reminder to contact Lori to register for the PD courses, a link to the hotel registration site and reminder call for abstracts for the poster session.

**Approval of January Conference Call Minutes**

The final version of the minutes of the January 17<sup>th</sup>, 2008 conference call were not distributed prior to the meeting.

**Action(s):**

Len Hong will finalize the January minutes and distribute before the March conference call. They will be reviewed and approved on the next conference call.

**Strategic Planning – PDC Prioritization Items 7 to 11**

SCHC PD Steering Committee Recommendations- sorted into categories (October 9th, 2007)

- 7 The professional development committee develops and submits a plan to the SCHC board of directors for the development of progressively higher-level courses to assist the more experienced members to continue to receive appropriate learning and training from SCHC courses.

**Recommendation:** Approved to submit to the PDC.

- 8 The professional development committee develops and provides a pilot distance learning computer-based course. This pilot course will be an experiment for SCHC to learn how to fulfill the high demand from the membership for computer-based training.

**Recommendation:** Approved to submit to the PDC.

- 9 Develop and provide free information about hazard communication, in the form of webinars/ information sheets, to make people aware of hazard communication and the role of SCHC.

**Recommendation:** Deferred to another group. (see Agenda item 4)

- 10 The professional development committee adopts an operating principle, for quality training delivery and quality assurance purposes that instruction in PDCs is delivered in conformance with adult learning and adult instruction principles.

**Recommendation:** Combine with #11 and approved to submit to the PDC.

- 11 SCHC develops a plan to provide SCHC course instructors with opportunities to learn adult education techniques.

**Recommendation:** Combine with #10 and approved to submit to the PDC.

**Action(s):**

Len Hong will rewrite the recommendations and submit to the Board for final review at the next conference call.

### **Alliance MSDS Training**

The Board discussed the status of the OSHA Alliance MSDS Training Course initiative. At this time, a proposed syllabus and course have been prepared by a sub-team lead by Dan Levine. The course has been submitted to selected society members for technical review.

Mark Cohen motioned that:

1. We complete technical review.
2. We provide funding to the course authors or a sub-set of them so that they can teach the course once or twice at OSHA Education and Training Centers to test and refine the course.
3. When refined, plan to give the course to OSHA with appropriate caveats/requirements for use of how the course should be used and the qualifications of the instructors.

After further discussion, Mark Cohen called for a vote on the motion. Pam Kreis seconded the motion and seconded the call for the vote. The motioned carried with a vote of 8 ayes and 1 nay.

**Action(s):**

1. Ann Brockhaus asked to add an item to the Atlanta meeting agenda to discuss the possibility of authorizing the SCHC to fund the providing and sending of competent SCHC trainers to the OSHA training centers after the course is given to OSHA.
2. The Board would appreciate monthly update of the technical review, the scheduling of the course, etc.

### **SCHC Providing information to SCHC members on other organizations' events**

The SCHC received a request to post information on the SCHC website about a conference sponsored by the American Chemistry Council (ACC). It was decided to reply to the ACC that the SCHC would post the ACC notice if the ACC agreed to post an announcement about the SCHC's meeting on their Member Exchange or GCRC website.

In conjunction with the discussion of agenda item 2 (prioritization #9), Mark Cohen forwarded a request that had been developed by Pam Kreis and himself. The request was submitted to the board executive committee. The request is for the Society President to appoint a standing committee to address marketing and recruiting that was

**Action(s):**

1. The Board will hold a 7:00 a.m. (EDT) breakfast meeting on the Tuesday morning of the Spring meeting in Atlanta to discuss the marketing initiative.
2. Michele Sullivan will ask Doug Eisner (Arrangement Committee chair) to make the arrangement.

### **Website Update**

Not discussed.

### **Spring PD Course attendance numbers – March 6th cancellation date**

See general discussion at the start of the meeting.

**March 20th BOD call**

Michele Sullivan may not be available for the next conference call scheduled for 9 a.m. EDT, Thursday, March 20, 2008. Ann Brockhaus will lead this call.

The conference call adjourned at 10:23 a.m. EST

Respectfully submitted - Dave Peters