

SCHC Board Meeting Teleconference
June 19, 2003

ATTENDANCE:

Board of Directors:

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

Absent: Pat Dsida
 Donna Edminster (excused)
 Angenette Grant (excused)

MEETING OPENED

Michele Sullivan opened the meeting at 9:05 am.

APPROVAL OF MINUTES

The approval of the minutes of the Spring meeting were again deferred since not everyone had received their e-mailed copy.

Action item: Approve minutes of Spring meeting.

The minutes from the May meeting were reviewed. The following corrections were noted: Jennifer Silk was not present at the meeting; paragraph 4, attendance number changed to 125. A motion was made by D. Levine and seconded by D. Deeds to accept the minutes as amended. It was approved.

1. Travel Reimbursement Policy

Current practice of travel reimbursement is to not cover costs for members who are attending the meeting already unless other additional costs are incurred. The SOP covers this in sections on program committee, professional development and forms. Currently policy says committee chairs (program and professional development) to approve prior to meeting. A question has arisen as to whether the policy has been implemented consistently.

P. Kreis made a motion to form an ad hoc committee of D. Levine, A. Knight, D. Deeds, S. Mauszewski and P. Brigandi to review travel policy and make recommendations. Motion seconded by D. Deeds and passed unanimously.

Action Item: Ad hoc committee to discuss and propose travel policy.

A request has come from ChemAdvisor to reimburse the travel expenses for D. Susa-Anderson who was an instructor at the Spring meeting. The Board agreed to pay the monies in question with an explanation that this was being done as an exception to the current policy.

2. Survey - Meetings

A draft survey has been put together by D. Deeds and circulated for comments. Based on comments the survey will be in table format. It will be placed on the website. Members will receive an email directing them to the website to respond to the survey. D. Deeds will revise according to the comments received and include price ranges and meeting costs. The web responses will load into a database so that results do not have to be manually tallied. The survey will include a statement that this is a survey not a vote and that no changes would occur until at least 2006.

3. Board of Directors Opening

A motion was made by P. Kreis that Mr. Len Hong of CCOHS be appointed to fill the vacancy left by the resignation of J. Silk. The motion was seconded by A. Knight and passed with one abstention.

4. OSHA Alliance

D. Deeds, B. Skoglund and M. Sullivan will be meeting with OSHA on June 25 to discuss a potential alliance. Three areas of interest are 1) training and education; 2) outreach to the community; and 3) promoting dialogue on worker health and safety. They will report on the meeting during the July teleconference.

The board discussed a possible link on the SCHC website to OSHA and an explanation of how we interact and what we hope to accomplish with an alliance.

AIHA may be willing to work jointly with SCHC.

5. UNITAR

The UNITAR committee is currently working on the agenda for the forum that SCHC is supporting. The committee is conferencing monthly. B. Skoglund will provide bulletin after agenda agreed upon. The SCHC logo will appear in the background.

B. Skoglund has asked the committee to provide SCHC with an invoice in order to initiate the payment of \$10,000 donation.

6. Chairman Opening

R. Skoglund reported his intention to invite Sue Steinhofner to take on the chair position on the Membership committee that was left open by A. Grant's election to the Board.

7. Committee Liaisons

R. Skoglund indicated the following appointments of Board members to committees:

Arrangements	None needed
Awards	Michele Sullivan
Exhibit	Pat Dsida
HazCom	Denese Deeds
Membership	Ann Grant
Newsletter	Donna Edminster
Nomination	Bob Skoglund
Professional Dev.	Pam Kreis

Program	Ann Brockhaus
Small Package	Len Hong
Web	Dan Levine

NEXT MEETING

The next meeting will be held July 17th at 9:00 am.

MEETING ADJOURNED

The meeting was adjourned at 10:13 am.

Respectfully Submitted,
Pamela Kreis, Acting Recording Secretary