

**SCHC Board Meeting Teleconference
September 18, 2003**

ATTENDANCE:

Board of Directors:

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

MEETING OPENED

Michele Sullivan opened the meeting at 9:08 am.

APPROVAL OF MINUTES

Some spelling errors were noted and Anita corrected the tax update information. The minutes were approved as corrected.

Action item: Donna Edminster to correct the minutes and redistribute.

1. OSHA ALLIANCE

Based on comments from the Board and concurrence from our attorney, John Gillick, SCHC requested that the term 'accurate' be removed from the description of services in the alliance agreement. OSHA accepted this change. The agreement should be complete in time for the Fall meeting and it is hoped that Mr. Henshaw will come to the meeting to co-sign the alliance with SCHC. The program committee will need to be notified if a signing ceremony is scheduled.

Action item: Michele Sullivan will coordinate signing schedule.

A press statement is needed. Bob Skoglund offered to draft the press release.

Action item: Bob Skoglund to draft a press release regarding SCHC-OSHA Alliance.

Some early points were discussed regarding SCHC's participation in the Alliance. SCHC will be most likely offer training on writing MSDS and labels to small and medium businesses. To accomplish this using multiple trainers, the group will probably develop a training module for use by all instructors. The organization will either cover or assist with travel expenses but training would be done gratis. It is unknown at this time what SCHC's involvement would be, if any, in the training logistics. This is all very preliminary and nothing has been decided yet within the organization.

Action item: Find chairman and appoint a committee to coordinate the Alliance.

2. Award

The Board will invite J. Silk to Board dinner on October 20, 2003. She will also be invited to attend the morning session to receive plaque and pen set.

Action item: Donna Edminster to contact Linda Moquet regarding plaque.

Action item: Michele Sullivan to coordinate invitations to J. Silk.

3. Travel policy

Dan reported that the committee had received comments on the draft revised travel policy. The committee would discuss and distribute the revised policy to the Board for review.

The policy will include addendums that are specific to the Profession Development committee and the Program committee. It should be complete before the Fall meeting. Once approved it will be sent to the two committees for incorporation into their respective standard practices.

Action item: Travel policy committee to redistribute draft policy to Board.

4. SCHC Survey

The survey is developed but Denese determined that the SCHC website would not support the format. Instead it will be hosted by a special host for \$19.95. It will be linked to SCHC website so its location is transparent. Lori Chaplin has been asked to send out a notice to the membership by e-mail to direct them to the survey.

5. Fall Meeting

Doug Eisner, Arrangements Chairman, will not be able to attend the October meeting.

Committee reports are needed by Lori Chaplin by October 3rd. Anita volunteered to remind Lori to send out request.

Action item: Anita Knight to remind L. Chaplin to request committee reports

Attendance numbers at this time are still light. Bob will ask Lori Chaplin to send out a broadcast e-mail to remind members to register. No courses will be cancelled until after the e-mail broadcast if numbers do not improve.

Action item: Bob Skoglund to request L. Chaplin to send an e-mail broadcast to solicit additional registrations.

Program committee indicated that everything is arranged for the meeting.

Due to the questions and concern from Senator M. Enzi (R-Wyoming) regarding issues of MSDS accuracy raised by J. Henshaw, the Board decided to invite Sen. Enzi & a staff member to the Fall meeting. Ann Brockhaus will distribute the correspondence she has to the Board for review and will draft an invitation to Sen. Enzi. This situation should also be mentioned in the e-mail broadcast. Dan Levine will draft language to include in the broadcast to the members. It was also decided to invite the NACOSH committee to the meeting. A. Brockhaus will draft an invitation. A plenary session scheduled for Wednesday, October 22, will address various OSHA initiatives related to MSDS accuracy.

Action item: A. Brockhaus to distribute correspondence related to MSDS accuracy issue.

Action item: A. Brockhaus to draft invitation to Sen. Enzi & staff.

Action item: A. Brockhaus to draft invitation to NACOSH

Action item: D. Levine to draft language related to issue for inclusion in e-mail broadcast.

6. UNITAR

The Board suggested that a link to the UNITAR page be added to the SCHC website for publicity purposes. OSHA is not going to the UNITAR meeting in November. Bob Skoglund will update the attendees during the member update portion of the meeting.

7. Other Business

There is a Canadian GHS implementation workshop schedule in Toronto in mid-October. The general e-mail broadcast will inform members of this opportunity.

NEXT MEETING

The next meeting will be held October 20th at 1:30 p.m. in Crystal City, Virginia. The Board dinner will be held at Morton's Steak House.

MEETING ADJOURNED

The meeting was adjourned at 10:20 a.m.

Respectfully Submitted,
Pamela Kreis, Acting Recording Secretary