

**Minutes of SCHC Board Meeting
September 22, 2008
Arlington, VA**

In attendance:

Board Members:

Mark Cohen (President), Suzanne Matuszewski (Vice President), Pam Kreis (Secretary/ Treasurer), Stacie Eakin (Board Chair), Michelle Baker, Amy Breedlove (Advisor to Board), Ann Brockhaus (Past President), Len Hong, Bernadette (Bernie) Lindquist, David Peters, Angela Rath, Robert Skoglund, Michele Sullivan, Darlene Susa-Anderson

Committee Chairpersons/Co-Chairs:

Sharen Breyer, Barbara Buchner, Sabrina Caldwell, Jayne Clifton, Denese Deeds, Doug Eisner, Bob Ernst, Elizabeth (Beth) Levi, Dan Levine, Jennifer Mahoney, Charles Sokol, Ann Thompson, Richard Willinger

Lori Chaplin (SCHC Administrator)

Guests:

Paula Williamson-Deboe

Regrets:

Mary Rudolph, Margaret Samways

Start of Meeting:

Stacie Eakin (chair) opened the meeting at 1:14 a.m. (EDT).

Agenda:

1. Approval of Minutes
2. Secretary/ Treasurer's report
3. President's report

Committee Reports

4. HazCom Resources/Poster Session
5. Arrangements
6. Awards
7. Exhibits
8. Membership
9. Newsletter
10. Nominating
11. OSHA Alliance
12. Professional Development
13. Program
14. Web
15. Other

The agenda was reviewed and some items re-ordered to accommodate people's schedules. Due to training classes being taught, many participants joined at later times during the meeting.

It was determined that all previous Board minutes had been approved except for August and April 2008. The August minutes were approved later in the meeting; April minutes remain to be approved.

Timeline for the Spring Meeting – Mark Cohen

No changes.

Web Committee – Dan Levine

Dan summarized his written report. The new website was launched this past spring. It's similar to other societies' websites but is still evolving. Online registration is the next goal and Lori Chaplin is being consulted during development. Registration will be online but credit card payments will still be manually done by Lori to avoid people paying for courses that are already filled. The goal is to have capability for online membership, meeting and PDC registration. The Board will test the 2009 membership registration, the online registration process for the Spring meeting and PD classes, and if it works, we'll go live for the Fall meeting. HazChat is still not used much. There will be a demo on Wednesday morning. He reminded members that the website content is driven by the committee chairs – not the web committee. There was some discussion about creating a list serve function to notify people when changes are made to the website. It would be beneficial to members if they got regular updates. Denese Deeds will send Dan information for an Outreach Committee page. Mark applauded the quick response to requested changes to the web site.

AI: Mark wanted to know the number of visitors per day and the number of pages visited. Dan said he would find out.

AI: Mark asked the committee chairs to update their pages and think of something new to add to those pages - think in terms of making it more useable, more attractive, what additional value can this page have.

AI - There would be a cost to creating a list serve function. Dan will talk to Tim Foelker about it.

Nominating Committee – Richard Willinger

There will be an election for 4 board members this winter and he asked for nominations. The committee prefers to have at least six people running for the positions. They have some minor wording changes to the on-line voting messages.

Arrangements – Doug Eisner

We'll be meeting in Houston in Spring 09; New Orleans in Spring 2010. We finalized a contract for 2 more years at the Crystal Gateway Marriott for Fall 2010 and 2011. This year's meeting has the GHS course afterward the plenary session and the class is full. We exceeded our room block commitment and we were able to get additional rooms because of the Wed/Thurs GHS course, especially on Wednesday night and a few on Thursday. Doug needs at least 12 months, and preferably 18 months notice to address alternate training schedules.

AI - Doug needs to know ASAP whether we need a 2nd classroom on Saturday for PDC.

Introductions were made around the room and it was announced that Michelle Baker is the new Board Liaison to the Exhibit Committee.

Treasurer's Report – Pam Kreis

Pam summarized her written reports. She mentioned that we had a net total of \$10,452 for the Jan-Jun period. There were increases in all categories except for the phone. Lori Chaplin has been using her extra cell phone to make long distance calls rather than using AT&T. The hotel in Houston required a \$5,000 deposit for next year – a first. The \$973 loss for the Spring meeting is another first – first time we've had a loss under \$1,000. Registration fees are up, as were most of the other expenses, but there were some decreases which lead to an overall decrease in expenses. The question was asked why PDC registration was higher in 2008 than 2007 although membership appears to be lower. The answer is that tuition fee totals are more a function of the number of courses.

We have a plethora of CDs. One was cashed in and a new one opened at The Columbia Bank for 4% interest with the option of a double bump. The next CD to be renewed is at Sun Trust – it matures in March.

She and the accountant filed the IRS form late but have heard from IRS and we won't be charged a penalty.

August Minutes – Stacie Eakin

After determining there were no changes to the minutes, Stacie made a motion to approve; Amy seconded. Minutes were approved.

Awards – Barbara Buchner

Barbara and Margaret Samways have been away a lot. There was one nomination but it turned out to be inappropriate.

She started a general discussion about whether there would be any special handouts for the 30th anniversary next year. Suggestions were made for something eco-friendly. Dan and Mark said they had contacts. The decision was made that we do want to hand out something special. We need a cost estimate before making any final decisions on what it should be. Angela volunteered the Membership Committee to take this on and will ask for help if they need it.

AI – Angela will present some ideas to the Board at the next Board call.

Membership – Beth Levi

They had hosted two dinners so far; 18 attended Saturday night and 21 attended Sunday night. Monday night's dinner would be at King Street Blues, and there was also a dinner scheduled for Wednesday night at Legal Seafood for anyone staying for the GHS course. Per her report, the committee is considering activities other than dinners; e.g., a scavenger hunt, or something more casual, in the future.

Bob Skoglund asked if the committee is going to follow up with the members who haven't re-joined. We're down 100 members from 1998. Beth volunteered to draft a list of questions for people to ask. Denese suggested Lori pull together the contact information for folks from 2007 who didn't renew in 2008. Denese said the Outreach Committee can do the calls, there's no need for an ad hoc committee. Beth will help the Outreach Committee.

Exhibit Committee – Stacie Eakin

Stacie gave the report for Mary Rudolph who was coordinating setup of the exhibits. We have 18 exhibitors for the meeting. OSHA has space in the room, which is set up as an "L." There isn't a "passport" type activity this year.

Newsletter – Bob Ernst

There are some new members. The Spring edition was not published due to logistical issues but Spring information will be included in the Fall edition. There was discussion about how the presentation abstracts that we request from speakers are used. In the past they were used as a basis to interview the speakers but that hasn't been done recently. The Program Committee offered to do an article providing responses to some of the yellow sheet questions/comments they've received. It was decided we would continue having our people write a summary based on what they heard in the meeting and not send articles to presenters for approval. Michelle Baker volunteered to summarize one of Tuesday's presentations.

AI - For the next few meetings, meta tags will be put on the agenda to see what happens.

AI -Two emails will be added to the timeline at the midpoint between meetings (i.e., with the PD brochures at 11 weeks out) and another two weeks before the hotel deadline. Content of first email would be 'PDC and Program content,' 'don't miss it' 'great program and training,' etc. The content of the second email would be "don't forget" – like the one the President sent this year.

OSHA Alliance – Suzanne Matuszewski

The pilot MSDS writing course will be offered 11 November 2008. Attendance has been guaranteed. We're not handling logistics and promotion. A fee of \$35 for refreshments and administrative items is being requested from the students. There will be no more than 20 students. Kathy Cronin, Head of the Education Center, anticipates the course being distributed to education centers after it's refined. She will mention the course at their annual Fall education meeting. Dan has been approached to do a train-the-trainer course – might be advisable to do it.

GHS Info Sheet Group – Suzanne said she is reluctant to post pending sheets on the web but does want folks to recommend topics via the web. She requested that the list of alliance members be removed because it is outdated. It was suggested that it would be nice to recognize, on the web, the writers of the sheets, but to do it generally and not tie individuals to specific sheets. Suzanne will go back to the group to see if that's acceptable.

OSHA has been told that all of their information has to be ADA compliant and they want us to make the sheets audible. We don't want to put the documents/files into a manipulatable format and we're not sure how ADA conformance could be done. Suzanne requested a contact name for the OSHA Alliance Video Library which could make training videos available to the Committee members. It was suggested Lori's name be used.

Comments from the GHS Info Sheet committee members were requested on a GHS/OSHA Labeling info sheet. The committee wants responses – even just "looks ok to me" responses but please do not "reply to all" unless it's a comment that requires discussion. The sheets are posted on the SCHC OSHA Alliance page (on www.schc.org) and linked with OSHA.

AI – Remove list of Alliance committee members from the web.

AI – Suzanne will give Lori's name to the OSHA Video Library contact.

AI – Comments are requested on the GHS/OSHA Labeling info sheet.

Outreach – Denese Deeds

The Committee has 15 members and meets monthly; they will meet here on Wed. morning. They are updating the SCHC brochure. They plan to do outreach first to companies with no members in SCHC. They're gathering information on other associations our members belong to – request will be on renewal notices next year and she'll ask input from attendees at the meeting. They're thinking about making a video and posting it on the website and on YouTube.

Another idea was to create a speakers bureau that could provide speakers from local areas to give presentations on GHS to local organizations. It was decided that there would be a two pronged approach: 1) ask for and develop a listing for the web, with disclaimers, of people (SCHC members only) willing to speak to local groups on GHS (do within 6 months) and 2) work with PDC to pull together canned presentations that anyone could use.

Professional Development – Jennifer Mahoney

Overall course attendance is 174 which is down a little but generally steady. We've exceeded registration for GHS with the Wed/Thurs course. PD will look for 1 ½ day courses for the Wed/Thurs slot for future meetings.

The committee has gone over the steering committee recommendations and proposed actions are indicated in their written report. It was requested that speakers be asked about their availability before schedules are announced publicly.

Mark applauded the committee for having developed a standard evaluation form and instruction feedback process. Dave mentioned that the original course feedback was a little slow getting to instructors but that's been addressed. Bob Skoglund pointed out that regardless of the number of classes, people attendance is pretty standard. We have to add new classes to get more people since many people have taken the courses available.

One of the recommendations was to redo one or more of the surveys that were conducted following the Long Range Planning Meeting of 2005. After discussion it was decided to defer the topic to the next board meeting.

AI – Decide at next board meeting whether/when to do the next membership surveys.

Program Committee – Ann Thompson

They have 7-10 members. They're reviewing the yellow sheet comments. Ann sent a reminder to the speakers on Friday. Sabrina Caldwell is in charge of the spring meeting. The theme is "SCHC's 30th Birthday." They are thinking about doing sessions on various MSDS Sections. Ann is looking at previous MSDS presentations to determine when they were done and what was covered; she has some ideas for Fall 09. A suggestion was made to include a "Doing HazCom from Home" presentation.

Other Business

The Board decided that any requests for reimbursements for either PDC tuition or meeting registration would be handled on a case by case basis by the executive committee.

Charlie Sokol mentioned that to reduce the size of the PDC binders, much of the supporting materials could be downloaded onto a CD. He walked through the steps required and gave approximate costs to create and label the CDs. Bob Skoglund said that some instructors already provide CDs. Mark noted it was worth reminding instructors that CDs are an option.

Charlie also has created low-resolution versions of the GHS icons for MSDSs. The high resolution versions for labels are available on the GHS website and we have a link to it.

AI - It was suggested we could advertise the link to the GHS site a little more actively.

Len Hong volunteered to be on the Poster Review Panel for Spring 2009.

The meeting was adjourned at 4:58.

Respectfully submitted,

Amy Breedlove
Acting Recording Secretary