

**SCHC Board Meeting
March 17, 2005**

ATTENDANCE:

Board of Directors:

Present

Michele Sullivan - Chair
Pam Kreis – Secretary
Denese Deeds - President
Bob Skoglund – Past - President

Mark Cohen
Len Hong
Ann Brockhaus - VP
Dan Levine
Bill Starr
Donna Edminster

Absent: Stacie Eakin

MEETING OPENED

M. Sullivan opened the meeting at 9:03 a.m.

APPROVAL OF MINUTES

The minutes from the February 17, 2004 meeting were reviewed. A motion was made and seconded by Dan Levine and Len Hong, respectively, to accept the minutes. It was approved.

SPRING MEETING UPDATE

1. Hotel

Denese reported that we have reached 110% of our room requirement in Phoenix. This will enable us to provide rooms for speakers at no cost to the Association. She also reported that the SCHC rate is still available at the hotel, even though the cut-off date has past.

2. Professional Development

Denese also reported on the update of the PD course enrolment. The courses will be well attended. Dan mentioned that we should encourage speakers to use their own laptop computers, rather than the hotel rentals. This will save approximately \$250.00 per computer. It was also noted that the flip-chart easels cost from \$60 to \$75 per day. If they are not needed, they should be removed and a credit requested. Individual instructors should notify Doug Eisner that they won't need a computer or easel. Bob mentioned that it is important to have a long cable for the projector, possibly 50 feet.
Action item: Michele will contact Doug.

3. Meeting Financial Analysis

Pam discussed the spreadsheet which was mailed to the Board containing a comparison of costs for the 2003 and 2004 Fall meetings. The 2004 meeting was close to a break-even, which is our target. There was an unusual expense of \$14,000 at the 2003 meeting for not reaching our quota for hotel rooms. Also, printing costs were high for the 2004 meeting. Bob suggested that the outgoing Treasurer do this financial analysis every two years. It was suggested that food could be reduced or eliminated if we continue to lose money on the meetings. Dan mentioned that we may need to budget about \$60 to purchase Quicken for the new Treasurer.

4. OSHA Alliance

Denese and Ann reported on the OSHA Alliance. We have received feedback from Marta Kent on the MSDS Checklist. She felt that it was visually confusing and that the different responsibilities of MSDS users versus manufacturers needed to be clarified. The committee has been very active. A lunch meeting is planned for Phoenix. Doug will arrange for the meeting where each member will pay for his or her own lunch. The possibility of a picnic was discussed, but decided against.

Michele will be speaking at the Ohio Safety Congress and Expo. The meeting will be March 29 to 31 in Columbus.

5. Small Packaging Committee

There is nothing new to report on the sunseting of the Small Packing Committee.
Action item: Michelle will follow-up with Tim.

6. New Business

We received a request from AIHA to put their meetings on our on-line calendar. A discussion followed regarding whether we should have an on-line calendar. Dan volunteered to develop a proposal, which will be discussed at the Board meeting in Phoenix.

Denese talked with an individual from BNA regarding an article on SCHC. This arose from our alliance with OSHA. Denese will check whether it will appear in the Chemical Regulation Reporter or the Occupational Safety & Health Reporter. It was suggested that a link be added from our web site to the BNA article.

Dan suggested that the Committee Chairs make sure there web sites and links are up-to-date. Michele will look at the links.

Ann reported an upcoming meeting with Manuel Gomez, of the Chemical Safety Board. Also, she will meet with Andrew Jakes of ACC.

Len brought up the topic of attracting new members and the possibility of student members. This may be best handled by an ad hoc committee.

Meeting adjourned at 10:20 a.m.

Next meeting is Monday, April 11, 2005 at 1 p.m. in Phoenix.

Respectfully submitted



Bill Starr
Acting Recording Secretary