

## **Minutes from November 16, 2006 SCHC Board Call**

Attendees: Amy Breedlove, Ann Brockhaus, Mark Cohen, Denese Deeds, Stacie Eakin, Len Hong, Pam Kreis, Dan Levine, Dave Peters, Bob Skoglund, Michele Sullivan

Absent: Suzanne Matuszewski

- The meeting was called to order at 9:02 a.m.
- The minutes from the September meeting were accepted, without discussion.
- It was noted that the **October meeting** was cancelled due to numerous conflicts by the Board members.

### **- Nominations**

We have 6 people nominated for the open board positions.

### **- Financial Analysis**

Bob and Pam have volunteered to do the financial analysis. They've talked a few times and have decided to wait for 2006 to close out before running the 05 and 06 data. The Board agreed that would be fine.

### **- Legal Support Planning**

Michele mentioned that John Gillick has been our pro bono counsel for many years and that there are no contingency plans for when he retires. She mentioned that we probably wouldn't be able to replace him in the future for free. It was suggested we start putting money aside in the budget to plan for that contingency. Dan made a motion to put \$10K for legal fees in the budget for next year. Bob said he doesn't see a regular need for legal assistance and suggested putting one year's expenses in reserve. Ann agreed with Bob, saying you never know the magnitude of what will come up and we don't know what our risks are. She suggested that several folks have a meeting with John G. to get his ideas on the subject. Ann, Michele and maybe Denese will talk to John for his opinion. Dan withdrew his motion.

Since John has been working for us for many years without compensation, it was suggested that we offer him some sort of recognition for his work. Nothing specific was decided.

### **- Fall Meetings**

The question was raised on whether we wanted to go above \$200/night for our room rate. Apparently Crystal Gateway Marriott is pushing Doug Eisner for that rate for our future Fall meetings. Michele pointed out that when she goes to conferences, the cheap hotels fill first, the \$200/night ones always have rooms available, and the \$300/night never get filled. Stacie mentioned that the Sheraton across from the Gateway is nice. Dan mentioned that we left the Hyatt Regency because it wasn't a big enough space back then, but ACHMM is meeting there in August and that's a huge meeting so maybe their space has increased. Stacie mentioned that \$200/night is about the limit most companies want to pay for a hotel room. Dave said that Monsanto has a \$150 limit except for a few cities but he also said that it helps him get reimbursed if he can point out that a higher rate is a "conference negotiated rate." The issue was also raised concerning having meetings in November. Not only do we run into election day and Thanksgiving, but Federal, and some other, workers also get Veterans' Day off as well (and since the focus of the Fall meeting is

more “regulatory” that could be a problem). This all makes finding a suitable time problematic. Pam mentioned that Doug has also indicated that meetings at the end of the week would get better rates than meetings at the beginning of the week. It was decided that we would ask Doug to look for an alternate hotel, talk to Marriott Gateway about “end of week” rates, and look for something earlier in the Fall. If possible, we’d like to hear something at the December meeting.

Denese, Stacie and Dave signed off at 9:27 to attend other meetings.

#### **- Email and Logo Use**

Lori Chaplin received a request from Marlin Graham, a member, who wants to use the SCHC logo on his business cards to show his professional affiliation. This issue has come up before and is seen as a potential problem. Amy volunteered to send Board members the guidelines developed for industry’s use of the CLI logo. Ann will contact Mr. Graham for more specific information before a decision is made. Bob mentioned that we nixed a similar request previously. Mark said that it could provide member value and we could avoid problems by developing some sort of permission mechanism. Dan mentioned that in ACHMM, members can use the initials but not the logo. Bob said you see use of logos with real estate agents, etc. Mark said we need to publicize the society and this would be a way to do it. Dan suggested this might be worth a call to John Gillick. Ann said she would find out more and send the results to the board in an email.

#### **- By-Laws Revision**

What change is being suggested?

Article VI, Section 2 of the current by-laws read: Qualifications of Officers. Any General member in good standing who has served as an officer or director of the SCHC shall be eligible for nomination and election as an officer of the Society....

The proposed revision developed by the Nominations Committee is:

Any member in good standing who has served as an officer or director of the SCHC, **or who is serving or has served as the chair or co-chair of a committee**, shall be eligible for nomination and election as an officer of the Society....

Michele pointed out that people don’t understand the full workings of the Society and that we’d talked about enlarging the board but had never done it. She made the point that SCHC is unique organizationally and it takes time to learn how it operates. She was concerned about putting a committee chair, even a long-term one, in an officer position without the person having previously served on the Board. Ann pointed out that the dilemma is long term planning versus developing new people into Board members. She pointed out that she’s been involved in SCHC for at least 10 years but there were still major gaps in her knowledge when she became President. Concern was expressed about even some chair or co-chair positions not providing appropriate experience to generate nominees. Pam said she had confidence in the Nominating Committee for selecting appropriate nominees. Dan said there needs to be some set of qualifications. Increasing the size of the board would allow more training of people. Losing discourages some people from trying again. The question was raised how large we should expand the board. It was agreed to start with 2 new members that will keep the overall number odd in order to break ties.

Dan deleted the change previously distributed and instead changed the language in Article V, Section 2 from “shall consist of seven members of the Society” to “shall consist of nine members of the Society.” He re-sent the proposed change around by email before the meeting ended. The

revision will go through approval channels by the membership but that means we won't be able to increase the size of the Board until 2008.

Other comments were to split the Secretary/Treasurer position into two positions but that doesn't help our officer shortage problem. Looking to other organizations isn't very helpful since they do things differently, are bigger, and have professional staffs. Len asked how do we get members to learn how to become Board members. Amy said that the Demographics Subcommittee is making some recommendations along those lines. Bob said it's a function of the Board itself. He also pointed out that one reason the problem has come up is that we have a number of Board positions filled by ex officers who don't want to be officers again. Another option might be term limits. We'll try 9 and see how it works out. Ann pointed out that new committee chairs need time to build their experience base. Dan said that having the officer track is the way to go, but it is a six year commitment.

**- GHS Fact Sheets**

Michele pointed out that John Gillick liked the GHS fact sheet – because it's just facts. He reminded us of our liability and said the fact sheets need to be very accurate so they need to be very carefully reviewed.

**- MSDS Checklist**

Michele is still talking to John G. about the MSDS Checklist. We don't "own" it but we do have liability issues. Asked for ideas. Len mentioned that the GHS fact sheet has some technical issues and was referred to Denese.

The next call will be December 21<sup>st</sup>. On the agenda will be reports from the Professional Development and Demographics subcommittees.

The meeting was adjourned at 10:01.

Respectfully submitted,

Amy Breedlove  
Recording Secretary