

SCHC BOD Meeting Minutes

September 11th, 2006

Attendees:

Bob Skoglund, Mark Cohen – SCHC BOD VP, Daniel Levine, Dave Peters, Stacie Eakin, Ann Brockhaus – SCHC BOD President, Suzanne Matuszewski, Amy Breedlove, Denese Deeds, Michele Sullivan – SCHC BOD Chair, Pam Kreis – SCHC Secretary/Treasurer, Len Hong, Lori Chaplin, Richard Willinger, Darlene Susa-Anderson, Sabrina Caldwell, Charlie Sokol, Angela Rath, Jayne Clifton, Douglas Eisner

Absent: See attached Document

Meeting was opened by Michele Sullivan at 1:00pm eastern (12:00pm central)

Approval of minutes:

The minutes from the August 17th, 2006 meeting were reviewed. A motion to approve the minutes was given by Dave Peters and seconded by Dan Levine with noted changes to be made by Pam Kreis (spell out acronyms).

SCHC Treasurer's Report:

Pam Kreis presented the financial summary as of the end of June 2006. A negative balance was reported due to membership fees, course fees and administrative fees.

Financial Report and process to be revised as follows:

1. Pam will replace graph of Annual Expense v. Cash Balance in annual report with dates through May 2007.
2. An Ad Hoc Sub-committee will be formed to review meeting expenses during October conference call.
3. A reminder was given during discussion of finances that all Instructors and Speakers are to arrange their travel through Lori. This will hopefully avoid outstanding expenses and unnecessary costs due to late travel plans.
4. Pam will also begin implementing the use of the data back-up system currently used by Lori through ibackup.com for financial file records retention.

Timeline Added to Website:

Ann Brockhaus and Lori Chaplin reported to the BOD that a new timeline prompt had been added to SCHC Website. The 2007 Spring Meeting timeline has been posted. A new timeline will be posted before each meeting with dates and names on the BOD site.

Contingency Update:

The contingency planning group will be compiling an SCHC Contractor list and posting on the back-up system. All vital files will be backed-up and all committees will have access.

PD Update:

Discussions surrounded Professional Development and how we capture emerging issues in our professional development courses. This action item is to be discussed further during October meeting.

Demographics Update:

Amy Breedlove gave a brief overview of where we were in crunching all the data from the survey on demographics. She will have recommendations by the end of the year 2006.

Ann Brockhaus agreed to give an update of the survey taken during SCHC 2006 Spring Meeting at the 2007 Spring Meeting in San Antonio, TX.

Committee Updates:

During the committee updates portion of the meeting all committees were assigned Liaisons as follows:

Pam Kreis – Arrangements Committee
Amy Breedlove – HazCom Committee
Suzanne Matuszewski – Program Committee
Dave Peters – Professional Development Committee
Stacie Eakin – Membership and Exhibit Committee
Bob Skoglund – Awards Committee

NOTE: Alliance Committee – None assigned.

All Committees submitted reports which were discussed during the BOD meeting. See reports submitted for further details.

Nominating Committee:

During the Nominating Committee report a proposal was given by Dan Levine and Rich Willinger to revise the SCHC by-laws with potential language to allow non-elected board members to run for officer positions on the BOD. This will be on the October 19, 2006 meeting agenda for discussion.

Exhibit Committee:

Stacie Eakin will contact Mary Rudolph for revised Exhibit Committee report addressing the identified gaps from the initial report submitted.

The following items were captured as potential agenda items for the BOD October 19, 2006 conference call.

- How do we capture **emerging issues** through professional development program (e.g., REACH, GHS, Rulemaking Processes, etc.)?
- Discuss continuation of the Professional Development Strategic Planning efforts
- Discuss revising language in By-laws to potentially allow non-elected Board Members to run for officer positions on BOD.
- Michele will discuss the SCHC Alliance MSDS Checklist with John Gillick.

- Denese to give update on the status of licensing with ACC to sell labeling standard through SCHC.

Next BOD conference call scheduled for October 19, 2006, 9:00 am eastern/8:00 am central,

Meeting was adjourned at 5:10pm eastern (4:10pm central).

Respectfully submitted:

Stacie Eakin
Acting Recording Secretary