

**Minutes of the SCHC Board of Directors Teleconference Meeting  
Thursday, July 19, 2007**

**Attending:**

Denese Deeds  
Pam Kreis  
Amy Breedlove  
Len Hong  
Ann Brockhaus  
Suzanne Matuszewski

Bob Skoglund  
Stacie Eakin  
Michele Sullivan (Chair)  
David Peters  
Bernice Lindquist

**Regrets:**

Mark Cohen

Call to Order

The Chair called the meeting to order at 9:00am Eastern Daylight Time.

Approval of Minutes

Approval of the minutes of the June 21, 2007 meeting was postponed until the next meeting to clarify wording of the web committee update. Stacie will provide the suggested new wording.

It was mentioned that when decisions are made via email between Board calls, they should be addressed at the following meeting so that the decision can be entered into the minutes.

The emails from the BoD members approved the non-member meeting registration fee of \$250.

Web Committee Update

Ballots were sent to members and more than 200 ballots have been returned. The web design committee met on July 9<sup>th</sup> and will meet again on August 9<sup>th</sup>. A mock-up of the new web design is being developed. Hopefully, after the August meeting, a draft new web design will be sent from the committee to the BoD for viewing. It is expected that the committee will recommend a final draft design to the SCHC board in September 2007.

Strategic Planning

Contingency Committee – Denese will contact Lori to obtain a list of all the contractors and vendors that SCHC uses. Otherwise, she believes the effort is done. I-Backup is being used to back up Lori's files as well as the treasurer's reports, etc.

Backups for committees were discussed.

Most of the committees now have co-chairs that can be contacted in case of emergencies. However, the PDC does not have a co-chair as of this point.

- It was mentioned that in selecting co-chairs for key committees that we should take into consideration conflict of interest, two people from the same company, etc.
- Another suggestion was to have all the committees place their meeting minutes on I-Backup.

Ann will be following up with Al Revell to see if he wants to be co-chair of the newsletter committee. Ann will check with Bob Ernst first.

### Demographics

On May 4, 2007 the demographics subcommittee sent a chart with their recommendations and a suggested priority list regarding the recommendations. The BoD is requested to provide feedback to the committee via Amy about:

- The BoD suggested priorities – what to do in what sequence
- What should not be done

**ACTION:** BoD members to provide their feedback for these two questions. Feedback should be sent to Amy with copy to all BoD members.

### Meeting Format

The subcommittee is waiting for a BoD decision on its recommendation.

The BoD is requested to consider the recommendation that:

There is no need to make wholesale changes to the meeting format.

There may be a need to make more focused, strategic changes.

The BoD is requested to make a decision on this recommendation at the August meeting.

Ann B will forward an email to Bob received from an SCHC member inquiring and commenting about the meeting format. Bob has agreed to respond to the member.

In August BoD will discuss the need for another team to look at strategies.

### PDC

By September 2007, the subcommittee will forward to the BoD a quantitative analysis of the basis for their recommendations.

A subcommittee member will be sought to attend the September BoD meeting to speak about the analysis.

#### Other Business

- Michele was on the OSHA alliance call while Mark was out.
- MSDS training initiative:
- Issues: MSDS training course from SCHC – should we turn it over to OSHA?
- Can Texas professors and OSHA Ed Center Instructors teach this MSDS writing course?
- Does SCHC want to ensure that end trainers are qualified?
- Train the trainer for MSDS may not be appropriate
- Need to speak to SCHC lawyer and include a discussion of the GHS Fact Sheets
- We don't want liability after we turn it over to OSHA
- OSHA training materials are not close to being finished and may not be finished in September (Dave)
- Kym Seth, Dan Levine and Dave Peters want to present it first, get student comments, and then revise and update

**ACTION:** Michele will talk to the lawyer about this matter for advice and options.

#### Next Teleconference

The next teleconference meeting is scheduled for August 16, 2002 @ 9:00am EDT.

#### Adjournment

The teleconference adjourned at 10:08am EDT.

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Len Hong  
Recording Secretary