

**Minutes of the SCHC Board of Directors Meeting
January 17th, 2008**

In attendance

Michele Sullivan, Chair
Mark Cohen, vice president
Denese Deeds
Bernie Lindquist
David Peters
Len Hong-Recording Secretary

Ann Brockhaus, President
Pam Kreis, Secretary Treasurer
Stacie Eakin
Suzanne Matuszewski
Amy Breedlove

Absent

Bob Skoglund

Start of Meeting

Michele Sullivan (chair) opened the roll call at 9:02 EST and the meeting commenced.

Agenda

The agenda was accepted without changes.

Approval of Minutes

The minutes of the December 20th, 2007 board of directors meeting were reviewed, discussed, and the following changes were required.

Action: In the Accountant Financial Report section, Pam Kreis will amend the sentence about the CD's to further clarify this matter.

Action: In the PDC Scheduling Changes section, Stacey Eakin will amend this section to reflect the board's input.

Action: Lastly the recording secretary should remove "related to Alliance Renewal" from the alliance MSDS Training heading.

David Peters moved approval of the minutes with these amendments, seconded by Stacey Eakin and unanimously approved by the board.

UNITAR Funding

The funding of this event was approved, based on the following understanding.

For the UNITAR GHS Workshop for the Americas, SCHC will sponsor the following items which are listed in the Preliminary Workshop Budget:

1. "Evening Reception" (US\$1,000) and
2. "Publications and Reports" (US\$3,000)

The total for these two budget items is \$4,000.00. SCHC requests that the 7% Program Support Costs be waived as it was in the past for SCHC funding of UNITAR GHS events.

For past GHS events, UNITAR has graciously acknowledged sponsors in event literature, reports and publications. SCHC requests such acknowledgments for the UNITAR GHS Workshop for the Americas.

Also, SCHC is interested in providing SCHC informational brochures for distribution at the GHS Workshop for the Americas. SCHC wishes to work with UNITAR and/or the host organization to have SCHC brochures available for distribution.

Action: Anne Brockhaus will draft a letter of support from SCHC to UNITAR. Anne Brockhaus and Michele Sullivan will jointly sign the letter.

Travel Policy

Suzanne Matuszewski developed a draft of a revised travel policy and revised FAQ, sent the policy to the program and professional development committee chairs, and received the committees' comments. It was then circulated to the Board for comments.

Action: Suzanne will summarize the substantive comments and have the final documents posted on the website.

Financial Report – by Pam Kreis

Pam Kreis recommended opening another bank account to spread the SCHC financial holdings into suitable amounts to keep the holdings below the federal insurability limit. ING Bank's business account was investigated and recommended. The board approved this recommendation.

Action: Michele will check the financial rating of ING Bank and will inform Pam who will take the appropriate action for opening another secure bank account

Pam will continue to investigate online banking and provide the board with recommendations regarding SCHC's effective use of online banking

Strategic Planning – PDC Prioritization

SCHC PD Steering Committee Recommendations- sorted into categories (October 9th, 2007)

The following decisions and status of the recommendations were agreed by the board.

Category 1 - items that either we'd already done, or don't require any action.

- 1 Improve links from the SCHC homepage to each and every SCHC course so that the courses will be easily found by search engines.

Status-completed

Category 2 - fairly easy/short term items

- 2 Demographics and professional development surveys be conducted every three years, at both the spring and fall meetings of that year, to capture the responses from a complete population of one year attendance at both of the SCHC events. The surveys will be used to inform the programming, training and membership services.

Action: Mark Cohen will establish the survey as a standard practice, and an ad-hoc committee of the board, with someone from the PDC to assist, will be formed every three years to carry out the surveys

- 3 Develop a one day course - Complying with hazard communication beyond MSDS and labels. This introductory course would cover the hazard communication requirement for written programs, inventories, and training.

Action: David Peters will forward recommendation to the PDC. PDC will consider this recommendation and advise the board about their decision

- 4 Instructors provide plans for developing or securing alternate or replacement instructors for their courses.

Action: David Peters will forward this recommendation to the PDC and request that they develop a plan to secure alternate or replacement instructors

Category 3 - the harder to do, longer term items.

- 5 Develop a DOT refresher/review course to enable SCHC member to be retrained in DOT from SCHC instead of external providers

Status: completed

- 6 Develop a transportation course with a broader scope than the classification and labeling course currently offered. The course should include topics such as packaging, marking, documentation, and placarding to provide members with DOT re-training as required by the DOT Hazardous Material Regulations so that members do not have to seek this course outside of SCHC.

Action: David Peters will forward this recommendation to the PDC for their decision.

- 7 The professional development committee develops and submits a plan to the SCHC board of directors for the development of progressively higher-level courses to assist the more experienced members to continue to receive appropriate learning and training from SCHC courses.

- 8 The professional development committee develops and provides a pilot distance learning computer-based course. This pilot course will be an experiment for SCHC to learn how to fulfill the high demand from the membership for computer-based training.
- 9 Develop and provide free information about hazard communication, in the form of webinars/ information sheets, to make people aware of hazard communication and the role of SCHC
- 10 The professional development committee adopts an operating principle, for quality training delivery and quality assurance purposes that instruction in PDCs is delivered in conformance with adult learning and adult instruction principles.
- 11 SCHC develops a plan to provide SCHC course instructors with opportunities to learn adult education techniques.

Status of recommendations 7 to 11: these recommendations will be forwarded to the agenda of the next SCHC board of directors meeting.

Website Update

The website has been updated and comments that have been received from reviewers have been incorporated. More is to be done to finalize the updates. When the final version of online voting is activated it will only be available to fully paid members. A trial run of the on-line voting will be held with a limited group to ensure it works.

Action: Bernie Lindquist will send the comments received to date to Board members. Board members have been requested to forward any additional comments to Bernie and also to assist in trials of the new online voting system.

GHS Info Sheet

More fully paid SCHC members are needed to assist in this alliance activity.

Action: Lori will be asked to send a request to all paid members to seek volunteers to join this activity

Other Items

Mark Cohen reported that the standard practices have been updated

Action: Pam Kreis will also send updates of the financial practices to Mark Cohen. Mark Cohen will send the complete package of updates to the board of directors before the next board teleconference meeting.

The agenda items, the alliance MSDS training status and the marketing committee proposal will be deferred to the next board meeting.

Meeting adjourned at 10:10 am est
Respectfully submitted by Len Hong