

**SCHC Board Meeting
September 17, 2004**

ATTENDANCE:

Board of Directors:

Present

Bob Skoglund – Past - President
Denese Deeds - President
Ann Brockhaus - VP
Pam Kreis – Secretary/Treasurer
Mark Cohen
Dan Levine
Bill Starr

Absent:

Michele Sullivan
Len Hong
Donna Edminster

MEETING OPENED

D. Deeds opened the meeting at 9:03 a.m.

APPROVAL OF MINUTES

The minutes from the August 19, 2004 meeting were reviewed. The minutes were amended to clarify certain items. A motion was made and seconded Dan Levine and Mark Cohen, respectively, to accept the minutes as amended. It was approved.

1. Fall Meeting Update

D. Deeds reported for the Program Committee that everything was set for the October meeting following a change of speakers for the presentation by Chemtrec. This change has been forwarded to the webmaster to include on the agenda posted on the SCHC website. M. Cohen noted that the title "Preliminary Agenda" needs to be updated on the website to "Agenda."

D. Deeds reported preliminary numbers for the meeting registration and courses. There had been a reduction in the room space for exhibitors due to a contract provision that was triggered by our reduction in room nights. D. Eisner (arrangements chair) was able to renegotiate with the hotel to secure the original floor space for the 20 registered exhibitors.

The meeting give-away bags approved at the last Board meeting have been shipped to L. Moquet.

2. Alliance Activities

- a) A. Brockhaus reported that the Checklist document for use by OSHA compliance officers continues to be updated by the committee as edits are received. The draft will go to AIHA's Product Stewardship & Sustainability committee for review and comment. Following their review, it will be sent to OSHA Region 1 for their

staff & compliance officers to review. After incorporation of edits and suggestions, the final checklist will be sent to OSHA.

- b) There had been questions regarding any potential liability to SCHC for the final checklist document. OSHA does not believe that there would be any residual liability to SCHC because the document will become an OSHA document. OSHA has a clearance process to review final documents before final implementation.
- c) The committee continues to work on projects and to outline new projects. The next project is to develop a guidance document for use with the checklist that will define terms and expand on the checklist. The committee also expects to develop training materials for compliance officers. SCHC may train the trainers at OSHA's Region 1 in a pilot program. For budgeting purposes, this portion of the project would most likely involve 2 SCHC speakers needing reimbursement for travel to Boston. This could occur in 2005.

3. ANSI Z400.1

SCHC had purchased electronic copies of the newly issued ANSI Z400.1 MSDS Standard for sale to members. D. Deeds reported that all but 2 copies had been sold.

4. Unitar Funding

- a) Due to the absence of Michele, the Board decided to table approval of funding until the next meeting.
- b) P. Kreis suggested using accrued interest income from the Certificates of Deposit to fund Unitar.

5. New Business

- a) Several people on the Board as well as committee chairs had received an e-mail from a Mr. Seafelt, a Vietnam veteran, soliciting help regarding alleged chemical exposures during service in the war. A. Brockhaus suggested asking J. Gillick (SCHC's legal counsel) for advice on whether SCHC should respond and, if so, how to respond.
- b) The Board position vacated by A. Grant has not been filled. Any suggestions by board members should be forward to M. Sullivan.

Meeting adjourned at 9:54 a.m.

Next meeting is Thursday, October 21 at 9 a.m.

Respectfully submitted

Pamela Kreis
Secretary