

**Minutes of the SCHC Board of Directors Conference Call  
17 May 2007**

**In attendance:**

Ann Brockhaus, President  
Suzanne Matuszewski  
Michele Sullivan, Chair  
Pam Kreis

Stacie Eakin (left 9:29)  
Bob Skoglund  
Bernadette Lindquist

**Regrets:**

Dave Peters  
Amy Breedlove  
Denese Deeds

Len Hong  
Mark Cohen

**Start of Meeting:**

Michele Sullivan (chair) opened the meeting at 9:07 a.m. (EDT) and roll was taken. Suzanne Matuszewski was the Recording Secretary for this call.

**Agenda:**

1. Approval of Minutes
2. SCHC role (if any) in Department of Defense (DoD) bar coding (poster)
3. Voting via the web
4. Reserve Policy
5. Treasurer's Financial Recommendations
6. Professional Development Planning Update
7. Additional Items

**Approval of Minutes:**

Pam Kreis requested a delay on the approval of the minutes of the 23-April-2007 meeting. Agreed.

**Discussion Items:**

**1. SCHC Role in DoD Bar Coding Issue**

Michele received an email from DoD and informed them they needed to await the BOD discussion.

**ACTION:**

Discussion deferred until next call.

**2. Voting via the web**

**NOTE:**

(Bernadette Lindquist agreed to be Board Liaison to the Web Committee. Dan Levine agreed to Chair and Scott Amoroso agreed to be Web Master).

An email login system could be used for voting. An email would be sent to registered members to date and they would log in via the web to cast ballot. The login would expire after a determined time. A database would collect the ballots.

The database would be sent to the SCHC Administrator for tally. The Web Master could report metrics on the vote if desired. Current cost would include a one time set up \$<500 vs current postage fees (\$350 as of May 14<sup>th</sup> 2007). The next use of the system would be well under \$500 but no definitive numbers were obtained. Membership numbers would affect the cost slightly. The SCHC Administrator and Web Master would be involved in the system with input from the Nominating Committee. There would be a small number of ballots that needed to be mailed due to various reasons. A recommendation to include candidate biography information on the electronic ballot was discussed. Pam motioned and Stacie seconded.

### **3. Reserve Policy**

A proposed policy was distributed. Pam, Doug Eisner and Denese were involved in the draft. Current informal policy is one year of funds in reserve. Meeting contracts were the biggest concern. Legacy debt was also discussed in the draft. Administrator compensation was another concern. A 2 month operating expense average was determined to be standard practice by benchmark. This would be in addition to any committed contractual penalties. Other strategic initiatives reserves would be considered by vote. Annual reviews early in the calendar year would determine the amount to be in reserve. No consideration was given to decrease in membership or other rapid income losses. The standard practices would have to be updated after implementation.

#### **ACTION:**

Voting deferred to next call in meeting. All BOD asked to review prior.

### **4. Treasurer's Financial Recommendations**

Bob discussed the email he sent regarding the sum of profits and losses of each course which included recognition costs. The net gains reflect the profits to the society. A steady decline in profit was noted. The tuition goal is to make approximately \$1000 per day totaling \$14000 annually to realize margin. The current formula was based on half and full day courses vs. what is reflected in our PD offering today (two day etc.).

Discussion about the course fee for 101 was the only noted concern. It was noted to leave at the current rate due to the number of instructors involved.

#### **ACTION:**

Voting deferred to next call in meeting. All BOD asked to review prior.

### **5. Professional Development Planning Update**

#### **ACTION:**

Deferred until next meeting (Len).

## **6. Additional Items**

Pam will re-circulate the Treasurer's report due to non substantial changes.

Ann discussed clarification on the UNITAR funding issue. Still a work in progress. A suggestion was made to talk directly with UNITAR to see how SCHC funds will be used (Michele).

Michele received compliments from Anna-Liisa Sundquist on the meeting. She has indicated she will be supporting a nanotechnology initiative in Finland as a result of Mr. Geraci's talk.

**Call adjourned at 9:51 a.m. (EDT)**

**Next call June 21<sup>st</sup>**