

## **SCHC Board Meeting**

**Teleconference**

**July 17, 2003**

### **ATTENDANCE:**

#### **Board of Directors:**

Present: Bob Skoglund (President)  
Michele Sullivan (Chair)  
Denese Deeds (VP)  
Anita Knight (Secretary/Treasurer)  
Pat Dsida  
Donna Edminster  
Ann Brockhaus  
Ann Grant  
Pam Kreis

Absent: Len Hong  
Dan Levine

### **MEETING OPENED**

Michele Sullivan opened the meeting at 9:00 am.

### **APPROVAL OF MINUTES**

Started with the minutes from the Spring Meeting in Ft. Lauderdale. After a minor correction, the minutes were approved as amended.

The minutes from the June meeting were reviewed. They were revised to show the Newsletter Committee liaison to be D. Edminster; and the wording in the section regarding the OSHA Alliance received editorial correction. The minutes were accepted as corrected.

#### **1. Travel Sub-committee**

Denese Deeds reported that this sub-committee had had two conference calls so far. Questions had been put forth to the Professional Development and Program Committee re need for travel reimbursement costs. As of Tuesday before BOD meeting, only one comment had been received by Paul Brigandi. The next meeting of the PD committee is on Aug. 18<sup>th</sup>. The question will be circulated again at that time. For Program travel, the program committee will discuss up front with speakers if need travel reimbursement. This subcommittee will have a report by next BOD meeting.

#### **2. Member Survey**

Denese had submitted a web-based survey for review that would automatically populate fields in an Access database allowing for easy sorting and searching. Some modifications were needed to original questions to allow for web-based process. Otherwise, the survey is ready to go. The database and program will be forwarded to the SCHC web master for posting in the SCHC web site. It was suggested that a trial run be made with the BOD first as guinea pigs to ensure the survey works as anticipated. If so, Lori will send out an e-mail to members (suggested wording supplied by Denese and as modified by Anita). Members will be given a month to respond; there will be a follow up reminder about 2 weeks after initial message. Results of the survey will be posted on the website and in Fall newsletter.

### **3. UNITAR**

Bob reported that SCHC had paid the \$10,000 promised to support the UNITAR effort. The next Board meeting will be the week of July 25<sup>th</sup>. The global meeting is still scheduled to be held in Bangkok.

### **4. OSHA Alliance**

Bob, Denese and Michele met with OSHA on June 25<sup>th</sup>. They are very interested in working with SCHC. A draft alliance document was received from OSHA on July 16<sup>th</sup> and was circulated to the Board for review and comment. The next step is to get an implementation committee together to develop the specifics. The Alliance is for a 2 year period. The document still needs to be reviewed by John Gillick for approval also.

There was discussion on whether it would be possible for OSHA Asst. Secretary John Henshaw to come to the Fall Conference and sign the Alliance document in a formal ceremony. [note: was this assigned to anyone to follow up? I don't have anything in my notes].

### **5. Other Business**

- 1) Linda Moquet offered to get plaque for Jennifer Silk to be presented at Fall Meeting in appreciation for services rendered. This would be in addition to the pen set already acquired. The plaque would be free or at cost. The BOD agreed to offer.
- 2) It was noted that there had not yet been a newsletter issued this year following the Spring Meeting. The new Board Liaison was given task of following up with Linda on the issue (note: draft newsletter went to printer this week).
- 3) Ann Brockhaus advised that the Program Committee had completed the fall agenda and it was set for Lori to start advertising the meeting. At the next program committee meeting in August, they will start the Spring 2004 agenda.

### **NEXT MEETING**

The next meeting is scheduled for Thursday, August 21, 2003 via conference call at 9:00 AM EST.

### **MEETING ADJOURNED**

The meeting was adjourned at 9:50 am.

Respectfully Submitted,

Donna Edminster