

SCHC Board Meeting

Teleconference

1-15-04

Attendance

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

Joe Dsida (representing Pat Dsida)

1. Meeting Opened

Michele Sullivan opened the meeting at 9:05 am.

2. Approval of Minutes:

The minutes from the December 18, 2003 meeting were reviewed.

Two corrections were noted (spelling of Michele's name in the Slate nominations; addition of meeting costs to Finance section). A motion was made and seconded by Donna Edminster and Dan Levine, respectively, to accept the minutes as amended. It was approved.

3. Finances

The Finance subcommittee had its first conference call where they worked on laying out the objects for deliverables. It was decided that all expenses and income would be divided into 4 "buckets", those being:

1. Meeting costs
2. Professional Development
3. Vendor Show
4. Other

Meeting costs includes all the costs for running the meetings on an annualized basis, divided by the number of attendees. Professional Development costs would look at all the costs for running the training courses (last 3 yrs of data) divided by the number of attendees. Vendor Show costs will include the evening reception costs. Other costs include everything else necessary to running the organization (operating costs) divided by membership, which is anticipated to be the basis for the new membership fee recommendation.

The goal of the subcommittee will be to present 4 recommendations to the board along with the supporting data for those recommendations. The data generated from this subcommittee is expected to be available for an in-depth review and discussion at the Spring BOD meeting.

4. Exhibit Committee Chair

Mary Rudolph of MDL has agreed to be the new chair. Bob Skoglund is looking for an experienced BOD member to volunteer as liaison for this committee. If no volunteer is forthcoming, then Bob will assign one.

5. OSHA Alliance

Michele Sullivan and Denese Deeds participated in a conference call with Tom Grumbles, President, AIHA. He proposed having the two alliances cooperate in a potential web telecast training session on the GHS. While the BOD was in favor of the idea, there are still details that need to be hammered out, such as ownership of the intellectual content and rebroadcast rights. It was felt that issues such as those, and exactly who does what work and the defined responsibilities for each party need to be clarified before moving forward with the idea.

Other issues regarding the Alliance:

1. Denese Deeds agreed to supply content to Dan Levine that can be used to build the initial Alliance web page on the SCHC website that can be linked from the main menu.
2. Denese is also developing a work plan that will be a road map of activities undertaken by the organization to support the Alliance efforts.

6. Program Committee update

Ann Brockhaus reported that they had finalized one of the two remaining speakers still outstanding for the Spring conference. Andrew Fasey of the UK will appear on the program twice to discuss implementation of the GHS in the EU and also appear on the panel regarding the REACH initiative.

It was requested that a copy of the proposed agenda for the Spring meeting, current as of this time, be sent to Scott Amaroso for posting on the SCHC website. Where speakers are still not confirmed, they can be listed as "TBA".

It was noted that 2004 is the 25th anniversary of the organization, and a discussion followed regarding activities that could be undertaken to promote that fact, targeted for the fall meeting, including the use of banners, give-aways, and holding a special session that would include "old-timers" from the first days of the organization like Warren Jones.

Ann Grant notified BOD that she would be sending out the flyer with information and activities for members to enjoy while attending the Spring Meeting in New Orleans, including group dinners.

Denese Deeds also agreed to contact Amy Breedlove regarding the status of the poster session for the Spring meeting as no-one had heard from her on that issue lately.

7. NEXT MEETING

The next meeting is scheduled for Thursday, Feb. 19, 2004 via conference call at 9:00 AM EST.

8. MEETING ADJOURNED

The meeting was adjourned at 10:15 a.m.

Respectfully Submitted, Donna
Donna Edminster