

## **April 23, 2007 SCHC Board Minutes**

### **Attendees:**

Board - Amy Breedlove (Special Advisor to the Board), Ann Brockhaus (President), Mark Cohen (Vice President), Denese Deeds (Past President), Stacie Eakin, Len Hong, Pam Kreis (Secretary /Treasurer), Dan Levine, Bernadette Lindquist (incoming member), Suzanne Matuszewski, David Peters, Robert Skoglund, Michele Sullivan (Chairman), Lori Chaplin (SCHC Administrator)

Committee chairs/members – Barbara Buchner, Sabrina Caldwell, Jayne Clifton, Doug Eisner, Angela Rath, Margaret Samways, Charlie Sokol, Darlene Susa-Anderson, Richard Willinger, Guests – Anita Boldt, Jennifer Mahoney (ChemAdvisor), Mr. Bonnie Okeke (from S.C. Johnson, England), Ms. Taina Shaykevich, Bill Starr

Michele Sullivan called the meeting to order at 1:07p.m. She went briefly over the “rules” for the meeting. Introductions were done around the table.

Minutes of the last meeting were discussed. Pam Kreis pointed out 2 typos and said she would fix them. Len Hong moved the minutes be approved, Stacie Eakin seconded the motion and it was passed.

### **Treasurer’s Report – Pam Kreis**

All reports were done on a cash basis except where noted. The Cash Flow report for July-December 2006 shows a net total of \$7,385 versus \$17,498 previously. While there was an increase in exhibitor fees and in interest earned, there were also increases of almost \$11,000 primarily in expenses for AV, food, and honoraria costs.

Full Year Report. The report shows \$6,018 net for the year. It does reflect 2005 expenses paid out in 2006 or 2007 expenses paid for in 2006. Overall income dropped about \$14,000 and there was an increase of \$4,000 in expenses. Consultant and membership fees decreased significantly but the Society often gets members in December and some earlier fees were for 2 year renewals. So a drop in fees isn’t necessarily a decrease in membership. Honoraria paid reflect some 2005 expenses paid out in 2006 and not all of the 2006 fees. There was an increase in phone expenses due to additional calls for long range planning, OSHA alliance and PD monthly meetings.

Annual Expenses Graph. The average cash to expenses end ratio is 1.02. The cash balance graph includes the Fall meeting. There are 6 pages by category on the Revenue and Expenses for July-December 2006 report. Committee totals are red (negative) since there is no income associated with them. This report includes all the PD expenses. There were no questions asked but Bob Skoglund commented that it looks like a healthy change in expenses for the 12 month averages; we turned around the drop from 2 years ago.

PD Revenue and Expenses. The expenses and/or honoraria have not been paid on all the Fall PDC courses. The expected net is approximately \$27,300.

Fall Meeting. There was an increase in registration fee income. We had a 2006 net loss of \$2,157 versus a 2005 loss of more than \$10,300.

CD's. 3 Virginia Commerce CD's matured in the Fall; we went to 5 smaller ones with higher interest rates. They total between \$15,300 and \$15,900. There are several maturity periods; 3 in October, some in June. Sun Trust CD of around \$31,000, just matured in April and was converted to a higher interest one. All are earning over 5%; all are short term; we can pull out money if necessary with little or no penalty.

Our total cash on hand is \$200,932. There's some interest that was designated for UNITAR. Michele said we need to talk about that. Len Hong mentioned that a few years ago we were concerned as a non-profit about having too much money on hand. Pam said she's working on a reserve policy and should have proposal at the next board meeting that would address that issue. Bob said our operating goal is to have 1 year's expenses in reserve; we came very close in 2001 to needing it. Pam ended her report saying that the records for 2004-2005 will be on the way to the accountant after this meeting. Michele asked about the 990 filing status. Pam responded that it would be due 15 May but we will request an extension.

### **Financial Analysis Subcommittee Report – Pam Kreis**

#### **Membership Fee**

Analysis was done to see if any change in fees is needed. The committee consisting of P. Kreis and B. Skoglund looked at 2004, 2005, and 2006. Bob had PD information back to 1998. Information is summarized on the top page of the report. The committee is proposing to raise the membership fee to \$90. Figures were determined by dividing the membership numbers into expenses. Membership fee income is down. Michele asked why the cost per member went from \$103 in 2004 to \$77 in 2005 to \$86 in 2006. Pam indicated that in 2004 we had higher expenses and only late in the year did we begin assigning the credit card fees into appropriate categories rather than as a general cost. Postage, travel, meals, and OSHA alliance were all more expensive. Miscellaneous expenses in 2004 wash out with the income; this would bring down the average only slightly.

Following a discussion of the potential impact of raising the membership fee, Dan made a motion to make the membership fee \$90 but Michele tabled the motion pending further information and more discussion.

#### **Meeting Fees**

Pam looked at 6 separate meetings; 4 out of the 6 meetings lost \$8,315 on average. They took the number of registrations into the total expenses. The committee is proposing to increase meeting registration to \$180 for members and \$230 for non members, subject to discussion. Current fees are \$150 and \$195.

Following a discussion of the pros and cons of the raise, the matter was tabled until a future meeting.

#### **Exhibit Fees**

The committee recommended no change in the vendor exhibit fee which was raised by the Exhibit Committee last year.

### **Professional Development Fees – Bob Skoglund**

Bob had data back to 1998. He explained that working goal is \$500 profit for ½ day classes; about \$1,000 for full day classes, calculated tuition at minimum attendance. For the 4 hour courses, the expenses have remained flat at \$250 but can be slightly lower. The committee proposed an increase to \$400 for an 8-hour course. The proposal for the 12-hour course is \$550 up from \$520. The Society has had only had 1 2-day course but another is planned. Up until 2001, Hazcom 101 was taught separately and so was more expensive. Since being brought into the meeting, costs have decreased. The committee proposed dropping the fee to \$700.

Following a lively discussion, the matter was tabled pending some further calculations by Bob regarding 1.5- and 2-day courses and gathering some information regarding fees charged by other organizations.

### **President's Report – Ann Brockhaus**

Ann encouraged the Board to please look at time line and keep it handy!  
Some changes were made and final timeline will be on the website.

Ann reported that Linda Moquet, co-chair of the Newsletter Committee has had to resign. Len Hong is the Board liaison. Bob Ernst is willing to remain as a co-chair but he needs a co-chair. Mary Dominiak is taking pictures at the meeting this time. Darlene asked if we need a newsletter if the presentations are on the web. Ann said yes, it serves a different function than just posting the presentations; it keeps members informed and up-to-date on SCHC.

Ann pointed out that we'll need a bylaws update to accommodate the two new board members proposed by the nominations committee. Richard Willinger said we should see ballots soon. It was asked if the voting could be done electronically.

Action Item – Ann asked that Dan raise the issue with Tim (our webhost contact) how to do the electronic voting.

### **Strategic Planning Subcommittee Updates**

Continuity: Ann said that Lori spent a lot of time documenting her procedures and vendor contact list. There's a web-based backup system for data and the treasurer's documents are backed up on it too.

Demographics: Amy Breedlove said that the demographics group had taken their original list of recommendations, split them into the 3 Board recommended categories and then prioritized them within the two main categories. She said she would forward it to the Board shortly. She and Sharen Breyer would be making the presentation the next day during the business meeting.

Meeting Format: Bob said his group had gone through data looking for reasons to either keep the status quo or institute changes. He went through his paper report briefly. There was no ground swell for change on how we do meetings so they're looking at strategic changes only. Asked what was their strategic assessment, Bob said they want feedback from the board and to talk at next meeting.

Action Item – The BOD needs to continue the discussion about meeting format priorities.

Professional Development: Len said they have two tasks yet – sort recommendations into priorities and get the analysis of all the data onto paper. Jayne Clifton will be doing their presentation at the business meeting.

#### **Arrangements Committee – Doug Eisner**

170 registered for the meeting. We're at 125% of our block. We have an alternate hotel for the overflow for the first time ever. The Board dinner will be at Rio Rio Cantina.

We'll be meeting at the Gateway in Crystal City for the next 2 fall meetings. The Board needs to make a decision regarding the location of the Spring '09 meeting. He'll recommend 2-3 cities to the Board and then he and Angela will follow up getting quotes.

Michele said the Hilton Palacio del Rio is a great place. The Board gave a very big thank you to Doug and Angela for all their hard work and the great location.

#### **Awards – Margaret Samways**

She introduced Barbara Buchner, her new co-chair. Margaret said that we have given awards to all the "old timers" and there haven't been any nominees recently. She asked if the Board could provide guidance or institute new awards. She said that the Lifetime award is rare; the Distinguished Service Award is the one always given, and the Award for Excellence is very rare. Margaret also mentioned that most of the speakers are overdosed on pen sets. The Board should email Margaret with suggestions for new awards.

#### **Exhibit – Stacie Eakin**

Stacie went over the report provided by Mary Rudolph. The report indicated that the ChemCon meeting will overlap our Fall meeting.

#### **Hazcom – Charlie Sokol**

Charlie reminded the Board that Sharen Breyer is his co-chair. He went over his written report and also mentioned that the Hazcom document update is delayed somewhat.

#### **Poster Subcommittee – Amy Breedlove**

There were some unusual issues raised with this poster session. First, non-members may present posters but they have to be sponsored by an SCHC member. Second, if material is used from a PD course, you have to get the permission of the instructor before using it in the poster. Finally, there had been a few concerns about DOD's role with their poster but they had been resolved.

#### **Membership – Angela Rath**

The outings for members on Saturday, Sunday and Monday evenings were extremely well attended. Angela pointed out that it's very hard to get people to commit up front and so there was a lot of going back and forth to get additional tickets, etc. Ann pointed out that these are good ways to get new folks involved. Angela said she was looking for ideas for events at the Fall meeting. Some ideas were a "Smithsonian behind the scenes," behind the scenes at the Spy Museum, or a historical scavenger hunt in Georgetown.

## **Newsletter**

Bob Ernst wants to continue as co-chair, but he's looking for a co-chair since Linda Moquet can't do it anymore. We should send names to Ann. We should lean on committee chairs to please send written reports to Bob for the newsletter and to solicit at our committees for newsletter members. Charlie and Mary are taking pictures this time.

## **Nominating Committee –Richard Willinger**

There were 3 open BOD positions with 6 candidates. The ballots were sent out in January. Stacie Eakin and Dave Peters retained their seats and Bernadette Lindquist was added as a new member. Last year we raised the issue of how to get more candidates for the officer pool. The board added 2 new positions. The question now is, how do we bring them in? Pam brought up that we have 3 people whose terms are not up for 2 years but we have 4 others whose terms are up next year. How do we want to add new folks to keep things balanced?

AI – The BOD needs to determine the election cycle for the new director positions

Richard also mentioned that the number of people voting is decreasing. In 2005 we had 167 votes; in 2006 146, and in 2007 only 119. Action Item – Michele asked Lori to email the member numbers to the board

Lori said that we have 547 in Spring 07; 523 in 2006; 575 in 2005; and 567 in 2004. The Fall is usually higher.

## **OSHA Alliance – Mark Cohen**

There's a new OSHA coordinator, Robert Swick, for our alliance. They've had conference calls for both the fact sheet and MSDS writer training course groups. The web site is up-to-date. There will be a speaker and exhibit at the Fall meeting and we'll co-staff it. The MSDS group got through some major obstacles and OSHA is interested in doing it through their Institute. We will deliver in September. There have been 4 GHS fact sheets so far but none have made it all the way through yet. The format has been addressed; there's a content review mechanism in place. The committee will be meeting tomorrow. Michele said to think about the alliance activities, OSHA referrals, etc. Mark talked to Bill Balek with ISSA and they may be interested. We should advertise our meetings to their members.

## **PD – Jayne Clifton**

Her written report is as of March 19<sup>th</sup>. Information has been sent to the web-based backup files. AI – She will re-do the numbers on the report since they weren't current and may change her observations.

They've noticed that the trend has reversed – in the past more people did training than meetings, now it's more meetings than training. Michele said we need to ask if we are giving people courses they want. PD is meeting monthly and has 16 members and may get more at the committee meeting tomorrow. They've discussed issues such as training courses, standards and procedures (travel, etc.).

#### Fall courses

- Global GHS – an update of what's new. It's a new advanced course. The purple book proposals will be posted on the web soon.
- Comparison of EU Hazcom- new advanced course to address updates.
- Hazcom for EU – 1 ½ now, going to be a 2 day course to address dual system as GHS is implemented.

Pam has intermediate REACH course which will be a full day in the Fall.

PDC did a poster this year - Martha and Jennifer doing it. Copies of course descriptions will be available as handouts and they will solicit information from members.

She's updating metatags for all courses.

#### GHS Strategic Sub Team

Jayne referred to the written report. All instructors of current courses took their brochures and added GHS where appropriate and made recommendations. The committee will be using this approach on other issues too.

Ann gave a personal thank you to the PD folks! Poster was a great idea.

#### **Program Committee – Sabrina Caldwell**

Darlene has the lead for the Fall meeting. They meet every month, start well in advance asking /planning topics. There's a lot on GHS and REACH. There are still a few small gaps but plenty of time to fill them. ChemCon conflicts with us. Michele said she's been trying to get the ChemCon dates in advance so we can avoid conflicts.

#### **Web – Dan Levine**

Hazchat is still underutilized. We get good responses but few postings. Haven't done a presentation or poster yet. Most people know the SCHC web site is there, only 8-9% get to it via a search. Google is our best engine. The 2004 nanotech paper is the most downloaded document followed by the 2002 presentation on dust explosions. The Home page is getting very crowded.

Scott has been saying it's time for a more nested approach – use pop down lists. Dan thinks it would cost less than \$5000 to redesign the site. Jayne said the webmaster should give us proposals.

Michele mentioned that this is Dan's last meeting as a board member. He's been a valuable member and we need to figure out how to handle the web when he's gone. Dan said he'll continue until someone can take over. The Board gave Dan a standing ovation.

#### **Miscellaneous**

Pam said she's getting caught up with minutes being posted on the website but wanted to know whether committee reports from the Spring and Fall meetings should be appended to the minutes of those meetings. The general consensus was that these should not be posted.

Michele brought up a request for money from UNITAR. We have monies in our operationg account allocated for UNITAR but we don't have a clear request as to what the money would be allocated for and what recognition SHCH would have.

Action Item – Michele will talk to UNITAR.

The meeting was adjourned at 5:04pm.

Amy Breedlove  
Recording Secretary