

SCHC Board Meeting
October 20, 2003

Washington DC

ATTENDANCE:

Board of Directors:

Present

Michele Sullivan - Chair
Bob Skoglund – President
Denese Deeds - VP
Anita Knight - Secretary/Treasurer
Ann Brockhaus
Pat Dsida
Angenette Grant
Len Hong
Pam Kreis
Dan Levine
Donna Edminster (by phone)

Committee Chairs:

Present

Doug Eisner – Arrangements
Margaret Samways – Awards
Joe Dsida – Exhibit
Charles Sokol – HazCom Resources
Linda Moquet - Newsletter
Angela Rath – Nominating
Paul Brigandi – Professional Dev.
Darlene Susa-Anderson - Program
Suzanne Matuszewski (by phone) –
Program

Absent:

Tim Hearty – Small Package
Scott Amoroso – Web
S. Steinhauer – Membership

Members in attendance:

Jerri. Bergen	Richard Willinger	Jeffrey Starr	Luc Seguin
Andrew Dsida	Brenda Duncan		

MEETING OPENED

M. Sullivan opened the meeting at 1:35pm.

REVIEW OF AGENDA

No new items

APPROVAL OF MINUTES

The minutes from the September 18, 2003 meeting were reviewed. A motion was made and seconded to accept the minutes as written. It was approved.

Review of action items in September minutes

-D. Edminster has distributed August minutes as corrected

-M. Sullivan has coordinated signing schedule for the OSHA Alliance. It will take place on Wed. Oct 22.

-**Open action item:** B. Skoglund will prepare press release following signing.

-**Open action item:** OSHA Alliance project needs a committee and chair. The Board discussed that it is practical to include someone who is located in or near Washington to attend meetings with OSHA. M. Sullivan will temporarily act as chair. Initial committee will be the same group that negotiated the Alliance. B. Skoglund will solicit interested people from meeting to be on list for future formal committee.

-J. Silk will be at dinner following this meeting and at meeting on Wednesday morning. L. Moquet has prepared plaque per earlier discussion and Awards committee has recognition gift.

-Travel policy – D. Levine distributed new draft policy by e-mail and at meeting. P. Brigandi raised issue of approval when chair (himself) is teaching. Denese will approve PD Chair's. Text will be added to eliminate reciprocal approvals. B. Skoglund raised concern about requiring non-refundable travel tickets if SCHC will not reimburse if trip cancelled. C. Sokol suggested that reimbursement be on a case-by case basis. D. Levine will adjust policy in all modes of transportation. A motion made by B. Skoglund, seconded by D. Deeds, to adopt policy as amended by this discussion.

-The Committee reports had been solicited by Lori at the designated time prior to the meeting.

-Bob Skoglund prepared an e-mail broadcast that was sent out to membership requesting attendance at the meeting, participation in the website survey and indicating a timely meeting in Toronto regarding GHS.

-A. Brockhaus invited those indicated in minutes

-Denese gave brief overview of survey results to date.

1. Secretary/Treasurer's Report

A. Knight discussed the report that she had distributed. The Society is in good financial shape. \$230,561 net assets. Distributed \$10,000 (wired in July) to UN for UNITAR. The Comparison Report shows decrease in income and increase in outflow. The Board suggested that the PDC annual comparison be calendar year rather than October to October. Board will need to dig deeper into numbers to account for dip and make some decisions. D. Deeds discussed raising registration fee. Board will look at cost per person per facility. L. Hong pointed out that there is a significant decrease in tuition based on decline in attendance.

Action item: Committee (D. Deeds, D. Eisner, B. Skoglund, A. Knight, A. Rath) to look at costs with view to raising fees for meeting and/or courses.

Action item: A. Knight will add 'line-item' for OSHA Alliance

A motion was made and passed to accept the Secretary Treasurer's report as presented.

2. President's Report

Timeline: Lori indicated that many things are not coming in within the timeline. Reviewed the timeline for Spring Meeting. Add committee reports to Feb 27 deadline. PD course list to be posted to the web immediately to let members know what will be offered.

L. Hong asked if the website could do permission e-mail. The society's DSL line does not allow more than 100 e-mails per hour.

Membership dues will not increase for 2004 (the Board would need to approve by late November to effect such a change). J. Dsida indicated that SCHC would benefit more from increase in annual dues than an increase in meeting registration fee.

Lori was asked to send timeline to S. Amoroso for posting on the web on Board page so that board can review.

Invitations were sent to Senator Enzi and all members of NACOSH subcommittee. B. Skoglund did not receive any response. M. Samways suggested a follow-up letter to same people with link to web to view the OSHA initiatives presentations. BNA reporter will be attending the plenary session.

Action item: send follow-up letter to Senator Enzi and NACOSH.

C. Sokol suggested that dates of meeting be sent to ACS semi-annually to include on their calendar posted in C&E News.

UNITAR – Intergovernmental FCS (Forum 4) in Bangkok, Nov. 2, 2003. SCHC is co-sponsoring the 'side event' to present GHS to country regulators. SCHC is listed as a sponsor on the website. GHS in Developing Countries. Opportunities and Challenges of Implementation. Brochure on website.

B. Skoglund will be speaking at 10-year anniversary meeting of CHCS in UK. He will post his presentation on SCHC website afterwards. He will make disclaimer to CHCS audience regarding his technical talk.

AIHA – SCHC got a request asking if we wanted to swap membership lists. The policy has been to not share. A. Brockhaus suggested an exchange of promotional email to/from AIHA to SCHC members. Membership committee to explore.

Logo status – M. Sullivan will check with Mr. Gillick's office. L. Chaplin needs to have new posters poster made so new logo would be appropriate.

Committees

Arrangements (D. Eisner, A. Rath) – Committee Report available. Discussed pros and cons of downsizing our room blocks at future meetings. Lowering can reduce our liability but may make org. less important to hotel with a possible result of scattering room assignments or giving us smaller rooms. Also may not be enough rooms if attendance increases. D. Eisner and A. Rath will come back with options.

Need to discuss next Hazcom 101. P. Brigandi indicated that PDC will discuss at Tuesday's committee meeting.

Awards (M. Samways) – 2 awards will be presented at this meeting. Need input for additional awards in the future. Committee Report available.

Exhibit (J. Dsida) – This meeting's exhibit space is sold out (19 vendors). Hot links for vendor websites were posted about 6 weeks before meeting. They will remain active for 60 days after meeting. J. Dsida indicated that S. Amoroso was doing a good job of responding to posting requests. Joe suggested that the room layout be redone to accommodate more vendors. One vendor had to be turned away this year. See attached reports.

Issue this year from one vendor that wanted to have an additional meeting concurrent with SCHC. Represented to Exhibit Committee differently than the actual result. Their advertisement suggested endorsement by SCHC and also conflicted with times of the plenary session. Both parties agreed to a resolution.

Joe indicated that lower attendance might affect future participation by vendors.

Joe is tendering resignation. He recommended Andrew Dsida of ChemAdvisor as new chairman. The Board thanked Joe for his service and will consider his suggestions.

HazCom Resources (Sokol) – C. Sokol thanked Amy for work on poster session this past spring. There was a question as to who is the Board liaison to this committee. (It is D. Deeds, per previous minutes.) Committee Report available.

Membership (A. Grant for S. Steinhauer) – Committee Report available.

Newsletter (L. Moquet) – Committee Report available. Linda suggested that Board reconsider distributing newsletter via web. Linda listed topics for next newsletters that she had made during Board meeting.

Nominating (A. Rath) – The committee is seeking nominations for 3 officers and 4 director positions. Committee will meet this meeting to discuss. Nominations will be sent out in January.

Professional Development (P. Brigandi) – Committee Report available. Travel policy will go into effect for the spring meeting. P. Brigandi will inform the instructors for the spring of the new policy.

Program (D. Susa-Anderson/S. Matuszewski) – Committee Report available.

Small Packaging (L. Hong) – See attached. Jennifer Goodman will lead committee meeting in T. Hearty's absence.

Web (D. Levine) – Committee Report available. Home page now has a 'Want to Join' box at top. Emphasized input needed from users when something doesn't work. Response issues with site design have been addressed. Hope to be able to search by topic for past presentations. Board minutes are now posted.

Meeting adjourned at 5:02 pm.

Next meeting is November 20, 2003 at 9 a.m. EST.

Respectfully submitted

Pamela Kreis

Pamela Kreis
Acting Recording Secretary