

**Minutes of the SCHC Board of Directors Meeting
21 August 2008**

In attendance:

Michelle Baker
Amy Breedlove
Ann Brockhaus
Mark Cohen
Stacie Eakin
Len Hong
Bernadette Lindquist
Suzanne Matuszewski
Dave Peters
Michele Sullivan
Darlene Susa-Anderson

Regrets:

Pam Kreis
Angela Rath
Bob Skoglund

Start of Meeting:

The meeting was opened at 9:07 a.m (EDT). Michele Sullivan was the Recording Secretary.

Agenda:

- 1) Verify Attendance - Michele
- 2) Approve Minutes – July and April
- 3) Hazchat - Bernie Lindquist
- 4) Follow-up discussion - Meeting Expense reduction topic - Pam Kreis
- 5) BNA Inquiry reg. CSB recs to SCHC – Everyone
- 6) Discuss Format of BOD Calls – Everyone

Approval of Minutes:

Approval of the April minutes was deferred until a final draft copy could be circulated by Pam Kreis. The July minutes were approved as amended.

DISCUSSION ITEMS

Hazchat

A live demonstration of Hazchat is planned for the fall meeting during the Web Committee report.

The Web Committee is developing on-line registration for membership, meetings and courses. The on-line registration is expected to be ready for testing in early 2009. The Committee would like the BOD and Committee Chairs to test the on-line process for 2009 membership and 2009 spring meeting registration. The on-

line registration is expected to be ready for general use in fall 2009. Credit card processing will be done manually by the SCHC administrator. Procedures for accepting checks and non-on-line registration are yet to be determined.

The Web Committee recommended requiring email addresses for all SCHC members. Mark Cohen and Lori Chaplin will follow up with the few members that have not provided email addresses to SCHC prior to any SCHC policy about email addresses being established.

Follow-up discussion - Meeting Expense reduction topic

Discussion postponed till the September meeting. Pam Kreis will provide SCHC spring meeting expenses to the PDC.

Alliance MSDS Authoring Course

On behalf of the MSDS Authoring Course instructors, Dave Peters asked the BOD to approve expenses for an additional night. The instructors would like to use the time to work together (face-to-face for the first time) to revise the course and the materials based on the feedback, their impressions, etc. There were no significant concerns about the request. Mark Cohen asked that evening versus next morning flight costs be assessed prior to approval.

BNA Inquiry regarding CSB recommendations to SCHC

Mark Cohen was interviewed by John Gannon/BNA.

The SCHC response to the CSB letter will be developed after the related activities have occurred:

- Posting a link to the CSB website and their recommendations.
- An email to SCHC members with the CSB recommendations.
- The CSB presentation at the fall meeting.

Discuss Format of BOD Calls

It was suggested to have 1.5 hour monthly BOD calls to allow time for discussion. The BOD agreed to allow up to 1.5 hours to finish any on-going discussion of agenda topics.

Fall Meeting

Mark Cohen will send an email reminder about the fall meeting, including a summary of the speaker changes (Jonai Hiroshi/Japan GHS, EPA TSCA initiatives, etc.). The fall program revisions should be posted on the web prior to sending the email.

Spring Newsletter

Len Hong will follow up with Chandra Gioiello to determine the status of the SCHC Spring Newsletter.

Next Meeting: Monday, September 22nd at 1p.m. (EDT)

Meeting adjourned at 9:52 a.m. (EDT)

Michele Sullivan
Acting Recording Secretary