

Society for Chemical Hazard Communication (SCHC)
Board of Directors Meeting Minutes
December 20, 2007

Present

Michele Sullivan – Board Chair	Ann Brockhaus – President	Mark Cohen – Vice President
Pam Kreis –Secretary/Treasurer	Stacie Eakin	Len Hong
Denese Deeds	Bernie Lindquist	Bob Skoglund
David Peters		

Absent

Amy Breedlove	Suzanne Matuszewski
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The meeting was called to order at 9:03 a.m. (EST). Due to schedules of the attendees the distributed agenda was reordered as follows:

Agenda

1. Approval of minutes
2. Alliance renewal agreement
3. 2008 Slate of Candidates
4. Accountant Financial Report
5. Alliance MSDS training “*crystallize the issue for us*” status – related to Alliance Renewal
6. Strategic Planning – PDC Prioritization
7. Travel Policy - Can we do by email?
8. Marketing – proposal not yet received, so I suggest postponing to January

Approval of Minutes

D. Peters moved to accept November minutes as amended and Denese seconded the motion.

Action Item: Michele will follow-up with the chair of the nominating committee R. Willinger.

Alliance renewal agreement

During the September BOD Meeting the BOD agreed to renew alliance with OSHA.

Renewal terms were discussed and Michele reviewed her notes from the recent Alliance Meeting with OSHA.

Ann will revise the verbiage in the contract draft from 12/17/07, beginning in the paragraph containing the statement: “In particular, the alliance focuses on reducing and preventing exposure to the health and physical hazards of chemicals.”

Ann will send edits of current draft agreement to BOD for approval.

Mark will provide the final amended document to OSHA once approved by the BOD

Pam moved that we approved and sign the amended contract if accepted by OSHA, and Denese seconded the motion.

2008 Slate Of Candidates

The BOD sends its many thanks to the nominating committee for their continued efforts and hard work.

The role of the BOD in the standard practices of the nominating committee was discussed.

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Ann has provided suggested revisions from the executive committee to the nominating committee for consideration.

Accountant Financial Report

The informal audit found no concerns about finances or practices. Some recommendations for continued improvements were discussed.

Pam will make revisions to SOP as necessary and circulate.

Improved internal controls on Laurie's received transactions were discussed. The BOD decided no change is needed.

CD's are "laddered" and are held at both Virginia Commerce Bank and SunTrust. In the combined money market and checking accounts at Bank of America, the insured value is frequently exceeding \$100,000 FDIC insurance limit and approaching as much as \$200,000.00 at times. Suggestions to shift to another bank or savings account were discussed by the BOD.

Pam will investigate alternatives for multiple accounts in order to maintain insurability of income.

PDC Scheduling Changes:

Bob reported that Doug Eisner's request for the PDC schedule for '09 by end of '07 isn't possible due to current changes to PDC schedules that need to be reviewed and discussed.

Before the first of the New Year, Bob will communicate with Doug regarding alternate options for PDC scheduling. Bob will report back to the BOD by email on the actions path forward.

The remaining agenda items will be moved to next BOD on 01/17/07.

Alliance MSDS training "*crystallize the issue for us*" status – related to Alliance Renewal

Strategic Planning – PDC Prioritization

Travel Policy (comments due to Suzanne Matuszewski by January 9th)

Marketing Proposal

UNITAR Funding

The meeting ended at approximately 10:10 am EST (9:10 CST).

Respectfully submitted

Stacie Eakin
Recording Secretary