

Minutes of December 15, 2005 SCHC Board of Directors Conference Call

Participants: Michele Sullivan, Denese Deeds, Pam Kreis, Ann Brockhaus, Mark Cohen, Stacie Eakin, Len Hong, Dan Levine, Dave Peters, Bill Starr, Amy Breedlove

Michele opened the meeting, roll was done. Bob Skoglund sent a message saying he wasn't able to attend.

Michele asked if we could add the OSHA Alliance signing to the agenda (okayed) and the Reference policy for speakers (okayed). She suggested we discuss the PD project plan today and the contingency plan also, if there was time. The demographics plan will be discussed in January.

Approval of Minutes

The minutes of the November 17th meeting were reviewed, changes discussed at length, and agreed upon. Pam Kreis will make the changes for Mark and redistribute them. The minutes were approved with changes. Major changes centered around taking the "Board Planning Summit" sections and putting them into an Addendum; and re-writing the Expense Reimbursement Policy section to reflect the fact that the definition of reasonable still needs to be done as well as the committee chairs need to remind people to get their expenses in.

AIHA Teleweb

The webcast was a success. AIHA said there were 422 people live, 122 sites. 62 were AIHA members and 40 were SCHC members. Preliminary evaluations showed 92% rated it good to excellent. Ann and Michele both said they were on it, that it was well done, and we could do another in the future. Just like at the SCHC meetings, folks wanted information from Jennifer Silk but she could only tell them the ANPRM might be published sometime in the first quarter.

Correspondence on the Teleweb

The Board received a letter from Mike Reale that basically said "my concern doesn't relate to the program but PDC wasn't consulted prior to the public announcement." Board members pointed out that the Board didn't think the telecast was training. Paul and Jane, who received the correspondence, agreed it was not training. While the goal of our announcement on the website was to make it clear this wasn't training, maybe we could have been clearer. The question was raised whether or not we should regularly inform the committee chairs ahead of time of our actions. Consensus seemed to be probably not always, but maybe sometimes. Another question was raised as to whether it would be a problem to cc the chairs on approved Board minutes. There was some discussion but no resolution. It was decided that Michele, with input from some others, would write a response to Mike. The response will center around the idea that we'll try to communicate downward in the future, as appropriate.

There was also a letter from Al Ignatowski which was directed to the PD Chair to respond to. She was looking for guidance on how to respond. Members of the Board will provide Jane with some guidance.

Speakers Reference Policy

It was suggested that we only confirm that someone spoke and not get into evaluating their “performance.” All agreed. The draft policy will be revised to reflect that position and added into the Standard Practices document.

Professional Development Planning Document

Len Hong thanked Bob for providing the format for the document. Asked who should be invited to be on the committee. There was considerable discussion. Dan and Len will draw up a list of potential candidates. On the scope, Len pointed out that it was a long list. It was suggested that it be broken out into two parts – tactical/short term items and strategic/longer term items – and they be handled sequentially.

On the committee membership issue, we need to have a “standard” answer for non-selectees along the lines of “we need a small group so that work can be accomplished easily” and “we will be getting input from everyone, not just the committee members.”

Bob Skoglund will be asked to provide some info on the Six-Sigma Pugh Analysis so that those folks unfamiliar with it can determine if they should use its techniques in their own plans. Dan went online and found information that said its similar to pro/con lists. He said he’d forward it to the Board.

OSHA Alliance

Denese, Pam, Michele, and Ann attended the signing ceremony on December 5th. It went smoothly, OSHA was very gracious, and there will be a new picture. The new agreement was signed on 5 December. The focus is on two areas – 1) helping small businesses write SDS’s and 2) how to read an MSDS. There will be a conference call the week of January 16, 2006 on expectations and accomplishments. Dan is invited; he’ll be coordinating the Alliance task. OSHA would like to have some GHS fact sheets. Michele will work on it.

Spring Program Update

Ann will send the current agenda out to the Board. The meeting is in Orlando March 28-29th.

Action Items

- Michele will send out the new recording secretary schedule for 2006. Stacie will be doing it for the next Board meeting on January 19th.
- Bob Skoglund will be asked to present info on Six-Sigma Pugh analysis
- OSHA/SCHC Alliance conference call for week of 16 Jan needs to be set up based on Dan’s calendar
- Len and Dan will draw up a list of candidates for the PD planning project committee
- A standard “non-selectee to planning committees” response will be developed
- Speaker’s Reference Policy will be revised and added to the Standard Practices document
- Michele et al will write response to Mike Reale
- Someone will give Jane guidance on how to respond to AI I.

Respectfully submitted,
Amy Breedlove