

SCHC BOD Meeting Minutes

June 21, 2007

Attendees:

Mark Cohen – BOD VP, Michele Sullivan – SCHC BOD Chair, Pam Kreis – SCHC Secretary/Treasurer, Denese Deeds, Dave Peters, Stacie Eakin, Bernie Lindquist and Bob Skoglund.

Not Present: Suzanne Matuszewski, Len Hong, Ann Brockhaus – BOD President, Amy Breedlove.

Meeting was opened by Michele Sullivan at 9:06am eastern (8:06am central)

Approval of minutes:

The meeting minutes from our April, 2007 meeting were approved. A motion to approve the April minutes was given by Dave Peters and seconded by Bernie Lindquist.

The meeting minutes from our May, 2007 conference call were approved. A motion to approve the May minutes was given by Mark Cohen and seconded by Bernie Lindquist.

Reserve Policy for SCHC:

The policy was developed following a recommendation by SCHC's accountant. The policy sets in writing our justification on cash reserves and procedures for determining the extent of the reserve. See Reserve policy for further explanation. Motion to approve text of the policy (without the supplemental data) was given by Denese Deeds and seconded by Pam Kreis.

PDC Tuition Revisions:

In an email exchange, the BOD voted and passed to increase PDC tuition fees:

	Member (Non-member)
4-hour	\$250 (\$340)
8-hour	\$400 (\$490)
12-hour	\$550 (\$640)
16-hour	\$700 (\$790)

The registration, membership and exhibit fees were discussed. Only the exhibit fees remained unchanged. Dave made the motion to approve the suggested registration and membership fee adjustments and Denese seconded the motion.

The membership fee will increase from \$85 to \$90 per person effective for membership in 2008. The meeting registration fee will increase from \$150 per person to \$180 per person.

Pam will also verify with Lori the timeline for implementing the new registration fees.

DOD Barcode Issue:

Denese suggested a news article regarding the DOD's proposals be posted on the SCHC Website.

Michele will communicate with the DOD the intentions and stance of SCHC with this issue. Michele will provide Bob's suggested verbiage that SCHC is always welcome to non-commercial communication and we are not taking a position concerning this model proposal.

Web Committee Update:

Ann Brockhaus developed verbiage to communicate to members via electronic balloting the By-law proposal to add two additional BOD members. Regarding electronic balloting - Lori will provide member e-mails. Those members without e-mail addresses or those with invalid addresses will receive a ballot by mail.

Website improvements were discussed. Member look-up with password protection was proposed by the Web Committee. The Board members suggested the following issues be addressed prior to approval.

- What is the cost of this function?
- What will be the functional processes of securing passwords and members?
- How will registration (member identification) be verified?
- Address all potential changes to member communications with Lori and be sure she is OK with these processes.
- Make sure courses are accessible from the home page and meetings are easily found

Scott will be basing the new website design on the ACHMM.org website. Scott will send a mock-up of new website by July 9th for the Website Committee review. The model will be distributed to the BOD by the next meeting of the board on July 19th.

Bernie will ask Dan (web chairman) to discuss with CSCH's contact on how their regulatory forum operates.

Michele will discuss with Ann & Lori about the fall meeting and course postings on the website.

Alliance Updates:

Training Team:

Mark Cohen updated the BOD about Alliance activities. Dan Levine, through communications with OSHA, has discussed providing the MSDS training course draft to TEEX at Texas A&M University. This training organization is a well known group that administers numerous training courses that deal with OSHA required training. TEEX has offered to test the training course and provide feed back.

GHS Fact Sheets:

Team member, Elizabeth Levi, will be moving the draft sheets to completion and push to technical review by Michele and other reviewers before finalizing.

The first sheets are slotted to be available at our 2007 fall meeting in Arlington.

Stacie Eakin will establish a conference call outline and facilitate conference calls for the team.

Meeting was adjourned at 10:03am eastern (9:03am central).

Respectfully submitted:

Stacie Eakin
Acting Recording Secretary