

Minutes of SCHC Board Meeting
26 November 2007

Attendees: Amy Breedlove, Ann Brockhaus, Mark Cohen, Len Hong, Pam Kreis, Bernie Lindquist, Suzanne Matuszewski, David Peters, Bob Skoglund, Michele Sullivan
Absent: Denese Deeds and Stacie Eakin

Ann Brockhaus mentioned that she had talked about the Alliance twice recently at meetings in Germany and at the National Safety Council. Mark Cohen requested that she send him a note so SCHC would get “credit” for them.

Approval of Minutes

September 2007 Minutes Revisited

The minutes were re-visited to correct earlier phrasing about the formation of a strategic marketing committee. The new language, proposed by Pam Kreis, was “The possibility of forming a strategic marketing committee will be discussed at a future board meeting.” The change was approved and the September minutes approved.

October 2007 Minutes

It was noted that “Bernie Peterson” had been changed to “Bernie Lindquist” and that Dave Peters had made some additional, minor, typographical changes. Bernie moved to accept the minutes and Dave seconded it. Minutes were approved.

UNITAR Funding

Michele Sullivan asked whether we could finalize our proposal for funding by email, or whether it needed additional discussion. Bob Skoglund reiterated that his proposal was to clearly state what we expect for our money; how much we’re giving them, i.e., \$1,000 for a reception and \$3,000 for a report; and to waive the 7% administrative fee. **Action Item (AI) - Michele said she will send something around as a final version for approval.**

List of Candidates for April 08 Election

Michele noted that Rich Willinger, the Chair of the Nominating Committee, had sent the Board a slate of nominees for its review. The board discussed the slate of candidates. **AI - It was decided that Michele will follow-up with Rich**

Accountant’s Financial Report

Jennifer Jones, the accountant, returned some issues to SCHC. One was whether there should be two signatures on SCHC’s larger checks. There was discussion about the fact that even though checks only have one signature on them, before the checks are signed, the treasurer gets pre-approval from the submitting chairperson for the expenditures. Although the BOD is comfortable with the current procedures, Michele suggested that Pam discuss further with the accountant. Pam pointed out that this report needs to be “accepted” by the Board although it can be accepted with comments or derogations. **AI - Pam will talk to Jennifer and the report will be discussed at the December or January meeting.**

OSHA Alliance

The discussion on training can be delayed a month or so. Dan Levine gave Mark something to review and then it will go out for technical review.

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Plans for Strategic Marketing Committee

Mark mentioned that the Board should receive a proposal by the December meeting.

Strategic PD Planning Group

Len prioritized the group's recommendations per the Board's previous request. He had received comments from Bob and Denese Deeds on items 5 and 6. In the committee's opinion, Item 6 has not actually been done. It was intended that there also be a comprehensive course that goes beyond the current SCHC course. Pam and Michele asked if the original recommendations, per the BOD's request, had been differentiated between survey recommendations and planning group recommendations. It had been done and was forwarded during the meeting. **AI - Issue was deferred to the December meeting.**

Travel Policy

Suzanne Matuszewski mentioned that in response to travel issues brought up in past board meetings, she had revised the Travel FAQ's for issues such as boundaries and caps for domestic versus international speakers, etc. In doing so, she and Darlene Susa-Anderson noticed that there were inconsistencies between the FAQ's and the travel policy. She had circulated a revised version to the Board and received comments from Pam and Michele. Pam mentioned today that she'd been asking for a review of our policy concerning reimbursement of high meal costs and whether we reimbursed for alcohol at meals. Suzanne said they were aware of that issue and that they had also updated the mileage reimbursement amount. There was some discussion about whether alcohol should be covered or not. There was no resolution. **AI - It was suggested that a cap on meals be provided without distinguishing about location or alcohol consumption. Suzanne will re-send the document and asked that everyone think about how to address these issues.**

The next meeting is scheduled for 9am on December 20th.

Michele indicated that strategic marketing will be on the agenda for the December meeting.
The meeting was adjourned at 9:53 am.

Respectfully submitted,

Amy Breedlove
Acting Recording Secretary