

Society for Chemical Hazard Communication (SCHC)  
Board of Directors Meeting Minutes  
March 15, 2007

**Present**

Michele Sullivan – Board Chair	Ann Brockhaus – President	Mark Cohen – Vice President
Pam Kreis –Secretary/Treasurer	Stacie Eakin	Amy Breedlove
Suzanne Matuszewski	Dan Levine	Bob Skoglund
David Peters		

**Absent**

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The meeting was called to order at 9:05 a.m. (DST). Due to schedules of the attendees the distributed agenda was reordered as follows:

**Agenda**

1. Professional Development Committee update – D. Peters
2. BOD Special Advisor
3. Insurance renewal
4. Approval of minutes
5. OSHA Alliance update
6. Strategic planning implementation

**Professional Development Committee Update**

D. Peters indicated that during the Process of updating of the committee's standard practices that a discrepancy was noted. The committee found instances indicating that a new course proposal needed to be submitted to the BOD for approval prior to offering and instances indicating that the PDC should inform the BOD that a new course had been approved by the committee for offering. R. Skoglund clarified that some time ago, the BOD had confirmed that the PDC committee did not need approval from the BOD regarding course offerings but would like to be informed when a new course had been approved. D. Peters will convey to the PDC and ensure that the standard practices are updated accordingly.

D. Peters reported that the committee is continuing to function well with its monthly call format and that the PDC's subcommittee working on a strategy for implementing GHS into course offerings was nearing completion but had been unable to have their recommendation ready for the last PDC meeting. It is anticipated that it will be presented at the next PDC meeting and the BOD will be updated at the Spring Meeting.

**BOD Special Advisor**

The BOD Special Advisor position held by Amy Breedlove will expire at the Spring Meeting. A motion was made by D. Levine that A. Breedlove be appointed as BOD Special Advisor for another 2 year term. The motion was seconded by M. Cohen and passed unanimously. Amy, an employee of the U.S. EPA, accepted the appointment.

M. Cohen suggested that we look for other government employees that have an interest in SCHC to also serve as advisors to the BOD. Government employees are unable to serve in elected positions or have voting privileges.

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**Insurance Renewal**

Michele and Ann reported that during the current renewal of the insurance carried for the officers and directors that the insurance company requested financial information and a confirmation that the society does not offer certification or standard setting activities. The requests were met and M. Cohen, as the responsible person for the society's standard practices (SP), will review the SP to ensure that the proper language appears and that there is no instance of "certification" that could be misconstrued.

**Approval of minutes**

The minutes for the February 15, 2007 SCHC directors meeting were amended and corrections noted by P. Kreis. The motion to accept the amended minutes was made by D. Peters and seconded by D. Levine. The motion was approved.

**OSHA Alliance Update**

M. Cohen indicated that with personnel reassignments at OSHA our new liaison at OSHA for the Alliance is Robert ("Rob") Swick. Mark was scheduled to speak later in the day with Mr. Swick in preparation for an Alliance committee call on March 17, 2007. Issues include projects that OSHA has the SCHC Alliance working on and whether OSHA's focus has changed.

**Strategic Planning Implementation**

D. Peters, in a previous BOD meeting, had volunteered to draft a recommendation on how to handle the recommendations/observations that were submitted by the four strategic planning committees. The strategic planning committees were the outgrowth of a strategic planning retreat held by the BOD in September 2005. The committee reports have all been presented to the BOD. See attached text of the draft recommendation for proceeding with the reports.

The discussion included who and how prioritization of the individual recommendations might take place; the degree of involvement that the BOD might have with respect to any one recommendation; the need to disseminate relevant information to non-BOD members tasked with a specific investigation or implementation (for example, society liability issues); and how to disseminate the committee results and recommendation to the membership.

The BOD determined that no motion was necessary regarding the process outlined in D. Peters recommendation and that no changes were necessary to the standard practices. The outcome of the discussion was that the BOD agreed in principle to the three paths indicated; that it would request each of the strategic planning committees to take the recommendations in their respective reports and prioritize them as a "direct action" item or one that needed further consideration and/or investigation prior to proceeding. "Direct action" items are those that take little effort to implement (such as adding a button to the webpage to facilitate finding training courses offered by the society) or promote the effectiveness of the society (such as setting up more opportunities for the membership to understand the processes of the BOD).

The BOD discussed tactics for presenting the status of the strategic planning process, especially the surveys conducted at last year's spring meeting, during the business meeting in San Antonio. An article for the newsletter will be prepared that will go into more depth.

**New Business**

Michele indicated the registration numbers for classes was low and that the date was approaching when the PDC would have to determine whether to cancel a course. P. Kreis reminded the BOD that it is timely to send out an e-mail broadcast to the membership to remind

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them to register for classes and the meeting. A. Brockhaus will work with Lori to get out the broadcast.

The meeting was adjourned at 10:02. a.m.

**Next Meeting**

April 23, 2007 at 1:00 p.m. CST.

A. Breedlove is scheduled to be the Recording Secretary.

Respectfully submitted,

Pamela Kreis  
Recording Secretary

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Extract from e-mail sent by D. Peters to BOD on March 9:

"For simplicity's sake, I'll use recommendation to equal a recommendation, suggestion, idea, thought starter, etc. I'll also use the generic person that could include an individual, committee, an *ad hoc* team, etc.

I'll preface my suggestion by stating that I believe the BOD should direct rather than manage as much as possible. That being said, we're a small organization so sometimes we end up directing ourselves.

After much contemplation, I believe that the recommendations from the special committees are no different than those that may come from a board member, our advisors (the attorney, etc.) or a SCHC member.

Recommendations that come to the BOD usually represent a concern that is real (based on facts and/or data) or perceived (based on emotions, feelings, etc.) by the person. I believe the BOD should review and consider all of the recommendations and decide if:

- 1) it has been addressed before and a reply to the person is all that is required. No follow-up back to the BOD is required.
- 2) it should be forwarded to a person for an action (more task-based things such as web updates, putting a person in contact with another, etc.) Minimal or no follow-up back to the BOD is required.
- 3) it should be forwarded to a person for consideration, research and further work. These would include long-term suggestions such as policy changes, significant activities, etc. These would usually require a proposal back to the BOD to discuss how the recommendation would be addressed.

For all of these, if a board member believes the action or recommendation violates the mission of the SCHC, is illegal, etc., it should be vetted before the BOD and stopped immediately. If the recommendation is OK but a BOD member believes it is icky or unadvisable, it should be vetted before the BOD and still be forwarded to the person with advisement and a requirement that it returns to the BOD consideration, etc. If it is still icky, the BOD can act appropriately.

I'll admit that some recommendations are very gray and they should be handled very carefully. We need to act in a way that does not stifle recommendations, does not burden the BOD or SCHS persons excessively, but also allows discovery and discernment by the society.

Specifically, for the recommendations/observations that resulted from the long-range planning retreat, I'd suggest that each item be addressed as an activity or recommendation that is forwarded to a responsible person, with or without advisement and follow-up. For many of these, it may be difficult to determine who is the right person to address the recommendation."