

**Minutes of the SCHC Board of Directors (BOD) Conference Call
April 20th, 2006**

Start of Meeting

Michele Sullivan (Chair) opened the meeting at 9:00 a.m. (EDT) and roll was taken. Dave Peters was the note taker for this meeting

Attendance:

In attendance:

Michele Sullivan, SCHC BOD Chair	Mark Cohen, SCHC Vice President
Ann Brockhaus, SCHC President	Pam Kreis, SCHC Sec. Treasurer
Denese Deeds, SCHC Past President	Stacie Eakin
Amy Breedlove	David Peters
Suzanne Matuszewski	
Bob Skoglund	

Absent:

Len Hong

Agenda

1. Approval of minutes
2. BOD Vacancy
3. ADA
4. Logo/Trademark
5. Planning Session Strategies Update

Approval of Minutes

The minutes of the March 27th, 2006 Board of Directors meeting were reviewed prior to the meeting. No additional changes were discussed. Denese Deeds moved for the minutes of the March 27th, 2006 meeting to be approved as submitted. It was seconded by Stacie Eakin. There were no objections.

BOD Vacancy (Michele Sullivan)

With Mark Cohen's move to SCHC Vice President, there is a vacancy on the Board of Directors for a position that expires Spring 2007. Michelle Sullivan nominated Dan Levine for the position and he has expressed willingness to fulfill the role. Following general discussion, Michele Sullivan motioned that Dan Levine should be appointed to fill the vacancy. Mark Cohen seconded the motion. There were no objections. Michele will contact Dan to inform him of the Board's vote.

Note: This was completed on April 20, 2006 and Dan has agreed to fill the vacancy. Dan is to be included on all BOD correspondence.

American with Disabilities Act (ADA) (Denese Deeds)

Following the request for accommodation for the Spring 2006 meeting, legal counsel suggested that the Board develop a policy to address future requests under the provisions of the ADA. The legal opinion is that, as a public not-for-profit organization, the SCHC is required under ADA to provide accommodations that are not unduly burdensome to the society. Although required, there appears to be little precedence that can be used a model for our policy.

The Board decided to form a small team who will become knowledgeable in the requirements of the ADA. They will develop a policy that addresses accommodation for both the professional development courses and the general meeting. In addition, they will develop a form that should be completed to request accommodation. The policy/policies and form(s) will be submitted to the lawyer for legal review. Denese Deeds will contact the lawyer for advice on the next steps and to determine when would be an appropriate time for a legal presentation to the Board.

The small team consists of Denese Deeds, Michele Sullivan, Pam Kreis and Dave Peters.

Logo Trademark (Denese Deeds)

Society member Charlie Sokol worked with Denese Deeds to research the trademark status and category of the SCHC logo. The logo has been trademarked but not registered. Although tedious and laborious, the process is not difficult. Charlie and Denese agreed to continue this effort and, if needed, will seek the services of a trademark attorney.

Michele Sullivan will forward to Denese a report from previous activities from about six years ago. Prior to submitting the trademark for registration, Bob Skoglund suggested that a high quality rendition of the logo be produced.

Planning Session Strategies Update (various)

- **Meeting Frequency (Bob Skoglund)**
Bob Skoglund created a database and started data entry to collect information from the surveys completed at the Spring 2006 meeting. He noted that there was good response from the meeting. He confirmed the Board's approval to submit an electronic version to the entire society within the next two to three weeks. This is an attempt to reach members who could not attend the meeting or professional development courses.
- **Demographics (Amy Breedlove)**
Data collection from the surveys completed at the Spring 2006 meeting has just begun. Amy noted that 95/~140 surveys were completed and returned. At this time, there is no intention to submit the survey to members who did not attend the meeting or professional development courses.
- **Professional Development (General discussion)**
There was communication from Al Ignatowski that the team was to send a survey to society members by e-mail. The Board noted that communications to the entire society must be approved by the Board. Suzanne Matuszewski will contact Len Hong and Dan Levine to remind them of this obligation.

New Business (various)

- **Program Committee (Suzanne Matuszewski)**
A speaker regarding managing HazCom during mergers, acquisitions and divestitures had to withdraw because they could not obtain employer approval. Suggestions for a replacement are sought.

- **Spring 2008 Meeting Location (various)**

There is a reminder that Doug Eisner is to bring location suggestions for the Spring 2008 meeting before the Board. Advance work is still being conducted.

- **Succession Planning (Ann Brockhaus)**

Ann Brockhaus will develop a comprehensive list of Committee chairs, co-chairs and Board liaisons within the next two weeks.

Following general discussion, it was noted that the President appoints the chairs of the key committees. Key committees are required to have co-chairs and/or succession plans. Co-chairs should be informed and knowledgeable of the committee obligations, structure and issues. The President should also have input and review of committee co-chairs, vice-chairs as well.

Dave Peters volunteered to be the Board liaison to the Professional Development Committee, replacing Mark Cohen who was elected as the society vice-president.

- **OSHA/SCHC Alliance (Mark Cohen)**

The SCHC website will be updated with the text of the renewed alliance and additional commentary.

- **Next Meeting (Michele Sullivan)**

The next BOD conference call is scheduled for 9:00 a.m. (EDT) on 18-MAY-2006. Suzanne Matuszewski is scheduled as the recording secretary.

Meeting Adjourned

The meeting was adjourned at 10:08 a.m. (EDT).