

## **Minutes of the SCHC Board of Directors Meeting November 17<sup>th</sup> 2005**

### **In attendance**

Michele Sullivan, Chair  
Denese Deeds, President  
Stacie Eakin  
Pam Kreis, Secretary Treasurer  
Bob Skoglund, Past President  
Mark Cohen-Recording Secretary  
Dan Levine  
Bill Starr  
Len Hong  
Amy Breedlove

### **Regrets**

Dave Peters  
Ann Brockhaus, Vice President

### **Start of Meeting**

Michele opened meeting, roll call was taken, and the meeting commenced.

### **Approval of Minutes**

The minutes of the October 20<sup>th</sup>, 2005 board of directors meeting was reviewed, discussed, and changes agreed upon. Len Hong will make the appropriate changes to the minutes and redistribute them. Denese Deeds moved the motion that the minutes be approved with the changes. Dan Levine seconded the motion and the motion was approved.

### **Board of Directors Membership**

Amy Breedlove will serve as an advisor to the BOD and Dave Peters has joined as a member of the BOD.

### **Finances**

Pam Kreis provided the Accountant Review and Report 2002-2003 on 11/15/2005 for review. The drop in funds balance between 2002 and 2003 resulted primarily from Tuition and Fees decreases (\$62,654), UNITAR contribution (\$10,000), and Fall & Spring meeting hotel penalties. Bob suggested that we had enough funds to weather a significant downturn and we need to remain in a position to withstand 2 catastrophic events.

Regarding the 7 reviewer note recommendations

1. Mission statement addressing retained earnings - Pam Kreis and Denese Deeds have volunteered to form a committee to develop a draft mission statement which addresses retained earnings and reflects our status as a not-for-profit organization for the board of directors' consideration. They will ask Doug Eisner to join this committee.
2. FDIC insured limits of \$100K at one institution - Pam has instructed Lori to renew, at another bank, the \$30K CD for maturation in May.
3. Laddering of CDs – See #2 above
4. Dual Signatures – Impractical; Oversight is in place
5. Unilateral control of receivables – See #4

6. Management of Expenses – Pam implemented last September by changing how we record in Quicken to show liabilities
7. Avoid using “miscellaneous income” and “expenses” – Arose from sales of ANSI Standards; Pam will implement

### **GHS Teleweb with AIHA**

Information on the December 13<sup>th</sup>, 2005 AIHA GHS teleweb will be sent to Michele for addition to SCHC Website. SCHC membership will receive same pricing as AIHA members, \$265 per site/ login connection. \$45 additional charge for Canadian connection, and \$25 extra charge for test, extra certificate, and points for distance learning. This is on the AIHA website and emails went out to their membership. Denese copied the BOD on this email.

### **BOD Planning Summit**

All agreed that Len did an outstanding job on the Planning session and the follow-up notes. Len corrected the assignments (Bill Starr to Demographics) and sent them to the BOD this morning. Bob Skoglund provided his project outline. Proceeding forward, it was agreed to utilize Bob's format for the other objectives. It was emphasized that input from the BOD is critical at every step of the process and, as such, these Objectives will be discussed at the monthly BOD conference calls. (Contingency Planning / Denese – Dec. '05; Professional Development / Len & Dan; Demographics / Amy & Bill). Outlines for these Objectives will be circulated between meetings prior to the BOD conference calls. See attachment for details of discussion of Meeting Format Project. The BOD charged Bob and Staci with moving forward with this Objective as described in the attachment.

### **Outstanding Items**

#### **Expense Reimbursement Policy**

Several issues were raised at the Fall Meeting: 1) Ensure that the expense reports are submitted to the appropriate chair (PDC or Program) in a timely way; 2) Ensure that all speakers and presenters follow the IRS requirement and SCHC policy of obtaining receipts for expenses and submitting them with their expense reports; 3) Review and revise if necessary the expense reimbursement policy to clarify what a reasonable expense is for meals. Due to the initiation of several projects as an outcome of the Long Range Planning Meeting, Item 3 will be addressed in the future.

### **Response to PDC Input**

The PD Chair is expected to take the appropriate actions and respond to the issues raised by a SCHC PDC instructor regarding the September 2005 professional development committee meeting.

### **PDC Fall Meeting Notes & Spring Schedule**

Mark will procure this information.

**The next BOD conference call is scheduled for December 15<sup>th</sup> at 9:00 a.m. EST (8:00 CST).  
The meeting adjourned at 10:03 a.m.**

Respectfully submitted,  
Mark Cohen  
Acting Recording Secretary

## Details of November 17, 2005 BOD discussion of the Meeting Format Project

### **Format**

1. Team Formation
2. Scope and Desired Benefits
3. Feedback from Membership
4. Evaluate Feedback and Develop Options
5. Evaluate Options
6. Decide on Options
7. Implement

### **Meeting Format Objective**

Strategy – develop a game plan for project on meeting format

Objective – assess how we hold meetings and what changes are needed for Spring '08

Timing is critical: any feedback will need to be early in the process as, based on Hotel contracts, we will need to have 2 year advance notice before changes can be implemented. As such we will have to identify, and communicate to Doug, changes by Spring '06. This may be too ambitious and not be doable if we want member input.

Coordination with other Objectives: Amy questioned how the Demographics Objective will play out with the Meeting Format Objective. With GHS in late '08 & '09, demographic information may be skewed as with GHS, much more attention will be given to Hazard Communication. It was agreed that demographic information, as available, will be considered but that we will need to move forward, working on this Objective. Len and Dan will tackle the Professional Development Objective and will also work closely with Bob efforts on the Meeting Format Objective.

Phase 1 – Team formation – Bob will lead the team and will create the core team from representatives, Committee Chairs or their designee, of the Program, PDC, and Arrangements committees. Staci has agreed to assist Bob with this Objective.

Phase 2 – Scope & Desired Benefits – What is “In & Out of Play”? What do we want to accomplish? All must agree on what is and is not off limits. This will be a critical stage for the BOD and will require consensus on scope and what we want to gain. Metrics will have to be established to make sure benefits are measurable.

Phase 3 – Membership Feedback – SCHC has only had one electronic survey using a free hosting site. Denese will provide her findings from this survey activity so we can all learn from it. If we use this mechanism again, it will need to be user-friendly, such as with check boxes. A lot of thought must be put into the survey design so that input received is actionable and not ambiguous. We want to get feedback which doesn't just say change/ don't change but why; what benefits will be derived from changing or staying the same. We should consider putting a lot of resources into getting this feedback. Should we consider a phone survey? This Objective will hopefully be at this stage by the Spring '06 meeting. With this captive audience, do we want to provide them the opportunity to fill in a survey or perhaps take a hand vote on specific issues? It is important to also determine what we can change so that we can secure the input of the 500 members that do not attend the meetings. It is again, critical for the BOD to be in agreement and to have provided input at this stage.

Phase 5 – Evaluate Options – Bob suggested using the Six Sigma tool, Pugh Analysis, for comparing options objectively, based on pre-defined objectives. We will need to compare the existing model with the new models to determine how they give us the desired benefits.

Phase 6 – Decide on Options – The BOD as a whole will need to decide if the proposed options better than what we are doing.

Phase 7 – Implementation – Once a decision is made to pursue a new option, it will have to be determined if is best to implement all at once or gradually. All members responsible for areas which are affected will need to be involved at this stage.