

**Minutes of the SCHC Board of Directors Meeting
15 May 2008**

In attendance:

Stacie Eakin	Len Hong
Suzanne Matuszewski	Bob Skoglund
Michele Sullivan	Mark Cohen
Ann Brockhaus	Angela Rath
Pam Kreis	Dave Peters
Darlene Susa-Anderson	Michelle Baker
Bernadette Lindquist	

Regrets:

Amy Breedlove

Start of Meeting:

The meeting was opened the meeting at 9:04 a.m. (EDT).

Agenda:

- 1) Approve Minutes - April
- 2) Form 990 - Pam Kreis
- 3) Standard Practices - Mark /Suzanne
- 4) "Marketing Committee" Preliminary Update - Mark
- 5) CSB Request - Dave / Mark
- 6) Discuss Lori's Computer Upgrade - Pam

Approval of Minutes:

Several changes to the minutes are needed (see amendment notes below). Therefore, approval of April's Minutes will be deferred until changes are made and circulated for approval.

Amendments:

Pam has substantive changes to the description of her treasurer's report in the minutes from April.

Also, there was a motion in the last meeting to establish a new Outreach Committee. The motion was carried (with agreed upon amendments, i.e. to actively seek out relationships as opposed to alliances). Because this was a motion and a vote was taken, this needs to be part of the official minutes as matter of record. The written proposal will be attached as an addendum to the minutes.

DISCUSSION ITEMS

Form 990

Pam explained the purpose and substance of IRS Form 990. In essence, it is a reporting form required by the IRS for non-profit groups. It is required for this fiscal year and will be included with 2009 tax form submission. The Board must develop a plan forward for filling out the form.

There are various questions on the new form about the Society's policies and procedures that will become public record. Therefore we may need to review and/or develop policies and procedures in anticipation of completing the form next year. Pam Kreis, Dave Peters and Angela Rath have agreed to sort through questions on the Form 990 and make a recommendation to the Board after assessing programs/policies mentioned on the form versus programs/policies currently in place within the organization. Following the committee's recommendations, the Board has the option of seeking outside help if it is deemed necessary.

Standard Practices

These are new and updated and all recipients were asked to review and provide information for the next update.

Outreach and Communications Committee

The first meeting was held at the Spring 2008 SCHC meeting in Atlanta. It was well attended. In the 2008 Member Directory, this committee has been included with other listed committees including a description of functions and goals. Denise Deeds is the chair. The first opportunities for relationships to be built include the Consumer and Specialty Products Commission and the American College of Toxicologists (ACT).

CSB Request

Mike McLure with the Chemical Safety Board (CSB) contacted Mark Cohen regarding an incident caused, in part, by incorrect information on an MSDS. He would like SCHC to make a recommendation to its members to include specific hazard information (regarding static accumulators) on MSDS when appropriate. The CSB may mention SCHC in their final report on the incident.

SCHC cannot approve or reject any recommendation in the CSB report. However, we can make a commitment to help disseminate information to our members which will enhance hazard communication and MSDS.

CSB will send a letter when final recommendations are made.

Lori's Computer Upgrade

Several months ago, Dan (Levine?) made mention that they were going to upgrade Lori's computer. He mentioned that the upgrade was going to include Windows® Vista as his own computer has this operating system. The problem is

that some of the software that Lori used may not be compatible with Vista. If we buy a computer with Vista, our credit card program will not work. This is not acceptable. We can buy an XP equipped computer capable of eventually upgrading to Vista. However, this transition is not always easy.

The Board agreed to buy the computer with Vista but keep the old system operable until other software that we use is compatible with Vista. Additionally, the Board has agreed to provide Lori with any training on the new operating system that she deems necessary to facilitate acclimation to the new computer and software.

Travel Policy

By carried motion, the travel policy was updated such that receipts are not required unless expenditures exceed \$25.

Meeting adjourned at 10:11 a.m. (EDT)

Respectfully submitted,

Michelle Baker
Acting Recording Secretary.