

**Minutes of the SCHC Board of Directors Meeting
20 November 2008**

In attendance:

Michelle Baker
Amy Breedlove
Ann Brockhaus
Mark Cohen
Len Hong
Pam Kreis

David Peters
Angela Rath
Bob Skoglund
Michele Sullivan
Darlene Susa-Anderson

Regrets:

Stacie Eakin
Bernadette Lindquist
Suzanne Matuszewski

The meeting was called to order at 9:00 a.m. EDT

Agenda

1. Verify Attendance – All

2. Approval of October 2008 BoD minutes – All

Ann Brockhaus moved for approval of the October minutes. The motion was seconded by Darlene Susa-Anderson. The minutes were approved by consent.

3. Old Business

3.1 SCHC electronic survey capabilities/feasibilities – Mark Cohen for B. Lindquist

Dan Levine has submitted a request to web master to determine what electronic survey capabilities are available. There has been no follow-up at this time.

3.2 Board liaison report from Program and Professional Development Committees – Darlene Susa-Anderson/Dave Peters

Program Committee – Darlene Susa-Anderson

An MS-Excel spreadsheet was circulated on 27-OCT-2008 and 17-NOV-2008 that summarized the comments regarding the program, facilities, location recommendations, etc. from the 2008 Fall meeting.

A discussion regarding what needs to be communicated to the Board was followed by a request from Mark Cohen that the Professional Development, Program, Arrangements, Outreach, Exhibit and Poster Committees report to the Board of anything that needs attention or action from the BOD.

Professional Development Committee (PDC) – Dave Peters

The tabulation of the course evaluations has been delayed due to the excessive workload of the sub-committee members. Progress was discussed on the last PDC call. A summary will be supplied to the PDC and the BOD per standard procedure developed at the time the evaluation form was implemented.

3.3 Update on the survey of non-renewing members – Bob Skoglund

Denese Deeds and Beth Levi are leading the effort to survey the non-renewing SCHC members. A script of questions has been created and the list of non-renewing members has been divided up amongst a number of volunteers. The contacting of non-renewing members is now in progress. A report to the BOD is expected to be available for the December 2008 Board conference call.

3.4 Options for handouts for the 30th anniversary selection – Angela Rath

There is no rush to select items at this time and due to the economic conditions, it is expected that lower prices may be available in January. In the ensuing weeks, ideas and selection options will be circulated to the Board via e-mail. A decision will be required at the January 2009 Board conference call.

3.5 Proposal for holding a GHS webinar – Michele Sullivan

A sub-team of the PDC continues to investigate options for conducting a GHS webinar. A report to the BOD is expected to be available for the December 2008 Board conference call.

3.6 Update on the SCHC MSDS Writers course with TEEX– Mark Cohen/Dave Peters

The class was given at TEEX on 11-NOV-2008 by Dan Levine and Dave Peters. Following the effort by SCHC to help TEEX enroll students in the course, there were 18 participants, including some MSDS authors new to that role. However the goal of a target audience of MSDS authors from mostly small to mid-size companies was not met. Verbal and written comments indicate that the class was well received. The absence of TEEX personnel at the class was very disappointing. The biggest concern is that questions from students primarily related to things other than OSHA HazCom (e.g. TSCA, GHS, RCRA, etc.) Margaret Samways will contact Cathy Cronin of OSHA in an attempt to obtain copies of the student evaluation forms.

The course is being revised by the team based on comments and observations with a goal to provide the revised course materials to OSHA by 15-JAN-2009 with a recommendation for a 'train the trainer' be given to the OSHA personnel.

The sub-team, along with Mark Cohen will contemplate what uses SCHC can make of the course materials including but not limited to a PDC Refresher Course, webinars or other forms of distance learning, or an outreach course to 'part time' MSDS authors. To this end, suggestions may be developed for the PD and Outreach Committees.

3.7 Suzanne Matuszewski accepted an action item to provide Lori Chaplin with the TEEX flyer and instructions to distribute it to the SCHC membership.

Done

4. New Business

4.1 Follow up with Carlos Garcia, COO, SAFETY TECHNOLOGIES regarding available trainers – Mark Cohen

A request for trainers in Mexico was received by the SCHC Administrator. Lori Chaplin provided information to the requester about the SCHC website,

resources and the SCHC consultant list. If the company is interested in hiring someone as a trainer, they can join the SCHC and request to post a job listing. If they want trainers for ad hoc purposes, the consultant list is the best resource.

4.2 PDC request to authorize a webinar workshop for the PDC course directors and instructors – David Peters

Dave Peters circulated a budget request and related documents on 20-NOV-2008. The PDC requested up to \$2,000 to offer an hour to an hour and half webinar to the PDC course directors, course instructors and interested PDC members. The topic will include adult learning principles and related training topics. It was pointed out that this is in fulfillment of a BOD recommendation to the PDC as a follow-up to the BOD strategic planning sessions. Angela Rath motioned to approve the request. It was seconded by Len Hong. The requested was approved with no opposition.

4.3 New SCHC brochure, brochure review and printing budget approval – Mark Cohen

A draft of the new brochure was circulated on 18-NOV-2008. Comments and corrections should be sent to Denese Deeds of the Outreach Committee. A budget request was not submitted

4.4 Slate of candidates for spring 2009 election – Mark Cohen

Mark Cohen read the slate of candidates for Spring 2009 Election for the Board of Directors. Those elected will serve a two-year term.

5. Adjournment

The meeting adjourned at 9:00 a.m. EDT.

6. Next meeting

18-DEC-2008; Bernie Lindquist is scheduled to be the Recording Secretary

7. 2009 Conference calls and meetings

Conference calls are routinely scheduled for the third Thursday of the month, 9:00-10:30 a.m. Eastern time:

Thursday, 2009-JAN-15	Thursday, 2009-JUL-16
Thursday, 2009-FEB-19	Thursday, 2009-AUG-20
Thursday, 2009-MAR-19	Thursday, 2009-SEP-17
Thursday, 2009-MAY-21	Thursday, 2009-NOV-19
Thursday, 2009-JUN-18	Thursday, 2009-DEC-17

Meetings are routinely scheduled on the Monday afternoon preceding the annual spring and fall meetings, 1-5 p.m. local time.

Monday, 2009-APR-6 – Spring Meeting, Houston, TX

Monday, 2009-OCT-5 – Fall Meeting, Arlington, VA

Respectfully submitted,
Dave Peters
Recording Secretary