

**Minutes of the SCHC Board of Directors Meeting  
March 27<sup>th</sup>, 2006**

**In attendance:**

Michele Sullivan, Chair  
Denese Deeds, President  
Pam Kreis, Secretary Treasurer  
Amy Breedlove  
Mark Cohen  
Douglas Eisner  
Linda Moquet  
Dan Levine  
Charles Sokol  
Richard Willinger  
Jayne Clifton

Ann Brockhaus, Vice President  
Bob Skoglund, Past President  
Lori Chaplin, Administrator  
Stacie Eakin  
Suzanne Matuszewski  
David Peters  
Angela Rath  
Bill Starr  
Len Hong-Recording Secretary

**Absent:**

Scott Amoroso  
Robert Ernst  
Mary Rudolph  
Margaret Samways

**Start of Meeting**

Michele Sullivan (chair) opened the meeting at 1:05. Roll call was taken and the meeting commenced.

**Agenda**

The agenda was accepted without changes.

**Approval of Minutes**

The minutes of the February 16<sup>th</sup>, 2006 board of directors meeting were reviewed, discussed, and no additional changes required. It was moved by Dan Levine, seconded by Stacie Eakin that the minutes of the February 16<sup>th</sup>, 2006 meeting be approved.  
Carried

**Financial Report – by Pam Kreis**

- Positive balance for the fall 2005 meeting. Only one speaker has not sent receipts, approx. \$300 travel expense
- Not all PDC and Program receipts have been submitted and will need to be paid
- The IRS 990 for non-profit corporations will most likely be extended beyond the May 15 filing deadline
- Credit card fees, ranging from 2.8% to 3.5%, are being attributed to the specific originating activities, i.e. PDC or Program expenses etc. Our accountant suggests that we track the credit card expenses to be consistent with our cash basis accounting
- Subscriptions expense category is our web subscription costs
- Bank fees (credit card) are around \$6000
- Income to expense comparison with last year's accounts are in line and OK; the difference is the overlap and timing of the food bills

- Will look at reducing the allocation of expenses to miscellaneous and allocate expenses to specific accounts, i.e. ANSI Standard purchases
- We are on track now for balancing cash flow
- We may be able to save some monies if PDC instructors bring their own computers
- Consultant fees to increased due to the raise in dues from \$25 to \$100
- PD revenues still need to be updated from the December 2005 report since not all expenses paid yet. This update will be useful for comparison purposes
- Some PD honorariums have not been requested by presenters, this may not be paid if presenters do not request the money

The board accepted the report.

The president, on behalf of the board, expressed her appreciation to Pam Kreis for the excellent work and large time commitment to overhaul and update the financial accounting and reporting.

#### **President's report by Denese Deeds**

- The arrangements for this spring meeting were completed, notices were sent to members with specific booking timelines resulting in early booking of all hotel rooms.
- The fall 2006 meeting will be very early so that various deadlines and cutoff dates will occur before Labor Day. Members need to be notified to make arrangements earlier than last year due to the early in September date for this meeting. Notification of this fact will also need to be on our website ASAP
- Denese, as past-president, will continue to work on the specific projects that she has been taken on
- The president offered her thanks and appreciation to Lori Chaplin for her assistance in securing a lawyer
- The board expressed its thanks and appreciation for the leadership, initiative, and hard work of Denese as president of SCHC over these past two years
- The incoming president is Ann Brockhaus

#### **Awards committee report by Robert Skoglund**

- Committee is proceeding alright
- Seeking BOD feedback for the continuation of the "Award for Excellence in Hazard Communication"
- Seeking BOD advice about providing different gifts to presenters since we have given the pen set for many years
- BOD encouraged the committee to forward their proposals and recommendations to the BOD

#### **Exhibits committee report by Stacie Eakin**

- No written report was sent to the BOD
- Information for this report is based on email correspondence
- Invitations have been sent out to potential fall 2006 exhibitors
- Two exhibitors have already paid
- There will be no Monday exhibits
- Exhibits will take place on Tuesday, during the day and evening
- Security is still required Monday evening for exhibit setup
- Exhibitors' fees have been raised from \$585 to \$685
- Ann Brockhaus will send a reminder to all committee chairs to file written committee reports

#### **HazCom Resources committee report by Charles Sokol**

- Have completed the updating of the HazCom Resources Document
- Looking at new ideas for resources, such as a listing of MSDS generation software
- Will seek a co-chair for this committee
- Comment made that members are looking for GHS capable MSDS software

#### **Poster Exhibit report by Amy Breedlove**

- Will have sufficient number of posters
- Need encouragement for participants and provide recognition for their efforts
- Only 2 of 5 submissions last year had electronic versions of posters. It is not always possible to acquire posters in an electronic format in spite of efforts to do so

#### **Comments**

- Board suggested that Lori create a certificate for the poster award winner
- Board suggested that the SCHC website include a database of all posters including details such as title, abstract, entrant, award winners

#### **Arrangements report by Doug Eisner**

- Friday night hotels were sold out early so that some PD student didn't get a hotel room, therefore need to ensure that all members, especially PD students are aware that they must book early if they expect to get a room. Doug will revise the wording in registration and information packages to highlight this situation
- Both the website and newsletters will be used to remind members of the need to pay attention to booking in time due to the limited number of rooms allocated by the hotel for the meeting
- Because of the concern of the hotel about the risks of the energetic reactions demonstration, hotel personnel and fire marshals will be in attendance for this particular presentation
- Doug received approval to proceed with planning arrangements for the spring 2008 meeting. Las Vegas and Atlanta are the two venues that Doug will investigate and report to the BOD
- Angela Rath has agreed to be the alternate to Doug for Arrangements

#### **Membership committee report by Angela Rath**

- Will hold three dinner events this Spring meeting
  - number of diners were four on Saturday, fourteen on Sunday, and twenty people are expected for Monday evening
- Will conduct a new members lunch again for the fall 2006 meeting
- Will encourage new members to join a committee

#### **Comments:**

- Suggested that all committee chairs get an identification badge for themselves and identify their committee
- Another organization (ACC/SOCMA's GCRC) is holding their meeting in Baltimore at the same time as this meeting - this may have reduced attendance at our meeting
- Our membership appears to be reduced, Michele will send meeting database to Lori

#### **Newsletter committee report submitted by Linda Moquet and reported by Len Hong**

- Newsletter is always seeking writers to report on events and presentations. Photographers are required to take digital pictures for use in the newsletter
- Abstracts of presentations should be sent to Linda, she already has most of them
- Lori needs hard copy to see what the final PDF layout and content looks like
- Linda will need to send hard copy to Lori

#### **Nominating committee report by Richard Willinger**

- Another successful round of elections was held
- It is very difficult to find candidates for SCHC directors since there seems to be a limited pool of potential candidates

#### Comments:

- The board will need to look at the issue of a limited pool of potential candidates
- There appears to be a large turnover of members, approx. 100 people. In the past Bob Skoglund has contacted some lapsed members to ask them why they left SCHC - some reasons are a change of job or change of position
- BOD will work with Richard Willinger to find a member to appoint to the BOD to fill the director's position vacated by Mark Cohen who has been elected to the position of SCHC vice-president

#### **OSHA Alliance committee report by Ann Brockhaus**

- Many members are on this committee
- Quarterly meetings held and many OSHA people participate
- SCHC signed new alliance agreement with OSHA
- We need ways to get more exposure for SCHC
- Two projects are active under this alliance:
  1. develop a one day training course for writing MSDS, Dan Levine will take this on and there are additional volunteers
  2. develop facts sheets about GHS
- The MSDS check sheet idea is in limbo
- The "minimum MSDS info set" idea is under review
- OSHA wishes to promote the SCHC HazCom Resources document
- **The board will seek to keep SCHC logo on the document and also to look at our policy about the ownership, and publicity of SCHC products, services, and courses**
- Tell Mark Cohen of any and all mention of the Alliance so that the SCHC alliance can get positive credit for SCHC since every mention of this alliance gets acknowledged
- Mark Cohen will take over as the chair of this committee

The board thanked Ann for all her work in helping to make this a successful effort

#### **Professional Development committee report by Jayne Clifton**

- Improvements are being made in the organization, efficiency, and effectiveness of this committee
- Record keeping practices are under review

#### Comments:

- A co-chair will be sought
- Lori requires hard copy or PDF formats of documents

#### **Program committee report by Suzanne Matuszewski**

- A draft agenda for the fall meeting was presented, it is fairly complete
- A list of presenters or suggestions for presenters for the spring 2007 meeting is in place
- The committee will telephone the fall 2006 presenters to confirm their participation
- A new chair of the committee is needed; Darlene Susa-Anderson has agreed to co-chair
- Another co-chair is also needed; Ann Brockhaus' assistance will be required to secure this person

#### **Web committee report by Dan Levine**

- We should create a file which documents and highlights on the website the presentations from the SCHC program to attract attention to SCHC from web searchers
- Dan will provide metatags from the website to the board for discussion about enhancing the visibility of SCHC

#### **Strategic Planning report**

- Surveys have been prepared and will be administered to PD students and program attendees
- Logistics for survey issuance, and collection were finalized
- Lori's last minute assistance to get the surveys formatted and issued in time for this meeting was appreciated

#### **Other items**

- The board approved funds for moving forward with a SCHC logo and SCHC trademark
- Estimate of the general costs for these two items will need BOD approval before further work action will be taken - Robert Skoglund and Stacie Eakin will provide estimates to the board

#### **Meeting adjourned**

Recorded and submitted by

Len Hong