

**Society for Chemical Hazard communication (SCHS)**  
**Minutes for the Spring Board Meeting**  
**April 11, 2005**

Present:	Scott Ambrose	Suzanne Matuszewski
	Amy Breedlove	Linda Moquet
	Anne Brockhaus	Angela Rath
	Mark Cohen	Margaret Samways
	Denese Deeds	Melissa Silverman ( guest )
	Stacie Eakin	Charles Sokol
	Donna Edminster	William Starr
	Douglas Eisner	Michele Sullivan
	Len Hong	Richard Willinger
	Pamela Kreis	Mike Buczynski
	Daniel Levine	Jeffrey Starr (guest)

**1. Agenda Review**

The item of the draft SCHC Calendar was added to the agenda.

**2. Minutes**

notes to minutes: Andrew Jacques( ? ) – to discuss potential future collaborative efforts

Moved to approve by Denese Deeds, seconded by Mark Cohen. Carried

**3. Secretary/Treasurer's Report**

A number of observations were made:

The Fall 2004 meeting appeared to lose \$2500.

The Spring 2004 meeting resulted in a loss of \$40,000.

The Tax return for SCHC, form 990, reported a \$70,000 loss for 2004-2005.

Our financial assets decreased during the past year.

The Spring 2004 registration figure is wrong and needs to be corrected.

Must reclassify membership income; in the income report remove this from general income and place into the category description- membership

During discussions of the financial report it was concluded that the financial figures need to be re-evaluated and re-analysed since there is some uncertainty about their accuracy. Revisions will to be made and a new report will be sent out in the next few weeks- Pam K.

For the next conference call the review of the financial analysis conducted previously by Denese Deeds/Bob Skoglund will be shared with the board members.

Other suggestions:

Cash balance reports need to be regularly issued for board review.

Every two years a detailed review of finances will be done.

Consider regularized financial reports, i.e: a spring financial report, a fall report and an annual report- a set cut-off date should be used to enable comparisons to previous year's reports.

Denese D/Michelle S. will search for and recommend an accountant in DC area to review the financial statements of SCHC.- for the May teleconference

The financial report was tabled and will be discussed again at the Board of Directors' meeting in May.

#### **4. President's Report**

Paul Brigandi wishes to move out of Chair of program committee. He is seeking a co-chair and is interested in suggestions of candidates. A new chair/co-chair by is desired for next BOD meeting.

A new co-chair, R Ernst (J.J. Keller), has volunteered for the Newsletter Committee. The co-chairs, Linda Moquet and R. Ernst will develop and recommend to the board a future strategy for the newsletter. R. Ernst will attend the fall 2005 SCHC meeting.

A good article about SCHC was published in seven of the BNA publications. We will request permission to link to the article from our website and also seek permission to place the entire article onto our website.-Denese D. will send copy of article to BOD and contact BNA.

Denese D. will facilitate a meeting tomorrow to solicit ideas about possible new committees

The timeline-fall 2005 meeting was discussed and accepted.

#### **5. Arrangements Committee**

A report from the Arrangements committee was submitted.

The Board expressed its appreciation for the good work done by Arrangements, noting especially that costs have been contained. For example, no attrition fees due to Doug E's re-working of the hotel contracts.

A contract has been signed for the Double tree Hotel, Orlando 2006 at a good rate of \$139.

The board of directors and members in attendance selected San Antonio by a majority vote as the location for the spring SCHC 2007 meeting.

#### **6. Awards Committee**

A report from the awards committee was submitted.

No nominations for awards were submitted.

There is a need to revise the awards criteria to reflect and ensure that only fully paid members are eligible to submit nominations and that nominees fulfill appropriate criteria.

It was decided to re-send the criteria to members and to do this by incorporating into the regular mailing.

It was suggested that a list of who have received awards be created.

#### **7. Exhibits Committee**

A report from the exhibits committee was submitted.

There should be a review and decisions about the expense of food against the revenue.

There was a loss of \$900.

We had to rent back some space.

The finances need to be reviewed by the treasurer and president since the exhibit itself does make money.

It was decided to continue to give OSHA free space since this is a beneficial relationship for SCHC.

It was suggested that Exhibit committee provide a report about comparable exhibit costs etc. at other conferences/organizations. Perhaps such a report was issued in the fall 2004. If not, there is a need to generate another report to be used as a basis for re-evaluating our fees. Otherwise, the previous report should be reissued to the BOD.

We must understand what the market will bear for exhibitor's fees, evaluate and if necessary adjust our fees in time for instituting fee changes effective for the fall 2006 meeting.

Suggestions:

Ask exhibitors to sponsor a draw

Stamped card to every vendor

Winner must be in attendance.

Additional cost to sponsor to be on the banner.

Note; We Have 6 registered vendors for the 26 available spaces in the fall 2005 meeting.

We will provide the foyer to OSHA – but we need their commitment to attend-Denese will get seek a new OSHA Alliance liaison by next conference call.

#### **8. HazCom Resources Committee**

A report from the Hazcom resources committee was submitted.

Five sections of the Hazcom resources document updates have been received and are being processed. It is expected that all sections will be received and processed in time for the fall 2005 meeting. A significant addition will be the identification of internet linkages, where available, for these resources

After the completion of this document, the next task will be the updating of the Material Safety Data Sheet translation resources document.

The board was asked about suggestions for additional new resources that they felt should be developed such as a course for internet resources.

The board stated that any new course would be encouraged, but a proposal needs to be made to the professional development committee. The program committee should be contacted if this committee wishes to develop a presentation for the program to test the memberships' interest in a longer workshop.

Three new US Government sites will be mentioned during the member updates.

HazCom will speak to program committee to get the appropriate amount of time to discuss new or updated resources during the member updates portion of the meeting.

SCHC will not test MSDS translation services.

#### **8b, Posters Committee**

A report from the Poster committee was submitted.

Five posters were submitted for this spring 2005 meeting. As a new feature, to attract more submissions, a prize will be awarded for best poster. Members will receive ballots at the poster session.

The winning poster will be announced during the Wednesday poster committee announcements. Unveiling of the winning poster will occur on Wednesday before the break.

We still need PDF formats of the posters. We obtained 4 of 6 of last year's posters.

In future all poster entrants must submit e-versions of their posters.

#### **9. Membership Committee**

A report from the Membership committee was submitted.

A total of 26 of 30 reserved tickets were sold to members who attended the Saturday evening Diamondbacks baseball game. Only 13 tickets were sold before people came to Phoenix – the remaining tickets were sold here. SCHC's name was shown at the game.

Due to cold weather people left the game and saw the end of the game at Sam's café.

On Sunday a new members dinner was held. The event to get both new and current members together was very successful and should continue. There will be a meeting on Tuesday to solicit people to help plan for the fall.

Links on websites are encouraged so speakers can get contacts with members.

Membership directory May 2005 will be provided by Lori – Angela (for review).

Re: review of consultants list – need Angela to provide input about scheduling and listing. Consultant can be listed only if they are SCHC members.

The SCHC Brochure will be redone and the SCHC website's url will be included.

#### **10. Newsletter Committee**

A report from the Newsletter committee was submitted.

Since an electronic newsletter, using Adobe Acrobat, is now in place and paper copies eliminated there are no additional costs.

R Ernst, a new co-chair, will help Linda Moquet develop a strategic plan for the e-newsletter. There is more flexibility using this electronic format so that more coverage can be provided including technical presentations, photos and news items.

Len, as the BOD liaison, will deliver the newsletter committee report at the Wednesday meeting.

#### **11. Nominating Committee**

A report from the Nominating committee was submitted. Some members didn't get ballots. Denese D. will ask The membership about who did not receive ballots. In future an email reminder will be send one week after the circulation of the ballots to ask for return of the ballots.

Also an email will be sent to inform members that the ballot is on the way.

Other suggestions:

Use email for attachments.

Before sending ballots there needs to be a review and checking process to ensure validation of members' eligibility to vote.

Need a group to work with Scott/Lori/Donna re setting up voting mechanism

Rich W. will develop activities to keep nominated but unsuccessful candidates engaged so they will be encouraged to retain interest in future leadership opportunities.

## **12. OSHA Alliance**

A report from the OSHA Alliance committee was submitted.

The OSHA Committee is an ad-hoc committee. It has members who are also active on other recognized SCHC committees. Therefore, during this spring meeting the OSHA committee will meet at lunch on Tuesday to permit members to also attend their other committee meetings later on Tuesday.

There is a need to make this a regular committee since it is now in its second year and this initiative will continue.

The Product Stewardship and Sustainability Committee of the AIHA works well with us – Some of their members have rejoined SCHC.

The MSDS checklist is getting closer to finalization for sending to OSHA. The checklist for MSDS needs to be reorganized to clearly state what is legally required and what are additional elements (such as GHS – ANSI standard requirements). It was proposed that an electronic version would clearly show the legally requirements, better separated from the non-legal. The Committee will discuss what should be given to OSHA. This product can be enhanced with a comments section so that it can be more useful for training compliance officers.

OSHA issued a report of alliance activities and noted the reach of our alliance. Dedicated efforts have been made by Denese D., Bob S., Michelle S., plus Ann B. on behalf of SCHC to support our participation in the alliance. An alliance meeting was held and 30 partners were in attendance. They were interested in HazCom and discussed how to work together.

### **Discussion:**

There is a need and opportunity to increase awareness of HazCom. How can SCHC promote and get ongoing attention from alliance employers in HazCom? Who will drive these groups – OSHA. SCHC and AIHA were the only professional groups, the rest were trade organizations.

Thirty-five SCHC members volunteered for the NIOSH MSDS peer review project. NIOSH has the information but the project is a lower priority and proceeding slowly. It is expected that there will eventually be 10 Model MSDS to be reviewed.

### **13. Professional Development Committee**

A report from the Professional Development committee was submitted. There are more than 147 attendees. We now expect 180 (2005) vs 123 (2004) attendees.

There was a discussion to explain the cut-off dates and the numbers of needed registrants within three weeks of the due date, for a course to be held.

The numbers reported are registrants, not individuals – some people take more than one course.

The board requested that this committee prepares a report to show who attends the program meeting and who attends courses. A Comparison will focus on companies, ie: many people do not attend the meeting, but attend courses.

### **14. Program Committee**

A report from the Program committee was submitted.

It was requested that the committee sends to speakers all relevant information including the reimbursement policy.

The SCHC Website has a feedback link for member to suggest or request specific speakers. These request go to Suzanne M.

The committee will create a template for planning.

Suggestions:

Members want a training panel re HazCom.

The committee always look at the yellow sheets to find ideas for more training programs – PDC. Send yellow paper suggestions to PDC committee so they may plan PDCs.

### **15. Small Packaging Committee**

This committee has been sunset.

The committee may be sending their resources to the HazCom resources committee.

Reference to this committee will be removed from the website.

Denese D. will send a thank-you letter to the committee members.

### **16. Web Page Committee**

A report from the Web Page committee was submitted.

A discussion was held about the usefulness of the new discussion group, its features, and methods to increase the numbers of SCHC members into the group. To make the sign-up less intimidating to new users, Dan L. will

show the members how to sign-up into Yahoo during the web page committee time.

Suggestions:

Develop a training package to show how to use SCHC as a learning path for members new to the HAZCOM. This could include all the various features and content of the SCHC website.

A process is needed to review and update the consultants list on SCHC

### **Other Issues**

17. **Long-term planning**  
Future directions for SCHC

It was agreed that there is value for the BOD to allocate specific time for strategic long-term planning for the future of SCHC.

Include as an agenda item for the next conference call, a discussion about strategic planning – long-term planning.

BOD will bring their ideas such as new courses, e-courses and are requested to email Michelle with specific suggestions about the planning session- to be discussed during the next conference meeting.

What can we do and do well based on our personal constraints?  
Can we contribute the time to attend this meeting?

Ann Brockhaus generously volunteered the ORC meeting room

Thanks to all  
Meeting adjourned