

Society for Chemical Hazard Communication (SCHC)
Board of Directors Meeting Minutes
September 18, 2007

Attending

Ann Brockhaus (President)	Sabrina Caldwell
Mark Cohen (Vice President)	Jane Clifton
Michele Sullivan (Chair)	Rich Willinger
Denese Deeds (Past President)	Dan Levine
Pam Kreis (Secretary/Treasurer)	Jennifer Mahoney
Stacie Eakin	Bob Ernst
Dave Peters	Darlene Susa-Anderson
Amy Breedlove	Doug Eisner
Bob Skoglund	Charlie Sokol
Bernie Lindquist (Recording Secretary)	Angela Rath
Lori Chaplin (Administrator)	

Absent: None

Regrets:

Len Hong
Suzanne Matuszewski

Call to Order

The Chair called the meeting to order at 1:00 p.m. Eastern Daylight Time (E.D.T.).
The agenda was reviewed and one item added: OSHA Alliance renewal.

Approval of Minutes

Motion to accept: Mark Cohen moved to accept the minutes of the August 16, 2007 conference call.

Amy Breedlove seconded.

All accepted with one minor change: removal of "Society" from BOD titles.

Treasurer's Report (Pam Kreis)

Pam Kreis provided the Treasurer's Report. It was noted that balances at the beginning of the report are different from what is shown lower on the page as the top represents financial status as of June 30, 2007, at which time the balance was \$225,939. A significant drop in insurance and increased revenues (increases in membership, tuition and registration fees) led to an increased balance relative to the same time last year. Note: There is money in a regular BOD account that is designated for UNITAR (see President's report).

BOD liability insurance:

Insurance rates were lowered as a result of a reassessment with no change in coverage. It was determined that the policy could be sent to select BOD members for review of coverage.

Action Item: Lori Chaplin will check to see whether we have a copy of the entire policy (versus the renewal only). If located, Lori will transmit the policy to Michele Sullivan.

Society for Chemical Hazard Communication (SCHC)
Board of Directors Meeting Minutes
September 18, 2007

Action Item: Michele Sullivan will ask Mr. Gillick to evaluate the adequacy of the monetary coverage amounts in the policy.

President's Report (Ann)

New BOD Positions:

Membership approved addition of new positions. There was no information on the three no votes (as to why they voted nay).

Timeline for Atlanta:

Timeline will be posted on the web; Lori will post in chronological order.

Bogus calls:

Several SCHC members, including Lori, have gotten emails and calls from someone purporting to be an SCHC member and asking for names and titles of members.

Action Item: Ann will send out a simple email to the membership explaining that our membership list is not to be used as a marketing tool and is not sent out electronically.

UNITAR:

Jennifer Silk is interested in having SCHC consider supporting another UNITAR Project. It was suggested that Jennifer send a detailed written proposal for BOD to consider. BOD discussed whether SCHC should keep money earmarked for a "worthy cause"; whether the membership expects the organization to support GHS implementation worldwide, and whether it would be better to appropriate the money for global hazard communication in general.

Motion: Mark Cohen moved to re-designate the funds currently earmarked as UN funds as "Special Projects".

Ann Brockhaus seconded.

Pam Kreis opposed; all others in favor.

Strategic Planning (Michele Sullivan)

Contingency: Done

Meeting format: Done

The demographics strategic plan will be added to the agenda for an upcoming BOD call. BOD needs to answer questions and address issues that went out after the spring meeting.

Action Item: Len Hong and Dan Levine will send Program Development strategic plan to BOD for review of numbers and prioritization.

Action Item: Amy Breedlove will send the information on demographics to Dan.

Arrangements (Doug Eisner)

Current Meeting:

Fall '07 meeting will be well attended. We triggered all thresholds for refreshments. There have been a few glitches related to the new convention services manager at the

Society for Chemical Hazard Communication (SCHC)
Board of Directors Meeting Minutes
September 18, 2007

Crystal Gateway Marriott. Hotel does not have enough space for the exhibitors and some booths (approx. 7) will be in the foyer. It's not clear which vendors will be happier, those in the room or those in the foyer, although it was noted that from a contractual standpoint, we are providing what was agreed upon. All attendees will be encouraged to visit all of the booths and to get their cards validated. There will be a prize.

BOD dinner is at McCormick and Schmick.

Upcoming Meetings:

We are still waiting to find out whether we will have additional rooms in Atlanta (Spring '08) for professional development. We will have additional rooms for Fall '08 (DC). It is not a certainty that we will need the additional space.

Doug has worked with Houston and San Diego for Spring '09 and decided to pursue options in Houston because of pricing. There are three hotels in the Galleria area that are big enough. Consensus is that Houston is a good choice.

Motion: Bob Skoglund proposed that Doug follow up with the hotels in Houston. Pam Kreis seconded. All were in favor.

Awards (Margaret Samways/Barbara Buchner)

Bob Skoglund gave Margaret's report and there was nothing in addition to the submitted report.

HazCom Resources (Charlie Sokul)

Committee is very interested in moving forward with a reference on GHS, especially in having a password-protected open forum because of the fast nature of change with respect to GHS. Charlie will start on a document beginning with country website links from Michele Sullivan. This would be a simple links page (organized by country, by source, including general references) with a statement about each link. A true open forum was not recommended.

Poster Session (Amy Breedlove)

There were seven posters at the spring meeting in San Antonio '07; four (not three) are posted on the SCHC website. Attendance at the reception was good. For future sessions, participants will be reminded to acknowledge sources used in posters. The issue of whether or not participants should be forced to put their presentations on the website was discussed. A compromise was suggested, that it could be made mandatory that presenters put their abstracts on the website, acknowledging that there may be reasons/situations whereby a poster cannot be shared on the SCHC website. Contact information could be included in the abstract.

Membership (Angela Rath)

Activities:

Spring '07 in San Antonio was a wonderful time for membership activities, e.g. 40 people attended a riverboat dinner.

Current meeting: DC is always more challenging but 11 attended dinner together on Saturday; 13 on Sunday and 23 scheduled for Monday (typical headcounts for DC).

Society for Chemical Hazard Communication (SCHC)
Board of Directors Meeting Minutes
September 18, 2007

SCHC members residing in Atlanta will help line up restaurants/activities for Spring '08.

It was acknowledged that BOD had previously authorized the use of seed money for membership activities, the amount to be determined by Angela.

Accessories:

Lori Chaplin and Angela are going to work on new badges for the spring as ours are in a state of disrepair, and may change designs to make it easier to set up badges before the meetings. Registration table banner should be redone to include the new logo.

Action Item: Angela Rath will get estimates for a new banner, possibly embroidered.

Ad hoc strategic marketing committee proposal

Since SCHC is positioning itself as one-stop shopping for GHS, it was suggested that the membership committee take on the task of developing a marketing approach, i.e. staffing at booths, business cards for the organization, etc. It was suggested that this should be an ad hoc committee rather than putting this on the membership committee. The possibility of forming a strategic marketing committee will be discussed at a future BOD meeting.

Newsletter (Bob Ernst)

The newsletter committee has been affected by the resigning of co-chair Linda Moquet and the lack of sufficient membership participation. Since Bob is only able to attend one meeting per year, we will need coverage for the Atlanta meeting (Spring '08). Ann will make a special pitch at the current meeting, and we will see how the attendance is at Bob's general meeting; Bob will attempt to identify a co-chair who could commit to the spring meeting. Various questions regarding the newsletter were discussed including: 1) could it be financially profitable (selling ads); 2) do we really need it or should we consider alternate ways of conveying information (e.g. a dynamic webpage); 3) could the newsletter be more of a marketing tool; 4) what is the vision for the newsletter and how does it fit with the vision of SCHC?

Nominating (Rich Willinger)

With Denese Deeds and Ann Brockhaus cycling off the BOD, and the addition of the new positions, we have to elect six general board members (five 2-yr and one 1-yr term; the person receiving the fewest votes will get the 1-yr appointment). All should let Rich know of any possible candidates.

OSHA Alliance (Mark Cohen)

OSHA Alliance has two work groups: MSDS Writer Course and GHS Factsheets (suggested by outside counsel to the BOD that this be changed to GHS Information Sheets). MSDS Writer course will hopefully have a product toward end of month – have to determine how this material will be used. Two GHS information sheets have been authored and are near completion.

OSHA has asked if we want to continue with OSHA Alliance (2 yr renewal). Consensus: there is no reason not to move ahead with the alliance. It would be in our best interest to

Society for Chemical Hazard Communication (SCHC)
Board of Directors Meeting Minutes
September 18, 2007

go to OSHA and tell them very specifically what we can do for them, as there has been some confusion with the MSDS authoring course. For the next BOD call, we will set aside time to discuss this very significant work product that Dan and his group have developed.

Action Item: Dave, Dan, Kim and Mark will have a conference call to discuss the authoring course and how to approach it with the Alliance; i.e. exactly what it is going to be used for. They will put together some specific questions for discussion at the next BOD meeting, i.e. “crystallize the issue for us”. Denese will help with this.

Professional Development (Jane Clifton)

An amended handout was passed out at the meeting. Current meeting has the highest attendance at professional development course since '04. Extra rooms have been requested for Atlanta (Spring '08). The committee will discuss whether or not to add a GHS course(s) to the schedules for spring and fall '08 meetings. In addition, Michael Reale would like to teach a course on changes to EU directives. The PD committee has grown and has 92% attendance at monthly conference calls.

Standard evaluation form:

A subcommittee is working on an evaluation form (optional course-specific feedback) that would allow for feedback to the PD committee. Presently, only instructors get course feedback. An important consideration will be how to diplomatically address any potential issues that may arise from this type of feedback. While acknowledging the importance of quality control, knowledge about how the data is to be used is critical before approving such a form.

Program:

The current meeting presented issued for the PD committee with getting speaker commitment, particularly with the GHS-EU area. Fortunately Darlene Susa-Anderson pursued options and was successful!

One change to the spring '08 meeting agenda was announced by Sabrina Caldwell: Jennifer Silk will speak on Tuesday on updated UNITAR activities. There will be a poster session at this meeting.

Web Page (Dan Levine)

On-line voting:

Tim Foelker is working on cleaning up the electronic voting process and allowing Lori to log in and see tabulation of votes. The next election will take place on the web. Ballots need to go out in Feb. (to be mailed after Jan. BOD meeting). (That date is associated with our current process so that date could change.) Addition of biographies and pictures will not be an issue for future elections. We will still have to mail ballots to the few members who don't have email addresses (and to those addresses that are kicked back).

Web redesign:

It was suggested that a second quote be obtained for the redesign. Tim Foelker has already done a considerable amount of work, so it was agreed that we should go ahead

Society for Chemical Hazard Communication (SCHC)
Board of Directors Meeting Minutes
September 18, 2007

with Tim doing the work. It was suggested that Tim look at additional technology and design considerations. It was proposed that we authorize \$3000 for the project so that we can get add-ons that are going to come up as things progress. At major benchmarks, the web redesign will be reviewed by BOD and committee chairs, with the first benchmark likely to be the complete menu structure. On-line conference registration is not currently being considered, but should be considered as a future possibility in this web redesign, as well as any other changes for the foreseeable future, such as secure lock and the handling of e-commerce. Committee representatives will need to review their own committees' webpages.

HazChat:

This is now sitting on Yahoo – it's free, but unpopular with most users.

Exhibit (Mary Rudolph, given by Jen Mahoney)

Current Meeting: The word from Mary is that everything is going very well with the vendors. Twenty-two spaces were sold (23 considering 2 spaces for OSHA Alliance).

Potential issues with vendors:

1) One of the vendors is holding a meeting that conflicts with new member lunch. (Note: This vendor had checked with Angela because they did not want to conflict with membership activities; this actually would not have been a problem.)

The package that they currently receive tells them that they can't schedule things in conflict with our "program".

2) Many of the vendors are using the SCHC logo, and noting that they are exhibiting at the SCHC meeting.

Action Item: Ann Brockhaus and a group (tbd) will review materials that go out to the vendors. Mary currently sends a comprehensive package. Ann will add this to the standard practices.

Other Issues:

The SCHC logo has not been finalized. We still need official electronic versions of it. It is trademarked but not registered.

Action item: Michele will add this to agenda for next BOD.

Michele Sullivan officially adjourned at 5:00 PM.