

**Minutes of the SCHC Board of Directors (BOD) Teleconference  
Thursday, August 16, 2007**

**Attending**

Amy Breedlove	Len Hong
Ann Brockhaus (Society President)	Pam Kreis (BOD Secretary/Treasurer)
Mark Cohen (Society Vice President)	Suzanne Matuszewski
Denese Deeds (Society Past President)	David Peters (Recording Secretary)
Stacie Eakin	Bob Skoglund
	Michele Sullivan (BOD Chair)

**Absent:** Bernice Lindquist

**Regrets:** None

**Agenda**

1. Approval of Minutes
2. Strategic Planning: Meeting Format
3. By-laws
4. Program Speaker Expenses
5. Alliance Issues

Action items are in underlined text.

**Call to Order**

The Chair called the meeting to order at 9:03 a.m. Eastern Daylight Time (E.D.T.).

**Approval of Minutes**

Approval of the June 21, 2007 minutes

Motion to Accept – Amy Breedlove moved to accept the minutes of the June 21, 2007 conference call as amended on the July 19, 2007 conference call.

Second – Denese Deeds

Accepted – No opposed

Approval of the July 19, 2007 minutes

Motion to Accept: – Denese Deeds moved to accept the draft minutes of the July 19, 2007 conference call.

Second – Amy Breedlove

Accepted – No opposed

**Strategic Planning: Meeting Format**

Bob Skoglund – The Strategic Planning Meeting Format Committee provided a report at the April BOD meeting (and re-circulated prior to today's call) indicating that there is no groundswell for wholesale changes to the meeting format. There was a general discussion regarding what changes would be considered "wholesale" versus tweaks and whether to form a committee to look at focused strategic changes.

Motion to Accept – Pam Kreis moved to accept the Meeting Format Committee's recommendation that no wholesale changes regarding the report's seven items about meeting format be made while the BOD retains discretion to make changes as needed.  
Second – David Peters  
Accepted – No opposition

No further activities were given to the Strategic Planning Meeting Format Committee.

### **By-laws**

Final vote to add two board members – 224 yes; 3 no. Even with the technological glitches, electronic voting seems to have helped the returns. There was general discussion regarding the "No" responses.

Action Item – Michele Sullivan will check with Lori Chaplin to see if reasons were communicated by the members who voted "No".

There was general discussion regarding how the new members will be added (vacancies appointed by the BOD President versus general election) and the length of their initial terms.

Motion: Denese Deeds moved that the two newly approved positions be filled during the Society's Spring 2008 election with the person receiving the lowest total number of votes to serve a one-year term. Further, in the spring of even dated years, the Society will elect five Board members; in the spring of odd dated years, the Society will elect four Board members. Summarizing:

Spring 2008 – election for 6 members; five to serve a two-year term and one to serve a one-year term

Spring 2009 – election for 4 members to serve two-year terms

Spring 2010 – election for 5 members to serve two-year terms

Spring 2011 – election for 4 members to serve two-year terms

Spring 2012 – election for 5 members to serve two-year terms  
etc.

Second – Pam Kreis

Accepted – No opposition

Action Item: Ann Brockhaus will contact Rich Willinger, Chair of the Nominating Committee, regarding this decision and recommend that the changes be incorporated into the committee's standard practices.

### **Program Speaker Expenses**

Pam Kreis –At the Spring 2007 Meeting (San Antonio) communication to a speaker and to the Society's Arrangements Chair was not specific and the Society ended up paying for more nights on our hotel master account than are allotted under our expenses reimbursement policy. Since this was not discovered until July, it was determined for various reasons that the Society would not seek reimbursement by the speaker in

question. However we want to ensure that communication to speakers and the Arrangements Committee improves.

Action Item: Suzanne Matuszewski to contact the Program Committee co-chairs to ensure that there is clear understanding with future speakers about which expenses will be covered by the Society. Further, the Program Committee must fully communicate with the Administrator and the Arrangements Committee about what charges should be paid by the Society's master account with the hotel and what charges should be covered by the speaker.

### **Alliance Issues**

Michele Sullivan – Michelle contacted John Gillick (Society's advising attorney) regarding issues around OSHA-SCHC Alliance work products. Mr. Gillick suggested that he speak with the BOD directly to express some of his concerns. He offered to address the BOD at the September 2007 meeting. There was general discussion whether this should be during a closed BOD meeting or the open BOD meeting. It was decided to invite Mr. Gillick and Dan Levine (lead of the MSDS Authoring Course sub-team) to a closed BOD meeting from 12:00 - 1 p.m. on Monday, September 17, 2007. BOD members are to bring lunches (if needed) and the Society will provide lunch for Mr. Gillick.

Action Item: Michele Sullivan to invite John Gillick to a closed BOD meeting from 12:00 - 1 p.m. on Monday, September 17, 2007.

Action Item: Michele Sullivan to contact Doug Eisner to ensure a conference room is available at 12 p.m. – 1 p.m. for the BOD closed meeting.

Action Item: Mark Cohen to locate, review and propose a disclaimer that should be added to the GHS Fact Sheets. The disclaimer will be reviewed by the BOD and Mr. Gillick.

### **New Business**

Brief and general discussions regarding:

- BOD members to provide comments to Amy Breedlove on the Strategic Planning Demographics Committee recommendations.
- Professional Development Course Head Count: The 145 student target has been met. The PDC can conduct all of the scheduled courses for Fall 2007 without BOD approval.
- A general reminder was circulated to the Society membership regarding the upcoming Fall 2007 Meeting and professional development courses.
- The Program Committee is still looking for an EU speaker for the Fall 2007 meeting to address the EU GHS proposed legislation.
- The Society's IRS Form 990 was circulated by an earlier e-mail to the BOD by Pam Kreis.

**Adjournment**

The teleconference adjourned at 10:13 a.m. E.D.T.

**Next Meeting**

The next meeting is scheduled for September 17, 2007, from 1:00-5:00 p.m. E.D.T. at the Crystal Gateway Marriott, Arlington, VA (Washington DC). This meeting will be preceded by a one-hour closed BOD meeting with John Gillick pending his and room availabilities.

Submitted,

Dave Peters  
Acting Recording Secretary