

Minutes of the SCHC Board Meeting
October 25, 2004

ATTENDANCE

BOARD OF DIRECTORS

Michele R Sullivan, Chairman
Denese Deeds, President
Ann Brockhaus, VP
Pam Kreis, Secretary Treasurer
Robert Skoglund, Past President
Mark Cohen
Len Hong
Dan Levine
Bill Starr

Absent

Donna Edminster

ADMINISTRATOR

Lori Chaplin

COMMITTEE CHAIRS

Suzanne Matuszewski, Program
Douglas Eisner, Arrangements
Linda Moquet, Newsletter
Paul Brigandi, Professional Development
Angela Rath, Membership
Charlie Sokol, HazCom Resources
Amy Breedlove, Poster
Darlene Susa Anderson, Program
Rich Willinger, Nominating

Margaret Samways, Awards
Mary Rudolph, Exhibits
Tim Hearty, Small Packaging
Scott Amoroso, Web

GUESTS

Ron Hay, Guest
Desiree Pruss, Guest
Michael Staley, Guest

MEETING OPENED

Michele Sullivan opened the meeting at 1:10 p.m. She then welcomed everyone to the 25th anniversary meeting. All present introduced themselves.

APPROVAL OF MINUTES

The minutes of the September 17, 2004 meeting were reviewed. The minutes were changed to indicate that Bob Skoglund was not present. D. Deeds moved that the minutes be approved as amended. D. Levine seconded the motion and the motion passed.

SECRETARY/TREASURER REPORT

P. Kreis gave the Treasurer's Report. Total cash on hand is \$184, 021. Two CDs (each \$30,000) will come due on November 25, 2004. It was decided to

reinvest the principal, but not the interest that has been earned. There was a discussion of the need for strategic planning for future funding, since we want to support the OSHA Alliance in addition to UNITAR. This was deferred to later in the meeting. Members reported no negative feedback regarding the rate increase for the Fall Meeting. D. Levine moved and D. Deeds seconded that the Treasurer's Report be accepted. The motion passed.

NEW BUSINESS

1. Funding of UNITAR

There was additional discussion regarding the funding of UNITAR, including earmarking the grant for GHS education, however, this was not in the final motion. The Board decided that there were two issues involved: one, to make a funding decision today and two, to establish a long term plan on funding. D. Levine moved that SCHC provide \$2,000.00 to UNITAR in support of the Sao Paulo meeting and indicate that funding for 2005 and 2006 will be a function of the future economic condition of SCHC. D. Deeds seconded the motion and the motion passed.

PRESIDENTS REPORT

D. Deeds discussed the timeline for the Spring meeting, which had been distributed. One week before each meeting hotel cut-off date, members will receive a reminder e-mail regarding the special hotel rates. Because of our commitment to a block of rooms, it is important that the rooms be filled. There was also a discussion regarding the timing on mailing of ballots.

D. Deeds also read a letter from the UK Chemical Hazard Communication Society congratulating us on our twenty-fifth anniversary. The letter will be posted on the web site and read at the business meeting portion of the meeting on Wednesday.

COMMITTEE REPORTS

1. Arrangements: Doug Eisner.

Doug reported that we cut our block of rooms from 610 to 550, thus losing meeting rooms. He reported that our next meeting will be in Phoenix, Arizona. The potential for an international meeting (Mexico or Canada) was discussed.

2. Awards: Bob Skoglund for Margaret Samways. See attached report.

3. Exhibits: Denese Deeds for Mary Rudolph. OSHA would like SCHC members to be at the Alliance booth during the exhibit.

4. HazCom Resources: Charles Sokol.

In addition to the written report, C. Sokol asked if SCHC would like to add a website link to the ILPI MSDS web site. The Board agreed to look at the website and comment.

5. Poster Session: Amy Breedlove.

A recommendation was made that an award be given for the “best in show” poster at the Spring meeting.

6. Membership: Angela Rath.

At the New Members lunch, new members will be asked how they discovered SCHC. This should help us in determining the best way to attract new members.

7. Newsletter: Linda Moquet.

In order to reduce costs, the newsletter will be distributed electronically, rather than mailing paper copies. Some paper copies will be printed for use at meetings.

8. Nominating: Richard Willinger.

Three Board positions will expire in the Spring, therefore, five or six nominees will be needed.

9. OSHA Alliance: Ann Brockhaus

A draft checklist for MSDS was distributed to the committee. Ann is looking for additional reviewers of the checklist. OSHA Region 1 is interested in piloting the checklist and a training workshop. Ron Hay (guest) mentioned that Canada has a checklist. He will send a copy to Ann.

10. Professional Development: Paul Brigandi.

Paul reported that six courses were offered this Fall. There was a discussion on when PD courses should be cancelled. The committee will make a recommendation. Dan Levine questioned the difference in cost for courses between members and non-members. There used to be more of an incentive to join when taking a course. With the increase in membership dues, it is less expensive to take a course as a non-member and not join.

11. Program: Darlene Susa-Anderson/Suzanne Matuszewski.

The “Green Sheets” have become the “Yellow Sheets.” Future topics were mentioned. It was also suggested that the web site be modified to allow people to make program and location suggestions. The Program Committee will take care of this. There will be a check-off box to indicate if the person making the suggestion is a member or not.

12. Small Package: Pam Kreis for Tim Hearty
No report.

13. Web: Dan Levine for Scott Amoroso.

Dan emphasized the following:

The links on the site need to be cleaned-up. Are they still valid?

Each committee should take responsibility for their portion of the web site.

Updates should be sent to Lori with a copy to Dan.

The revised logo is being reviewed by our attorney, John Gillick.

ADJOURNEMENT

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Bill Starr

Acting Recording Secretary