

**SCHC Board Meeting
August 19, 2004**

ATTENDANCE:

Board of Directors:

Present

Michele Sullivan - Chair
Bob Skoglund – Past - President
Denese Deeds - President
Ann Brockhaus - VP
Mark Cohen

Donna Edminster
Angenette Grant
Len Hong
Dan Levine
Bill Starr

Absent:

Pam Kreis – Secretary

MEETING OPENED

M. Sullivan opened the meeting at 9:07 a.m.

APPROVAL OF MINUTES

The minutes from the July 17, 2004 meeting were reviewed. A motion was made and seconded Dan Levine and Len Hong, respectively, to accept the minutes. It was approved.

1. Committee Changes

Sue Steinhauer can no longer continue as chair of the Membership Committee. Therefore the following changes are being made:

- a) Angela Rath will go back to the Membership Committee and serve as chair;
- b) Richard Willinger will take her place as chair of the Nominating Committee;
- c) One more person will need to be solicited/selected to take the place of Angela in the Nominating committee. John Hellerstein's name was mentioned.

2. Alliance Activities

- a) OSHA will be exhibiting at the fall meeting in 2004. They requested, via the Exhibit Group, that members of the SCHC Alliance group help staff the Alliance booth along with OSHA Alliance personnel. It was agreed that the SCHC Alliance group would staff booth with OSHA personnel Monday and Tuesday evening during the exhibit show and reception, and also during breaks, but that they would not be present while the conference was actually in session.
- b) The question was raised if OSHA had agreed to talk about the Alliance during the update at the conference – D. Deeds will follow up on the issue with program committee/OSHA.
- c) Initial comments from the informal review of the MSDS checklist have been received from OSHA. Another conference call is scheduled within the next couple weeks so that the check list can be fine-tuned by the SCHC Alliance

group and then sent to AIHA for review by the Product Stewardship and Sustainability Committee. The Alliance group is also looking at a guidance document to go with the check list. Legal issues still need resolution before SCHC can turn the work over to OSHA.

3. President's Report

Bob Skoglund reported that the UNITAR report had been sent out. The issue was raised about another GHS training workshop that would be taking place in Brazil and whether SCHC could afford to contribute funds for the workshop. After discussion, it was decided by the board that rather than respond to individual requests for monetary assistance, that a certain amount of money would be contributed to UNITAR for them to divvy up the funds and decide who gets the money. An amount in the range of 2,000-\$5,000/yr. was suggested. It was recommended that Pam Kreis review finances to determine what SCHC could afford on a yearly basis for a period of 3 years for this project.

4. Fall Meeting Update

- a) Give-aways for the Fall meeting were discussed. It was agreed that the bag which had been suggested by Linda Moquette was a good choice and it was agreed that 250 of them should be ordered for the Fall Meeting. Linda was also instructed to add a TM to the SCHC logo artwork appearing on the bags.
- b) It was reported that a speaker for the Emergency Response portion of the meeting had been found.
- c) It was reported that the Fall meeting packets would go out shortly.
- d) The amount of exhibit space available at the Fall meeting was discussed (actually prior to the conference call officially commencing). Due to the smaller room block reserved for the Fall conference, the amount of free exhibit space from the hotel was reduced. This conference is totally sold out for exhibitor space including the OSHA booth, so that puts a crunch on amount of space that will be available to exhibitors. Options discussed included reducing the number of bar setups in the room; making optimum use of available space; setting up booths in the foyer area and lastly, Doug getting a quote from the hotel for the cost to increase the amount of the space available for our use. Both Doug Eisner and Mary Rudolph were informed of the board's discussion on this issue.

5. Logo Update

Work on the new SCHC logo has languished for the past few years and the whole process will have to be started again. A copy of the new logo agreed upon previously by the board was distributed to board members after the conference call and is shown below.



6. Other business

- a) Ann Grant informed the board that she will be retiring and resigning from the Board at the end of the month. A replacement Board member will need to be designated.
- b) Dan Levine noted that while making arrangements to attend an ISSA meeting, he dealt with a travel group that worked with making arrangements for flights for conferences and they were able to save him money on his tickets. He suggested to the board that we may want to look into using this or some other group when we make our conference arrangements – perhaps they could save our members money on their own travel arrangements.
- c) It was reported that Sue Steinhauer will complete the new Membership brochure as her last act as Membership Chair.

Meeting adjourned at 10:20 a.m.

Next meeting is Friday, September 17 at 9 a.m.

Respectfully submitted

A handwritten signature in cursive script that reads "Donna Edminster".

Donna Edminster
Acting Recording Secretary

Amended, September 17, 2004