MINUTES
SCHC Board of Directors Regular Meeting
Thursday, October 19, 2017

Board Members Present:
Kirsten Alcock
Michelle Baker
Beth Bidstrup
Atanu Das
Beth Dederick, Chair
Julia Diebol, Secretary/Treasurer
Jennifer Mahoney, Vice-President
Bob Skoglund
Darlene Susa-Anderson, Past President
Michele Sullivan
Ann Thompson, President

Board Members Absent:
Paul Brigandi

Guests:
None

Quorum: 11 voting members, and quorum was established.
The meeting was chaired by J. Mahoney (substituting for B. Dederick). The recording secretary was K. Alcock

1. Call to Order

J. Mahoney called the regular meeting of the SCHC Board of Directors to order at 2:31pm ET on Thursday, October 19, 2017. The meeting was held using Open Voice Conference Bridge.

2. Review of Agenda

The motion to approve the agenda (A. Das) was approved by voice vote.

3. Approval of Minutes

a. June 15, 2017 – Recording Secretary M. Baker: Approved.
b. July 20, 2017 – Recording Secretary K. Alcock: Approved.
c. August 17, 2017 – Recording Secretary B. Bidstrup: Approved.
d. September 14, 2017 – Recording Secretary J. Mahoney
   The motion to approve the agenda (B. Dederick) as amended was approved by voice vote.
e. September 21, 2017 – Recording Secretary M. Sullivan
   The motion to approve the agenda (M. Sullivan) as amended was approved by voice vote.
f. September 25, 2017 – Recording Secretary L. Chaplin
   The motion to approve the agenda (B. Dederick) as amended was approved by voice vote.

4. Reports of Officers, Boards, and Committees

a. **President's Report** – A. Thompson
   i) Heritage Committee: Request for D. Levine to be chair of heritage committee in lieu of C. Sokol.
   S. Breyer expressed interest in the position, current co-chair.
   The following motion (A. Das) was withdrawn.
   Motion: To approve D. Levine as new chair of heritage committee.
   Action Item: A. Thompson will discuss further with S. Breyer and D. Levine.

ii) Chemical Watch: Renewal of media partnership. Chemical Watch lists SCHC events, monthly briefing and SCHC banner on their events page. Request from Chemical Watch for advertising on SCHC website as a media sponsor, exhibitor stand etc.
B. Skoglund advised SCHC not often viewed on their listings. A. Thompson will draft language for our standard of practice.
The following motion (D. Susa-Anderson) was withdrawn.
Motion: To renew the agreement with Chemical Watch, update SOP and request quarterly report from them.
Action Item: A. Thompson will request updated agreement to bring back to board in December for vote and signing.

iii) CHCS Discussion. Conversation with D. Svestka and J. Gibbard of NCEC at Fall meeting. CHCS would like a representative from SCHC to speak on TSCA in late November. CHCS is willing to fund the presentation travel costs. D. Svestka advised that she would be interested in giving the talk.
No formal invite received from CHCS at this point. Concerns with board members about liability for the SCHC. They feel the request has been made through C. Raine.

Action item: A. Thompson will develop a process if we receive speaker invitations, will follow up with C. Raine on a formal proposal request.

iv) By-Laws: By-Laws have been updated. D. Susa-Anderson will forward email to SCHC membership.

b. **Vice-President's Report** – J. Mahoney

i) Fall Meeting – App Metrics
298 users of the application at the Fall SCHC meeting. Of that, 198 were unique logged in users.
Data provided on the devices being used, top banner taps, organizations by engagement, locations where the app was being used, top sessions by engagement, top speakers etc.

ii) Investigating Additional Alliances
Discussion with the OSHA Alliance committee on if there is interest to pursue other alliances such as EPA, DOT, HEALTH CANADA etc. J. Mahoney asked R. Miller-Lee of Health Canada and she was interested in an alliance.
Action Item: Discuss with OSHA Alliance committee to become Alliance committee
Board of Directors support to look for further proposals from committee.

c. **Secretary/Treasurer's Report** – J. Diebol

i) 2016 tax return
Tax return due Nov 15th, 2017.
7 of 9 expense reports received from Fall 2017 have been paid.
1 (late) expense report from Spring 2017 has been paid.
L. Chaplin September invoice and expenses from Fall 2017 have been paid.
Bookkeeping Express has stopped work and a partial refund has been promised to SCHC
P. Kreis and L. Chaplin are working on streamlining the process for F17 and 2017 bookkeeping and reporting.
P. Kreis is still working on back work for S16, F16, 2016, and S17 reporting.
J. Diebol is on track to have a 24-month look-back report for the BOD regarding account balances by the end of October.
J. Diebol getting SCHC set up with a subscription to our new accounting software.

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d. **Chair's Report** – B. Dederick
   i) Revised list of committee liaisons to be updated SCHC website accordingly.
   A. Das - BOD liaison to the social media committee
   M. Baker – BOD liaison to the forum committee
   D. Susa-Anderson – BOD liaison to the program committee

5. Reports of Special (Select or Ad Hoc) Committees

a. **SCHC-OSHA Alliance Committee** – J. Mahoney
   i) Q3 Report to OSHA
   The report is currently in progress. J. Mahoney is pending numbers from web committee.

Amended agenda J. Mahoney to discuss Publicity, then B. Bidstrup, unfinished business, then K. Alcock for exhibits committee.

b. **Exhibits Committee** – K. Alcock
   Amended agenda to adjourn till after new Business.
   i) Attendee list proposal
   Discussion to have opt-in at time of registration. List to be available to exhibitors only for members who proactively opt into registration and not from the online app

c. **Outreach and Communications Committee** – B. Bidstrup
   i) Revised proposal from M2 marketing
   Based on board meeting in September, back to M2 for a six month contract. Allows marketing implementation plan to be pulled together. Offered 10% discount from January to June.
   M2 would like agreement signed in November so they can continue in January 2018. No December newsletter. Suggestion from B. Bidstrup to hold off for one more month to November.

   J. Mahoney: Strategic plan - up to the board on how much support we request. Offered training for social media. Possible if we vote in November for a level of support, including newsletter. Would be ready to go in January.

d. **Professional Development Committee** - M. Sullivan
   i) Update on Spring 2018 PDC courses
   Globally Harmonized System for Classification and Labeling of Chemicals (GHS) - 2 day course
   Industrial Hygiene and Safety for Hazard Communication - 1 day course
   Multi-Modal Hazardous Materials / Dangerous Goods Classification Training - 2 day course
   Advanced Topics in EHS: Genotoxicity, Mutagenicity, & Carcinogenicity - 1/2 day course
   Advanced Leadership Skills for Hazard Communication Workshop (Part II) - 1/2 day course
   Advanced Topics in EHS: Health Hazard Data for Hazard Communication - 1/2 day
   Labeling for Consumer Products - 1/2 day course

e. **Publicity/Marketing Committee** - J. Mahoney
   i) Strategic Marketing Plan Implementation
   Proposal no lead time to take action today. Newsletter rolled into implementation plan from media marketing. M2 invited to bid, declined October 19, 2017.
   Publicity committee met with media marketing independently. J. Mahoney met with web, outreach social media committees separately. On October 17th, representatives from social media, outreach and publicity committee met with them. Media marketing included additional training type timing in the plan. A media marketing project timeline forwarded to group.

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Action Item: J. Mahoney will follow up with A Media Marketing regarding the newsletter management and D. Levine of web committee

6. Unfinished Business and General Orders

M. Sullivan discussed the appointing of a new board member.
J. Diebol talked with nominating committee about running for SCHC Vice-President in Spring 2018.

7. New Business

No new business.

8. Adjournment

The motion (A. Das) to adjourn was passed by voice vote at 4:00pm (ET) on October 19, 2017

Next Meeting: Thursday, November 16, 2017 – 2:30 – 4 p.m. EDT (Recording Secretary: K. Alcock)

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Action Item	Responsible Party	Target Date
A. Thompson withdrew motion regarding D. Levine and the position of heritage chair at this point in time until further discussion with S. Breyer	A. Thompson	November BOD Meeting
A. Thompson will draft language for our standard of practice with Chemical Watch. Request administrator activity to follow up quarterly with them.	A. Thompson	December BOD Meeting
Develop a process if we receive speaker invitations. Follow up with C. Raine, G. Pagliuca, D. Svestka on a formal proposal request	A. Thompson	December BOD Meeting
J. Mahoney to discuss with OSHA Alliance committee on how they feel about being an alliance committee rather than just OSHA alliance committee.	J. Mahoney	December BOD Meeting
J. Mahoney will follow up with A Media Marketing regarding newsletter management and D. Levine of web committee.	J. Mahoney	December BOD Meeting