

SCHC Outreach & Communications Committee Call

28 Jan 2016

Topic: Items to be presented at SCHC Feb Board Meeting

Quoted amount for SCHC trademark registration (Total of \$2100.00)

Approval of the Board for M2's continued preparation of the SCHC newsletter

Topic: Newsletter

Ryan at M2 has been contacted and requested to reissue a new 2016 contract for our review.

Thought is that we may want to propose only 11 newsletter editions/year (removing December as a publication month due to holiday, etc. conflicts); otherwise newsletters should be sent on a regular basis, as sending sporadic editions may get confusing to members.

Regarding member response on newsletter: thought is to send out a survey to see if members find the newsletter useful. Goal would be to have survey results prior to the (Feb) board meeting. Danielle will ask Darlene for permission to contact SCHC members with survey info (email sent 28 Jan 2016/permission granted same day – survey will be sent shortly). If permission is given, Lori will be asked to distribute survey to members. In addition, Denese will ask Lori for statistics on how many members opened/read the recent newsletters.

There was a question on the submission process for the newsletter; is there a link for info submission? Thought is that O&C would like to review the information before it is provided to M2.

Language and a link have been added to the [newsletter page](#). Comment: links to other newsletters should be a 'two-way' street (if content is not for "members only").

What is the deadline for entries/submission of newsletter info? (**confirmed: deadline for newsletter submission is the 3rd Friday of the month, send to** design@m2columbus.com)

Topic: Link to O&C Newsletter on the SCHC homepage

Question - can we put a link to the newsletter directly on the homepage? Unsure of who can make/authorize homepage changes (perhaps the Web Committee/may need approval of the Executive group)? Danielle will send an email to Darlene to ask who could grant approval (email sent 28 Jan 2016; request approved by Darlene same day, Lori will be asked to add the link directly to the SCHC homepage).

[Topic: HazCom Training Materials for Schools/Educational Institutions](#)

Training (free resources) targeting employees (custodial, teachers, etc.) of schools/educational institutions. Draft should be available by end of Feb; would like to have this as an identified goal for SCHC. O&C could perhaps partner with the OSHA Alliance Committee on this activity (Denese will reach out to the OSHA Alliance chair and inquire if they want to partner with us on this activity and will report back to the group via email). Other options: could add information to top of newsletter asking members to reply with information or volunteering to work on the draft; could bring up for discussion at the April meeting

Reminder: If you have not yet done so, consider booking your hotel room for the Spring Meeting 😊