Minutes of the SCHC Board of Directors Meeting
6 April 2009

In attendance:

Michelle Baker *
Sharen Breyer
Ann Brockhaus
Sabrina Caldwell
Mark Cohen
Denese Deeds
Stacie Eakin
Doug Eisner
Len Hong
Pam Kreis
Dan Levine
Bernadette Lindquist*
Jennifer Mahoney
Suzanne Matuszewski
Dave Peters
Angela Rath
Bob Skoglund
Charles Sokol
Michele Sullivan
Darlene Susa-Anderson*
Richard Willinger
Lori Chaplin

* members that attended via conference call

Guests:

Jayne Clifton
Julia C. Diebol

Regrets:

Bob Ernst
Mary Rudolph
Margaret Samways
Barbara Buchner

Meeting Called to Order 1:05 pm

Approval of Minutes:

March Conference Call Minutes – Motion to Approve the minutes by Mark Cohen Seconded by Bernie Lindquist. Minutes approved.
March 20 Special Meeting Conference Call – Minutes were revised to say that it was agreed that once the Board had reviewed the PDC's recommendation to change to the class schedule to a Sat/Sun/Mon offering, the room nights were to be reduced to 410. Motion to approve the minutes as amended by Len Hong. Seconded by Dave Peters. Minutes approved.

DISCUSSION ITEMS

Secretary/ treasurer's report

Financial reports were reviewed. In comparing the 2007 and 2008 calendar year, losses were noted. Anticipated loss for the Spring 2009 meeting is expected to be around $25,000.

In light of the economic conditions, it was suggested we look at the areas we feel we can control and/or reduce costs.

- Printing costs for PD classes. After much discussion it was decided that the Board should recommend to the PDC to look at ways they can reduce printing costs. Their ideas will come back to the Board for approval.

- AV costs – The costs for renting AV equipment is very high. Should the Board consider purchasing equipment to reduce these costs? What about technical problems? An ad hoc committee was established to do a cost benefit analysis to determine if the society should pursue this idea. Members of the committee include: Pam Kreis, Michele Sullivan, Michelle Baker, Jayne Clifton. The arrangements committee will advise the ad hoc committee as to what the contractual arrangements are in the contracts we have that are outstanding.

Special Projects – The funds that were earmarked for special products (projects?) remain untouched. Currently there are projects pending. It was suggested that in light of the current economic situation, the funds be put back into the budget for use by the society. It was decided this was not necessary since we have enough funds to pay the attrition rate set by the hotel.

Membership/Meeting/PDC Counts – There was a discussion of the reduction in numbers in membership, attendance of PDC and attendance for current meeting It is estimated the attendance for the PDC classes and meeting is down 50%. Looking toward the fall, there was a discussion on the expectation for the fall meeting. Even if the economy gets better, will businesses allow employees to travel? It was suggested we look at what our income would be if the numbers were down by 5-10% from the spring meeting and how it would affect the society. It was decided that the information provided to us would be a great undertaking and the answers would be of little value. We have limited control over what can be done to avoid financial penalties once we are inside 6 months of the meeting.

COMMITTEE REPORTS

Arrangements

Spring 2009 Meeting (Hilton Houston) – The news was better than what was in the written report. We have met 62% of the room guarantee. In order to reduce the amount the society will pay the hotel in attrition fees, the following steps have been taken:

- The Poster session will have a hosted bar and premium refreshments.
- The plenary session will have premium refreshments for the continental breakfast and breaks.
- The board dinner will be hosted in the hotel.
- All attendees have received free internet connections.
- Board members received a welcome package in their rooms.

Since the society is expected to incur some attrition fees, the Board agreed to see what additional ways SCHC can provide perks to attendees while increasing the food and beverage costs. These costs would offset some of the attrition fees we are expecting to pay the hotel.

(During the break, the arrangements committee spoke with the hotel on the ideas expressed at the meeting. Arrangements were made for a buffet luncheon Tuesday afternoon for all attendees and meal vouchers will be available for Tuesday night dinner and Wednesday and Thursday lunch. Meal vouchers would be limited to $20/pp for lunch and $50/pp for dinner and would only be valid on those days.)

Fall 2009 Meeting - Marriott Crystal Gateway – The room guarantee has been reduced to 410 based on decisions made at the special meeting on March 20. No changes have been made to the room rates or concessions based upon the change. The arrangements committee will explore the possibility of reducing the exhibit area to reduce the attrition fees.

Spring 2010 Meeting – Marriott New Orleans. The arrangement committee is asking for approval to get legal advice for the spring meeting contact. The hotel has received the letter advising them of our intent to lower the room block number. They have reduced our room block as requested but they are holding us to the contractual obligation of 80% of the original room block. The society has used Venable LLP before for other needs so Pam will make the initial contact.

Fall 2010 Meeting – Marriott Gateway, Crystal City – No change to the contract has been made. Date to make changes to the contract is more than one year away.

Spring 2010 – No contact has been made. Cities that are being considered are Las Vegas, Anaheim and Seattle.

Since time was running short, committee chairs were asked to only add that information that was not in the written report.

Awards

A proposal for a recipient for Award for Excellence in Hazard Communication for a company was resubmitted for consideration. It is felt that the proposal still does not meet the criteria for the award. The following recommendations were made:

- A closing response needs to be sent to the applicant (chairman)
- Changes need to be made on the website to clarify the award criteria (committee).

Exhibits

A request was made by the exhibit committee to include a booth for meeting speakers to talk with members in the exhibit area. The Board decided they would not take on this recommendation but would ask the program committee to ask speakers to make themselves available in the exhibit area as long as possible to answer attendees' questions.

HazCom Resources/ Poster

No additional information other than that which is in the written report.

Membership

There have been requests from the membership for a discount on membership fees for retired members. The committee asked the Board if this is something we should consider. The Board recommended that the committee look at a student status and membership. They should define what this would be and recommend the fees for each group. The Board will then consider their recommendations.

Newsletter

It was recommended in the written report that the newsletter should be abandoned and efforts be placed on reaching members through the website. After much discussion, the following motion was made by Dave Peters: The Newsletter committee will refocus and work with the Outreach committee in internal communication efforts. Second – Bob Skoglund.

Nominating

The election was done electronically for the second time. There was a decrease in participation from last year (155 in 2009 vs. 188 in 2008).

OSHA Alliance

OTI (OSHA Training Institute) will take over the MSDS Authoring Workshop.

Outreach and Communication

The Outreach committee is working to improve Hazchat so it can be used as a communication tool for members to reach each other. The committee has had a training session on how the system currently works and is now in the process of putting together recommendations for improvements.

The committee is moving forward on the Speaker Bureau. The written report contains a recommendation for the disclaimer. The committee is asking for comments from the Board before it is sent to the lawyers for approval.

Professional Development

The numbers for the courses for the Spring meeting are listed in the written report. The course offering schedule has changed in lieu of the low attendance at the Spring meeting. The course offerings for the fall meeting will be finalized at the committee meeting on Tuesday and reported to the membership on Wednesday.

The committee has developed an AV list for course instructors to complete. The PDC will work with arrangements committee on improving communication for AV equipment.

The PDC will be offering a webinar on Wednesday, May 20 at 2:30-4 pm. The cost for the webinar is $75/member, $125/non-member. There is a poster announcing the webinar on Tuesday evening. Once the meeting is over, a formal announcement will be sent to the membership via e-mail. Anyone who can provide contacts to other organizations would be gratefully appreciated.

It was asked if the webinar would run with low attendance. It was agreed that since this was the first time for SCHC members to run a webinar, even if it were not economically successful, the experience the committee would get in running a webinar would be valuable.

Program

The Spring meeting had many speaker changes at the last minute but it was felt that the meeting would be very strong. The committee is working on a strong meeting for the fall. It is hoped that OSHA will come out with the proposed GHS standard before the meeting.

The society will be celebrating it 30th anniversary. Lori will be passing out 1 G flash drives that are in the SCHC logo. Only members will receive the gift. Lori will keep track of those who received them in the spring. Members that attend the meeting in the fall will have an opportunity to get one at that time.

Web

Electronic election took place for the second time and was again successful. The committee had planned to do a trial meeting registration run with Board members and committee chairs but they ran into too many difficulties. The cost for providing membership registration is $5/pp. The cost for meeting registration is $500/meeting. It was felt we could begin membership registration and pass the additional cost on to the member and hold off on the meeting registration until the meeting numbers improve. After much discussion, it was decided that we should revisit the recommendation in 6 months. Motion made by Bob Skoglund and seconded.

Meeting adjourned at 5:05 p.m. (EDT)

Angela D. Rath
Acting Recording Secretary