

FINAL MINUTES

OPEN DOOR Meeting of the Executive Committee of NEACHMM (New England Chapter of the Academy of Certified Hazardous Materials Managers)

MEETING DATE: November 5, 2007
LOCATION: Offices of Woodard & Curran
ATTENDEES: **In person:** MaryEllen Doherty, Hugh Willis, Gail Hall, Matthew Hackman, Eric Jensen, Jim Harrison
By phone: Joe Callahan, Mike Maheux
Total: 8 BOD
Absent. Zehra Schneider-Graham, Kelly Camp, Eric Hultstrom

MEETING MINUTES

The meeting was called to order at 5:50 pm by MaryEllen D.

President's Report (MaryEllen Doherty)

MaryEllen reported on topics discussed in the quarterly ACHMM conference call held on October 5 with regional chapter representatives from EPA Regions I and II. She noted that two topics of direct interest to NEACHMM were discussed: liability insurance for Chapter officers; and documentation of Chapter business and events, and retention of Chapter documents.

MaryEllen noted she still has not received her requested copy of the NEACHMM Chapter records for 2005.

Secretary's Report (Hugh Willis)

Hugh noted that the final minutes for the September 10, 2007 BOD meeting were issued on November 5, 2007. He then presented the draft minutes for the October 1, 2007 BOD meeting for review and comment. **A motion was made by Jim H. and seconded by Gail H. to accept the draft minutes subject to the corrections noted by the Board. The motion passed with all in favor.**

Treasurer's Report (Gail Hall)

Gail reported \$4,083.62 of available funds in the checking account and \$28,550.91 in the money market account. Income for this reporting period was \$770. Expenses were \$1144.31. A copy of the Treasurer's Report is attached.

A motion to accept the Treasurer's report was made and passed with all in favor.

Ongoing Business

Review Course for 2008 (MaryEllen for Kelly Camp)

MaryEllen reported that the "Overview Course" (as it is now designated) will be available online at a date not as yet determined. NEACHMM currently pays a royalty fee to ACHMM of \$35 per person. According to Kelly

C., the 3-year Letter of Agreement (LOA) for the Overview Course expires January 27, 2008, but will be extended to December 31, 2008. Therefore our royalty cost will go up to \$75 per person taking the course in CY 2009. This was documented in an email from Cedric Calhoun of ACHMM on August 30, 2007.

NEACHMM Newsletter (Gail Hall)

Gail reported that Zehra has articles in hand for the newsletter which is now scheduled to be published in November, but first will need an article about the upcoming General Membership Social Meeting in November. Matt H. agreed to write the article.

NEACHMM Bylaws (Gail Hall)

Gail reported that she received an email from Bill Perkins at ACHMM who said he thought ACHMM had sent back our proposed bylaws with comments last April. He said he would send another copy of the email. Gail will then arrange for a final review and finalization, with a goal of issuing the revised bylaws in January 2008.

CHMMunity / OTA Public School Mentoring Project (Jim Harrison).

Jim, Gail and Zehra attended the OTA training session on October 26, 2007. Jim reported that the session was somewhat unstructured, but several of the presentations were quite good, focusing on poor schools and the need to put resources to bear to clean up schools with bad problems. He said that the meeting was not really a training session, but did highlight the need for: a standard checklist for inspections/audits; a central location for storing/tracking chemicals; a designated single person-in-charge; a written list of safety measures; and proper labeling of chemicals and materials.

It was suggested to the Board that CHMMs could serve as auditors, and that NEACHMM prepare a toolbox for use by auditors to provide some standard procedures for performing and reporting an audit. It was noted that the funds requested by NEACHMM from ACHMM would be used to train CHMMs to do these audits.

Website Makeover (Mike Maheux)

Mike has contacted Katy from Focus Solutions and has obtained links to websites they have developed for other nonprofit organizations.

Membership Development Committee (MaryEllen).

Regarding recruitment of new BOD members, it was noted that MaryEllen has sent emails to Matt Montefusco, Tracey Costa and Danielle inviting them to become active participants in NEACHMM. Hugh W. is to make followup contact with Tracey and Danielle.

Election of New Officers (Hugh Willis)

Gail reported that 34 election ballots have been returned. She will forward these to Eric H. who will count the ballots and report the results to Hugh W. to officially record the results.

NB. The election results were received by Hugh Willis, Secretary, from Eric Hultstrom, immediate Past President, on November 14, 2007 and are hereby officially recorded and communicated to the NEACHMM Board of Directors as follows:

<u>Office</u>	<u>Candidate</u>	<u>Vote Count</u>	<u>Result</u>
President-Elect:	Gail Hall	33 votes	Elected
Treasurer:	Jim Harrison MaryEllen Doherty	32 votes 1 vote	Elected
Secretary:	Hugh Willis	33 votes	Elected

Directors-at-Large:	Joe Callahan	33 votes	Elected
	Matt Hackman	33 votes	Elected
	Mike Maheux	33 votes	Elected
	Eric Jensen	32 votes	Elected
	MaryEllen Doherty	1 vote	

New Business

Awards (Matthew Hackman)

Matt reported that he cannot commit to attend the Awards Committee meeting at the ACHMM National Convention, and therefore cannot act as the NEACHMM representative to the ACHMM Awards Committee.

Matt has obtained and will use the press release template used by the LSPA to make a public announcement in newspapers about the election of the new NEACHMM officers.

It was noted that NEACHMM participation in the OTA program will count as one of the qualifiers for the Chapter of the Year award. Matt will send a list of the qualifiers to Board members.

Leadership Conference (Eric Hultstrom)

Several items on Eric's list of important issues for chapter management and development stemming from his participation in the ACHMM Leadership Conference were discussed. Matt H. reported that he is looking into the feasibility of obtaining liability insurance for chapter officers (Eric's item 7). Gail noted that there is nothing new to report regarding obtaining an audit of the chapter books from an independent professional auditor (Eric's item 8).

Gail H. noted that the next Leadership Conference is scheduled for April 2008 in Milwaukee. She advocated that the chapter sponsor (i.e., subsidize) other delegates in addition to the one official chapter delegate.

Future General Membership Meetings (Eric Hultstrom)

The next general membership meeting (the annual NEACHMM chapter social meeting) is currently scheduled for November 14, 2007 at the Waltham Brewery with a presentation about the history of Waltham to be given by Albert Arena, Waltham Museum director. A stipend of \$50 to 100 for Mr. Arena was agreed upon by the Board. Matt H. agreed to write an article about the meeting for publication in the chapter newsletter for November.

The first general membership meeting for 2008 is currently scheduled for January 24, 2008. Joe C. is looking into topics related to Homeland Security, or a tour of a power plant in Somerset. It was mentioned that Charles Colley, Regional Director of Homeland Security, might be a possibility as a speaker. Eric J. suggested that Steve Johnson of EPA might also be a possible speaker. It was agreed that asking Bob Atwood to talk about impending changes to the MCP regulations regarding asbestos in soils is premature at this time since the regulations have not been finalized.

Corporate Sponsors

Nothing new to report.

Other Committee Updates

Public Relations and Marketing (Zehra): The next chapter newsletter is scheduled to be issued in November 2007. Anticipated articles include a regulatory update, a report on the OTA training session, and a report on the upcoming NEACHMM membership social meeting.

Joint Professional Society Meetings (Gail Hall)

A/HA. Their meeting is scheduled for March 26, 2008. No topic has been selected yet. Mercury is a possibility.

Next BOD Meeting

The next NEACHMM BOD meeting is scheduled for Thursday, January 10, 2008 at Woodard & Curran starting at 6:00 pm. For those unable to attend in person but who wish to participate by teleconference call, the call-in number is 1-800-675-2756; once the auto attendant answers dial 3602-2063. If you have trouble connecting, call Eric on his cell phone at 781-929-4489.

Adjournment

A motion to adjourn was made by Jim H. and seconded by Joe C. with all in favor. The meeting was adjourned at 7:20pm.


Hugh Willis, Secretary

Attachments

NEACHMM Treasurer's Report, November
Prepared by Gail Hall, CHMM

CHECKING ACCOUNT

checking bank balance	\$ 3,313.62
checks outstanding	\$ -
deposit	\$ 770.00
Checking register balance	\$ 4,083.62

Deposits (Course, general meeting, membership)

Meeting Income	\$ 520.00
Sponsorship income (EDR)	\$ 250.00

Expenses

November	\$ 24.95
General Meeting (Oct)	\$ 1,028.30
BoD refreshments Oct.	\$ 91.06

MONEY MARKET ACCOUNT

interest income	\$ 12.12
balance	\$ 28,550.91