

FINAL MINUTES

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

MEETING DATE: October 1, 2007
LOCATION: **Offices of Woodard & Curran**
ATTENDEES: MaryEllen Doherty, Kelly Camp, Eric Hultstrom, Hugh Willis, Gail Hall, Matthew Hackman, Joe Callahan, Mike Maheux, Eric Jensen.
Total: 9 BOD
Absent. Jim Harrison, Zehra Schneider-Graham.

MEETING MINUTES

The meeting was called to order at 6:00 pm by MaryEllen D.

President's Report (MaryEllen)

MaryEllen noted that the quarterly ACHMM conference call is scheduled for October 5 with regional chapter representatives from EPA Regions I and II.

MaryEllen has not yet received her requested copy of the NEACHMM Chapter records for 2005.

Secretary's Report (Hugh Willis)

Hugh presented the draft minutes for the September 10, 2007 BOD meeting which was conducted by teleconference call. There were no comments or corrections. **A motion was made by Mike M. and seconded by Kelly C. to accept the draft minutes. The motion passed with all in favor.**

Treasurer's Report (Gail Hall)

Gail reported \$4,517.93 of available funds in the checking account and \$28,538.79 in the money market account. Income for this reporting period was \$770. Expenses were \$96.31. A copy of the Treasurer's Report is attached.

A motion to accept the Treasurer's report was made by Eric H. and seconded by Joe C. The motion passed with all in favor.

Ongoing Business

Review Course for 2008 (Kelly Camp)

Kelly reported that ACHMM will charge NEACHMM \$75 for each participant in the Exam Review Course in calendar year 2009. MaryEllen noted that a new Review Course Director is needed to replace Kelly C. next year and requested ideas for a successor.

NEACHMM Newsletter

Assignments for newsletter articles covering the General Meeting were reviewed: Eric J. is scheduled to prepare a writeup for the September 25, 2007 General Meeting. The next newsletter is scheduled to be sent out in October 2007.

NEACHMM Bylaws

MaryEllen reported that the revised NEACHMM Bylaws are still being reviewed by ACHMM. She has no indication of the status of the review process and requested Gail H. to follow up and track their progress.

CHMMunity / OTA Public School Mentoring Project (MaryEllen).

MaryEllen reported that Zehra S-G has prepared a revised version of the NEACHMM application to ACHMM for funding to train CHMM volunteers who wish to work in the OTA Public School Mentoring Project. The question of who is to do the training was discussed. It was reported that OTA has already scheduled its own training session for October 26, 2007. Participants will include representatives from OTA, Lab Safety, NEACHMM (Zehra S-G and John Mitchell), and various high schools.

Website Makeover (Mike Maheux)

Eric H. and Mike M. have met and have made comments on the outstanding proposal. Mike is also looking at alternative firms to run the website. Mike has also reviewed other professional society websites for ideas. There is a possibility of obtaining sponsors in return for links to other websites. This would allow NEACHMM to put its logo on other websites.

Membership Development Committee (MaryEllen).

Regarding recruitment of new BOD members, it was noted that MaryEllen has talked to Tracey Costa and Hugh has talked to Danielle about becoming active participants. Eric J. requested guidance on what we should be asking new prospects to do and what responsibilities they would have.

Leadership Conference Followup (Eric H.)

Eric presented his one page summary of key issues and ideas resulting from the Albuquerque Leadership Conference. A copy is attached. It was noted that some of the listed items either are or should be undertaken by NEACHMM soon. Eric H. is investigating establishing a formal document retention policy (Item 1) and a whistleblower policy (Item 2). Matt H. is investigating obtaining a liability insurance policy for directors and officers (Item 7). Gail H. is investigating having an outside accountant do an accounting review of our books (Item 8).

New Business

Chapter Nominations and Elections

It was announced that Gail H. has agreed to be a candidate for VP/President Elect. Jim H. will be a candidate for Treasurer to fill out the remaining one year term of office if Gail H. is elected VP. Hugh W. will be a candidate for Secretary (again). Eric H. is considering participating as a committee chairman, as is Eric J. Tracey Costa is being considered as a candidate to replace Kelly C. as director of the Exam Review Course. Other candidates being recruited are Matt Montefusco and Daniella.

Eric H. will send a copy of last year's ballot to MaryEllen.

Awards (Matthew Hackman)

Matt reported that a press release template used by the LSPA to send to newspapers an announcement of

the election of officers was distributed to the NEACHMM Board for review.

Future General Membership Meeting Topics (Eric Hultstrom)

Joe C. is checking out the Waltham Brewery as a venue for the November 14, 2007 Social Meeting, and he is trying to get the Waltham Museum to make a presentation about the history of Waltham.

A motion was made that the NEACHMM Board authorize: that funds be expended by NEACHMM to host the November Social Membership Meeting at the Waltham Brewery; that NEACHMM pay for food and non-alcoholic beverages for attendees; and that NEACHMM charge non-members who attend the social \$20 per person to help defray food costs. The motion was made by Eric H. and seconded by Mike M. The motion passed with all in favor.

Corporate Sponsors

In view of the sponsorship of the September NEACHMM Meeting by EDR, the issues associated with engaging corporate sponsors for NEACHMM General Membership Meetings were discussed by the Board. In particular, issues concerning the role and privileges of a sponsor were addressed, including what membership information would be made available to a sponsor, and how to feature a sponsor at General Membership Meetings, in NEACHMM publications and announcements, and on the NEACHMM website.

It was agreed that the Board should develop a policy regarding the terms and conditions for the engagement of corporate sponsors. No further action was taken at this time.

Other Committee Updates

Government Affairs (Joe C.): Joe is planning to write a regulatory update article for the October newsletter.

Public Relations and Marketing (Zehra): Next year's schedule for issuing the newsletter is January, June and October. The possibility of issuing an abbreviated 1-minute email update more frequently was discussed. Some Board members expressed a preference for a printed newsletter, perhaps issued 3 times per year.

National Committee (Matt H.): No update.

Professional Development Committee at ACHMM (Kelly C.): No update

Membership Development Committee at ACHMM (Eric H.): Eric reported that ACHMM is actively trying to grow their membership. Their slogan is "10 by 10" meaning that their goal is to grow by 10,000 members nationally by the year 2010. Presentations to local chapters are being planned for the near future.

Joint Professional Society Meetings

The *Audit Roundtable* has asked NEACHMM to join them for their April 2008 meeting. We tend to do this once each year and help them advertise the meeting. Eric H. is the liaison.

ASSE. This meeting is held in June. Eric H. is the liaison.

AIHA. This has not been feasible in past years since their meetings are scheduled a year in advance.

TURPA. It was recommended that this be explored as a possible joint meeting.

Next BOD Meeting

The next NEACHMM BOD meeting is scheduled for Monday, November 5, 2007 at Woodard & Curran starting at 5:30 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 Gail H. and seconded by Matt H. with all in favor. The meeting was adjourned at 7:40pm.


Hugh Willis, Secretary

Attachments

Treasurer's Report, October 1, 2007

CHECKING ACCOUNT

checking bank balance	\$ 4,517.93
checks outstanding	\$ -
Checking register balance	\$ 4,517.93

Deposits (Course, general meeting, membership)

Meeting Income	\$ 520.00
Sponsorship Income (EDR)	\$ <u>250.00</u>

Total Income $\$ 770.00$

Expenses

Cybershore October	\$ 24.95
General Meeting	N/A
Plaques	\$ <u>71.36</u>
	<u>96.31</u>

Total Cash on hand
(checking)
 $\$ 5,287.93$

MONEY MARKET ACCOUNT

interest income	\$ 12.40
balance	\$ 28,538.79

NEACHMM BoD Best Practices for Consideration:
List developed from presentation by Jean Block Consulting at
2007 Leadership Workshop attended by Eric Hultstrom

- Eric H
1. Develop a document retention policy (samples available from internet)
 2. Develop a whistleblower policy (samples available from internet)
 3. Develop Job Descriptions for each Director and Officer position exists
 4. Develop a "Commitment Letter" to be signed by all officers and directors each year. (Sample available))
 5. Develop a "Duty of Loyalty" Conflict of Interest Statement to be signed by directors and officers (Sample available)
 6. Develop a BoD recruitment package. (Package provides info on finances, schedule of meetings, job description, sample commitment letter, org. chart, list of directors and officers, policies, orientation schedule)
- Matt
Gail
7. Pursue purchase of directors and officers insurance policy
 8. Have a professional accountant review bookkeeping and advise of pending changes in laws or tax filings.
 9. Consider term limits for BoD members (approx. 1/4 to 1/3 turnover each year).
 10. Rely more on committees for shorter, more efficient BoD meetings
 11. Conduct annual orientation to set expectations, roles and responsibilities
 12. Consider conducting an annual event (half-day retreat?) to evaluate and strengthen strategic vision and plan.