

FINAL MINUTES

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

MEETING DATE: April 2, 2007
LOCATION: Woodard & Curran, Dedham
ATTENDEES: **In Person** – MaryEllen Doherty, Kelly Camp, Eric Hultstrom, Gail Hall, Hugh Willis, Zehra Schneider-Graham
By Teleconference – Matthew Hackman, Mike Maheux,
Total: 7 BOD plus Zehra Schneider-Graham

MEETING MINUTES

The meeting was called to order at 5:40 pm by MaryEllen D.

President's Report (MaryEllen)

MaryEllen requested the NEACHMM Chapter records binders for 2005 and 2006 from Eric H.

Secretary's Report (Hugh Willis)

Hugh presented the draft minutes for the March 5, 2007 BOD meeting. The need for several corrections was noted. **A motion was made by Eric H. and seconded by Kelly C. to accept the draft minutes as corrected. The motion passed with all in favor.**

Treasurer's Report (Gail Hall)

Gail reported \$1464.37 in the checking account and \$27,999.45 in money market funds. These figures reflect expenditures of \$24.95 to Cybershore, \$704.31 for the Membership meeting, \$85.84 for BOD meeting expenses, and 18.50 for administrative expense.

Gail will be submitting the 2007 Annual Report to be filed with the Commonwealth to MaryEllen.

A motion was made by Kelly C. and seconded by Hugh W. to accept the Treasurer's report. The motion passed with all in favor.

Old Business

Review Course (Kelly Camp)

Kelly reported that 18 persons have registered to date (some 5 to 7 from Triumvirate). She has instructors for all sections except NEPA, Industrial Hygiene and Laws and Regulations. Kelly will next finalize the schedule.

NEACHMM Bylaws (Zehra)

Gail will send the revised Bylaws to Bill Perkins, Chair of the Chapter Development Committee at ACHMM.

The Bylaws are as corrected at the March 5, 2007 Board meeting, except for a few minor changes in grammar and the addition of wording to the effect that the past President will be part of the nominating committee. She expects to hear back from ACHMM in about four weeks.

OTA Public School Mentoring Project (Zehra).

Nothing new to report.

Website Makeover (Mike Maheux)

Mike M. discussed plans for the review and revision of the website and asked what has been budgeted for this effort. Matt H. suggested looking into the use of students at local colleges as an economical way to get competent web designers. Lack of continuity and technical service were noted as problems with this approach. Eric noted that the Northern California chapter has an excellent website. Zehra suggested the chapter start with a simple website and make it more elaborate later. Mike M. suggested use the Mass Maritime student chapter if such exists.

Membership Development Committee (Zehra).

Concerning recruitment of volunteers to serve on committees, Matt H. reported no progress in getting Matt Montefusco involved. The idea of getting more past-Presidents involved in the chapter was discussed. They represent a resource pool of institutional knowledge and would be particularly good in lobbying activities.

Incentives for joining NEACHMM were discussed. **A motion was made by Eric H. and seconded by Hugh W. to offer free membership in NEACHMM for the remainder of 2007 to persons taking the review course. The motion passed with all in favor.**

New Business

Audit Roundtable Meeting

Assignments were made for the meeting which is to be held at 2:30 on Thursday, April 26, 2007 at the Raytheon facility at 870 Winter Street in Waltham. NEACHMM members will pay \$15 to attend.

Joint Meetings

Eric reported that he is still trying to coordinate with the ASSE for a joint meeting in June at the MEMA facility in Framingham.

Training Workshop

The workshop will be held on May 15, 2007 at the Best Western in Waltham. Jim H. is working out the details. Zehra will send out a reminder to the membership.

Problems associated with the email voting by the BOD concerning the motion to offer membership in NEACHMM to current non-members as part of the price of admission to the training workshop were discussed. Primary concern was that no opportunity to debate the issues was possible. A second concern was whether the email vote was done in proper accordance with the Bylaws and the protocol of Roberts Rules of Order. A third concern was that in at least one case a Board member was unavailable, was unaware that a vote was being conducted, and was in effect denied the opportunity to vote.

Lab Safety Institute

As a by-product of the OTA sponsorship discussions with the Lab Safety Institute, it was suggested by Eric H. that the LSI might be a good potential presenter at a NEACHMM membership meeting. **Action Item:** Gail H. will talk to Jim Kaufmann to see if there is interest by LSI.

NEACHMM Newsletter

Joe C. noted that he has a few items of interest that could be topics for the next newsletter. Other items of interest, such as summaries of membership meeting presentations, were also discussed. **Action Item:** Assignments were made and Zehra will coordinate getting the newsletter issued.

Future Membership Meetings

Plans for the June joint membership meeting with ASSE are underway. Ideas put forth for the September membership meeting included a panel discussion of new regulations and a discussion of lessons learned from existing regulations.

Membership

Zehra reported that as of March 1, 2007 she has recorded 72 NEACHMM paid chapter members. The 2006 base is 100, so that the chapter needs to enlist 110 members in 2007 to meet the 10% growth criteria for the Honor Roll of Champions award.

Evaluation Forms

It was noted that in the future, speaker evaluation forms will be collected and tracked by Kelly C.

Strategic Plan

Nothing to report.

Mass Maritime Student Chapter

No progress to report, but it was noted that establishing the student chapter would be a major contribution to qualifying for the Honor Roll of Champions NEACHMM chapter award.

Leadership Conference

It was announced that Eric H. will be the NEACHMM chapter delegate to the ACHMM Leadership Conference in Albuquerque, NM on April 19 and 20, 2007.

Next BOD Meeting

The next NEACHMM BOD meeting is scheduled for Monday, May 7, 2007 starting at 5:30 pm. at Woodard & Curran in Dedham. If you are not able to attend in person, the teleconference 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 Kelly C. and seconded by Eric H. with all in favor. The meeting was adjourned at 7:15 pm.



Hugh Willis, Secretary