

FINAL MINUTES

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

MEETING DATE: May 7, 2007
LOCATION: Woodard & Curran, Dedham
ATTENDEES: **In Person** – MaryEllen Doherty, Kelly Camp, Eric Hultstrom, Gail Hall, Hugh Willis, Joe Callahan, Jim Harrison, Zehra Schneider-Graham, Eric Jensen
By Teleconference – Matthew Hackman, Mike Maheux
Total: 9 BOD plus Zehra Schneider-Graham plus Guest Eric Jensen

MEETING MINUTES

The meeting was called to order at 5:55 pm by MaryEllen D.

President's Report (MaryEllen)

MaryEllen noted that Eric H. has delivered the NEACHMM Chapter records for 2006 on CD.

Gail H. reported on her participation in the ACHMM conference call on April 17, 2007. In summary, the conference call focused on the recruitment of new (and younger) members. It was noted that the average age of current members is 48. Recruitment will be the new push of ACHMM with emphasis on recruitment of students and the use of technology for recruitment.

Kelly C. noted that there is an article in a recent ACHMM newsletter concerning the age issue.

MaryEllen noted that next week is NAOSH week with a photo op at the State House. MaryEllen will represent NEACHMM.

Secretary's Report (Hugh Willis)

Hugh presented the draft minutes for the April 2, 2007 BOD meeting. **A motion was made by Gail H. and seconded by Eric H. to accept the draft minutes. The motion passed with all in favor.**

Treasurer's Report (Gail Hall)

Gail reported \$17,406.59 in the checking account and \$20,509.10 in money market funds. These figures reflect income of \$9,430 from the review course and \$2,950 from membership dues and expenses of \$3,403.93 for review course materials, membership meeting costs and Eric H. travel expenses to the ACHMM Leadership Conference.

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

Old Business

Review Course (Kelly Camp)

Kelly reported that 26 persons attended the review course. The course has gone well with favorable student evaluations. Matt H. noted that in some cases the content of the speaker's notes was not entirely reflected in the slides, leaving the students without written handouts including all the materials presented. After a discussion on whether it was desirable and/or feasible to distribute the missing materials because of time, expenses, and copyright issues, the Board reached a consensus that it was not feasible to print out and distribute the missing materials this year. **A motion was made by Matthew H. and seconded by Gail H. that the speaker's presentation notes will not be distributed this year. The motion passed with all in favor.**

Kelly also noted that not all students taking the review course are planning to take the exam immediately.

Training Workshop

Zehra S-G. reported that 14 persons have signed up so far for the workshop to be held on May 15, 2007 at the Best Western in Waltham. She will send another announcement on Thursday, May 10, 2007 with a reminder that the deadline for registering is Friday May 11, 2007. Jim H. has made arrangements for the room and the lunch, and made assignments for remaining preparation tasks.

NEACHMM Newsletter

MaryEllen reported that the newsletter has been sent by email. The feedback was that the newsletter was very well done. It was noted that the newsletter print size was larger than the computer screen; this was attributed to an artifact of html.

NEACHMM Bylaws (Zehra).

Nothing new to report.

OTA Public School Mentoring Project (Zehra).

Zehra reported that John Mitchell has been invited to speak to the Massachusetts Office of Technical Assistance School Mentoring Partnership Program at the Statehouse on May 15, 2007 concerning the volunteer efforts by NEACHMM to promote the safe handling of hazardous materials in schools.

Website Makeover (Mike Maheux)

Mike M. reported that he is working on forms from "Katie" at Focus Solutions in Rhode Island concerning the website design.

Membership Development Committee (Zehra).

Eric Jensen attended the BOD meeting as a guest with interest in working with the Board. Kelly reported that she is looking for her replacement as coordinator of the Review Course.

Leadership Conference

As NEACHMM chapter delegate, Eric H. reported on his participation at the ACHMM Leadership Conference in Albuquerque, NM on April 19 and 20, 2007. It was noted that Zehra also attended the Conference as a member of the ACHMM Board. Eric reported that the Conference focused on Chapter Development with some six or seven persons speaking for 2 hours each concerning their ideas for chapter development. One of the more notable presentations was made by Jean Block, a consultant who specializes in educating non-profit organizations on how to run their operations more effectively. Eric has her handout on suggestions for things that NEACHMM should at least think about, if not actually take steps to implement, including for

example, the need to train BOD members, to have a document retention policy, to have a whistle-blower policy, to have Directors and Officers insurance, to have job descriptions and commitment letters, to have an accounting advisor, to have a defined system of checks and balances, to have term limits for Board members, to put more reliance on committees for getting things done, to have shorter BOD meetings, and to have an independent audit of the books.

ACTION ITEM: The Board requested Eric to prepare a list of issues from the Jean Block presentation of BOD Best Practices for further review and consideration by the Board.

ACHMM 2007 National Conference

Mike Maheux was nominated by the Board to be the NEACHMM delegate to the ACHMM National Conference to be held in Washington, DC on August 12-15, 2007. The Board is accepting other nominations as well.

New Business

Audit Roundtable Meeting

It was reported that about 30 persons attended the Audit Roundtable Meeting held on Thursday, April 26, 2007 at the Raytheon facility at 870 Winter Street in Waltham.

Lab Safety Institute

Gail reported that the current OTA grant to LSI is ending. Jim Kaufman of LSI would like to work with NEACHMM and will be working to get another grant to train more teachers. The question was raised as to what should NEACHMM do now? Zehra suggested that NEACHMM try to hook Jim up with Susan Lanza at OTA by holding a strategy session with the two of them.

Zehra reported that currently there only 3 or 4 active mentoring projects.

Awards (Matthew Hackman)

Zehra reported that she has looked at last year's results: the criteria for the chapter award and where we had succeeded.

Future Membership Meetings

The planned joint meeting in June with the ASSE can not be held at the MEMA facility in Framingham. As alternatives, MaryEllen suggested a tour of the Exelon facility, and Jim H. suggested a tour of a Polaroid facility. Eric will check with ASSE and will try to set a date for the meeting on June 19 or 21.

For the September membership meeting, Joe C. and Eric Jensen will try to set up a panel discussion of new regulatory developments and updates, and a discussion of lessons learned from existing regulations.

Strategic Planning

Nothing new to report.

Mass Maritime Student Chapter

Eric H. reported that he talked with John Leviss about establishing a student chapter. He will also contact CharlieAnn for her suggestions on how to proceed.

Next BOD Meeting

The next NEACHMM BOD meeting is scheduled for Monday, June 4, 2007 starting at 5:30 pm. **(editor's note: this has since been changed to 5:00 pm)** by Teleconference Call. 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 Jim H. and seconded by Kelly C. with all in favor. The meeting was adjourned at 7:40 pm.


Hugh Willis, Secretary