

## FINAL MINUTES

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

**MEETING DATE:** August 20, 2007  
**LOCATION:** **In-Person Meeting at Home of MaryEllen Doherty, Bedford, MA**  
**ATTENDEES:** MaryEllen Doherty, Kelly Camp, Eric Hultstrom, Hugh Willis, Jim Harrison, Matthew Hackman, Eric Jensen, Zehra Schneider-Graham.  
**Total: 7 BOD + Zehra S-G**  
**Absent.** Gail Hall, Joe Callahan, Mike Maheux

#### **MEETING MINUTES**

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

#### **President's Report (MaryEllen)**

MaryEllen noted that the quarterly ACHMM conference call was held July 13, 2007. Minutes of the meeting were sent to MaryEllen by email.

MaryEllen requested that Zehra retrieve the binder copy of the NEACHMM Chapter records for 2005.

MaryEllen passed around a copy of the new ACHMM Annual Report.

Nothing to report on prior action item: **ACTION: MaryEllen to contact the President of the Connecticut Chapter to see if they have any interest in being a joint host of a future Leadership Conference.**

#### **Secretary's Report (Hugh Willis)**

Hugh presented the draft minutes for the June 4, 2007 BOD meeting. No corrections were suggested. **A motion was made by Jim H. and seconded by Kelly C. to accept the draft minutes as is. The motion passed with all in favor.**

#### **Treasurer's Report (Gail Hall)**

Gail was not present to make a report.

Because some members need to be reimbursed for expense items, it was noted that certain others on the BOD are authorized to perform treasury functions, including making deposits and writing checks. To avoid delays in payments, it was suggested that expense reimbursement requests to Gail be copied to MaryEllen. It was also noted that the appropriate new chapter officers should have signatory authorization transferred to them as a first order of business in their new term.

## **Ongoing Business**

### Review Course for 2008 (Kelly Camp)

MaryEllen asked Kelly if a new review course director should be recruited. Kelly said she would look for a recruit, perhaps from among last year's enrollees. Kelly said she might stay on as director but would share the duties with a new recruit, and then turn it over entirely next year. Kelly also reported that she had heard from yet another person that the electronic version of the test was easy to take.

### NEACHMM Newsletter

MaryEllen reminded the BOD that articles for the next newsletter should be submitted soon, especially those reporting on past membership meetings. Writeups of General Meetings for publication in the newsletter were assigned: MaryEllen for the June meeting; Matt H. for the September meeting; and Kelly C. for the November meeting. The newsletter is scheduled to be sent out in October 2007.

### NEACHMM Bylaws (MaryEllen).

MaryEllen reported that no word has been received from ACHMM regarding our proposed Bylaw changes that were sent to Bill Perkins on May 2, 2007 by Gail. It was mentioned that ACHMM has recently revised its Bylaws.

### Website Makeover (Mike Maheux)

Mike M. was not present to report. Prior action item remains outstanding. **ACTION: Mike M. and Eric H. to pursue the Focus Solutions proposal to refine it to better reflect the Chapter's needs, and to also seek proposals from additional bidders.**

### Membership Development Committee (MaryEllen).

Regarding recruitment of new BOD members, it was noted that Eric Jensen will join the Board as a committee chairman. It was also suggested that someone contact Tracy Costa as a prospective BOD member.

Regarding recruitment of new Chapter members, it was noted that if persons who took the review course pass the CHMM test, they are eligible for a one-year free membership in NEACHMM. Zehra noted that we do not have access to a list of persons who pass the test. Kelly will send another email to the class to remind them of this perk. Matt H. suggested that in future review course classes we hand out a form for the class members to return to claim their membership perk. By requiring that they include their CHMM number, we would have proof (or a means of proving) that they passed the exam. Kelly C. suggested we add a recruitment blurb in the next email to the membership.

Because the location of our post office box in Brighton is somewhat inconvenient, Matt H. also suggested that mail sent to our post office box be forwarded to someone's office or home after a certain waiting period.

### Leadership Conference (Eric Hultstrom)

Eric reported that he has not yet finished responding to the Action Item listed in the May 7, 2007 NEACHMM BOD Minutes: **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.**

In a question related to the Leadership Conference, it was suggested that the NEACHMM Chapter should provide training for incoming committee chairmen.

### CHMMunity / OTA Public School Mentoring Project (MaryEllen).

MaryEllen introduced the concept of a Chapter community outreach program. She cited the OTA Public School Mentoring Project as being a specific example of this program. Eric J. noted that the Michigan Chapter does work for the Park Service. Matt H. noted that the Connecticut Chapter does an Envirothon. Eric H. suggested we sponsor an Earth Day event.

Regarding OTA, Zehra noted that she and John Mitchell had recently talked with the OTA people and came away with a somewhat discouraging view of the OTA attitude and approach to the school mentoring project. It appears the project is somewhat stagnant and that OTA is not actively promoting new schools to join the program. Zehra and John have an idea that perhaps NEACHMM could develop and promote a training program for CHMM volunteer mentors. Apparently funds are available from ACHMM, and such an activity could qualify for continuing educational credits. Zehra and John will arrange with MaryEllen to apply for ACHMM funds to develop and implement such a mentor training program. Zehra noted that we already have a backlog of mentors, but not enough schools wanting to join. According to Eric H., schools may be reluctant to join once they realize the high cost of disposing of haz wastes. Jim H. suggested spreading the costs out over time instead of a one-time hit. Zehra would like to put together a small team to develop ideas for the training program.

#### ACHMM 2007 National Conference (Eric Jensen)

Eric will be providing a written report on his activities as our chapter representative at the ACHMM National Conference held in Washington, DC on August 12-15, 2007. He provided the following summary comments:

- There is need for a better review of the slides for the Review Course.
- It is noted that all course materials are copyrighted and should be handled accordingly.
- The fee for the course materials will be increased to \$70 each.
- The ACHMM budget last year was \$20,000 to improve/implement the review course.
- The ACHMM objective is to achieve growth in ACHMM membership, meaning they encourage non-CHMM memberships—the IHMM objective is to promote certification and achieve growth in CHMM memberships. The two objectives do not always complement each other.
- Chapters should make sure their Bylaws are in order.
- Chapters must submit their Annual Reports by January 31 of each year to avoid penalties from ACHMM.
- The US Postal Service now recognizes the CHMM certification (e.g. for HASP preparation).
- ACHMM is giving awards for chapter web sites.
- Chapters with memberships of 50 to 100 should seriously consider obtaining professional liability insurance for officers and directors.
- Chapters can set up merged billing for ACHMM and local chapter dues. IHMM does not participate in this.
- The Michigan chapter has an Idea Book for CHMMunity projects, meeting topics, etc. It is available to other chapters. It may be online.
- There was a HazMat response drill conducted at the Conference. The drill was covered on local TV.
- There were ten persons attending the NEACHMM hospitality function.

**ACTION ITEM: MaryEllen requested that Kelly C. include consideration of allocating funds for liability insurance for officers and directors in her budget for next year.**

Zehra had the following additional comments regarding the National Conference:

- The next Leadership Conference will be in Milwaukee in the Spring (April, May or June). Next venue will be Kansas City, St. Louis, or Michigan.
- Some chapters sent large numbers of delegates to the ACHMM National Conference, fees for which were paid for by the chapters.
- **Question by Zehra: should NEACHMM consider paying the fees (\$675) for additional delegates?**
- MaryEllen Doherty and Gail Hall each received a Champion of Excellence award.

- ACHMM has launched a corporate sponsorship program.

**ACTION ITEM: MaryEllen requested that Zehra lead a discussion on corporate sponsorship for NEACHMM meetings at the next BOD meeting.**

Membership Meeting Assignments (Jim Harrison)

Assignments were made for the September 25, General Membership Meeting to be held at the Best Western Hotel on Totten Pond Rd Waltham. Information on speakers and their topics is to be given to Zehra for the meeting announcement. Topics will include All Appropriate Inquiry requirements and the Vapor Intrusion Standard.

It was suggested that EDR be contacted and asked to sponsor the September meeting at \$250.

Topic suggested for the November General (Annual Social) meeting was screening assessments under Homeland Security requirements.

**ACTION ITEM: MaryEllen requested that travel expenses for Cedric Calhoun, Executive Director of ACHMM, be incorporated into the chapter budget for next year.**

It was also suggested that we invite ASSE to join NEACHMM in its November (Social) General Meeting.

Topics for future General Membership Meetings were suggested, including asbestos regulations (Robert Atwood), vapor intrusion, and prospective DEP regulatory proposals, actions and enforcement (Steve Johnson).

Lab Safety Institute

No news to report.

Awards (Matthew Hackman)

Matt is working on a strategy for the Chapter to enhance its ability to attain an ACHMM Chapter of the Year award and to promote individual member Champion of Excellence awards.

Zehra noted that ACHMM needs a representative from NEACHMM to serve on the National Rewards Committee. The job involves a monthly conference call and the review of CHMMunity projects and individual member award applications. MaryEllen nominated Matt H. to be the NEACHMM Awards Committee chairman and to be the NEACHMM representative to the ACHMM Awards Committee.

Strategic Planning

Nothing new to report.

Mass Maritime Student Chapter

Nothing new to report.

Committee Updates

Nothing new to report.

**New Business**

## **New Business**

### Election of Officers (MaryEllen)

Nominations are needed for Vice President / President Elect, for Treasurer (2 yr term), and six Director at Large positions. MaryEllen will appoint a nominating committee. The chapter needs to announce nominations at the September General Membership meeting, and to send out ballots by the beginning of October.

## **Next BOD Meeting**

The next NEACHMM BOD meeting is scheduled for Monday, September 10, 2007 **by teleconference call** starting at 5:00 pm. 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 Matt H. and seconded by Kelly C. with all in favor.** The meeting was adjourned at 8:20pm.

  
Hugh Willis, Secretary