

FINAL MINUTES

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

MEETING DATE: September 10, 2007
LOCATION: **Teleconference Call**
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 5:05 pm by MaryEllen D.

President's Report (MaryEllen)

MaryEllen noted that ballots for election of ACHMM officers are available online. It appears that all BOD members have already voted.

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

Concerning a prior action item: MaryEllen sent an email to the Connecticut CHMM Chapter expressing NEACHMM's support if they wish to host a future Leadership Conference.

MaryEllen requested that Gail H. follow up on the status of NEACHMM's bylaws that were sent to ACHMM for review.

Secretary's Report (Hugh Willis)

Hugh presented the draft minutes for the August 20, 2007 BOD meeting. One correction was made. **A motion was made by Eric H. and seconded by Mike M. to accept the draft minutes as corrected. The motion passed with all in favor.**

Treasurer's Report (Gail Hall)

Gail reported \$4,529.29 of available funds in the checking account and \$28,526.39 in the money market account. She reported \$5,435.00 in receipts from the training course, General Meeting fees, and membership dues. A total of \$3,754.66 was paid for expenses, including training course royalties to ACHMM, delegate expenses to the ACHMM National Conference, and June General Membership Meeting expenses. **A motion to accept the Treasurer's report was made by Eric H. and seconded by Matt H. The motion passed with all in favor.**

Ongoing Business

Membership Meeting Assignments (Eric Hultstrom)

Assignments were made for the September 25, General Membership Meeting to be held at the Best Western Hotel on Totten Pond Rd Waltham. Eric will follow up with EDR both as topic speakers and as a potential sponsor of food for the meeting. Matt H. is scheduled to do the newsletter writeup of the meeting.

Review Course for 2008 (Kelly Camp)

Nothing to report.

NEACHMM Newsletter

Assignments for newsletter articles covering the General Meeting were reviewed: MaryEllen for the June meeting; Matt H. for the September meeting; and Eric J. for the November meeting. The next newsletter is scheduled to be sent out in October 2007.

CHMMunity / OTA Public School Mentoring Project (MaryEllen).

MaryEllen reported that Zehra S-G. and John Mitchell are preparing an application to ACHMM for funding to train CHMM volunteers who wish to work in the OTA Public School Mentoring Project.

Website Makeover (Mike Maheux)

No progress reported on prior action item.

Membership Development Committee (MaryEllen).

Regarding recruitment of new BOD members, Matt noted that Kevin Lynch has declined an invitation to participate. It was suggested that Tracey Costa might be a good prospect and should be invited to a BOD meeting. A candidate is still needed for Vice President – President elect.

New Business

Awards (Matthew Hackman)

Matt is working on a strategy for the Chapter to enhance its public relations. He suggested creating a form letter to be used for making announcements and reporting news of NEACHMM events, awards, achievements, etc. to local newspapers. He expressed a need to make NEACHMM visible within local communities. Eric suggested we send news items about our CHMMunity projects, like the OTA school mentoring project. **ACTION ITEM: BOD members were requested to get a contact name, phone number, email address, etc. for their local community newspapers and business journals.**

National Committee on Awards (Matthew Hackman)

Matt reported he has not been contacted by the National Committee yet. MaryEllen will follow up.

Future General Membership Meeting Topics (Eric Hultstrom)

For the November Social Meeting it was suggested that the Homeland Security topic be put off until next year. Eric suggested a tour of a brewery in Waltham, followed by a speaker from the City of Waltham or one of its museums concerning the history of Waltham, or perhaps the history of the Waltham Clock Works. MaryEllen requested Joe C., Eric J., and Joe C. to follow up.

Corporate Sponsors

No report.

Other Committees

No report.

Next BOD Meeting

The next NEACHMM BOD meeting is scheduled for Monday, October 1, 2007 at Woodard & Curran starting at 5:30 pm. For those unable to attend in person but 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 Eric H. and seconded by Mike M. with all in favor. The meeting was adjourned at 5:50pm.


Hugh Willis, Secretary