

## FINAL MINUTES

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

**MEETING DATE:** March 5, 2007  
**LOCATION:** Woodard & Curran, Dedham  
**ATTENDEES:** **In Person** - MaryEllen Doherty, Eric Hultstrom, Gail Hall, Matthew Hackman, Mike Maheux, Hugh Willis, Zehra Schneider-Graham  
**By Teleconference** – Joe Callahan  
**Total:** 7 BOD plus Zehra Schneider-Graham

#### MEETING MINUTES

The meeting was called to order at 6:30 pm by MaryEllen D.

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

MaryEllen reported that the next ACHMM Quarterly Conference Call is scheduled for April 27, 2007.

There was a discussion concerning the NEACHMM records binder for Zehra's term of office concerning where to keep it. One thought was to put it on the NEACHMM web site.

It was noted that information concerning the March 14, 2007 membership meeting was not yet posted on the website.

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

Hugh presented the draft minutes for the February 5, 2007 BOD meeting. **A motion was made by Eric H. and seconded by Mike M. to accept the draft minutes as presented. The motion passed with all in favor.**

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

Gail reported \$1554.42 in the checking account and \$27,981.63 in money market funds. These figures reflect expenditures of \$24.95 to Cybershore, \$150 to Jonathon Klane, \$560 for the Membership meeting, and a deposit of \$750 membership dues plus \$16.09 interest income.

Gail has completed both the 2006 and 2007 Annual Reports to be filed with the Commonwealth.

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

## Old Business

### Miscellaneous

It was again mentioned that a student who had taken the review course and failed the exam has requested that he be permitted to retake the review course without paying the fee. Upon discussion of the topic, **a motion was made by Eric H. and seconded by Matt H. to allow repeat students to retake the review course one additional time at a 50% fee. The motion failed with 2 votes for and 5 votes against.**

**A second motion was made by Eric H. and seconded by Matt H. to not allow the petitioner to retake the review course at no charge (as requested by the petitioner). The motion passed with all in favor.**

### NEACHMM Bylaws (Zehra).

Zehra reported that ACHMM has not yet published their revised by-laws.

Matt H. asked why NEACHMM should wait to publish its by-laws until ACHMM publishes its by-laws. It was reported that Gail H. and Zehra have completed their final review of the NEACHMM by-laws with a few minor changes including recognition of electronic balloting, establishing a schedule for nominating, voting for and publishing results of election of chapter officers. **Action Item:** The final version is to be sent by Gail Hall to Bill Perkins, Chair of the Chapter Development Committee at ACHMM. Eric retrieved a redline copy of the by-laws for review.

Upon review, **a motion was made by Eric H. and seconded by Gail H. to accept the current revisions to the NEACHMM by-laws for submission to the ACHMM Chapter Development Committee. The motion passed with all in favor.**

### OTA Public School Mentoring Project (Zehra).

Zehra had nothing new to report.

MaryEllen said that the representative for the Concord Middle School did not fulfill their commitments and so had no progress to report.

Gail H. mentioned that Jim Kaufman of the Lab Safety Institute has EPA Grant money for use to train High School teachers. Zehra suggested trying to hook Kaufman up with the OTA person (Sue Lanza). Gail and Zehra suggested that NEACHMM co-sponsor Kaufman's efforts. **Action Item:** Gail will contact Lab Safety Institute to see how NEACHMM can co-sponsor this effort.

### Website Makeover (Mike Maheux)

It was announced that Mike M. will be the Chair for this effort. Scope of the effort will be to update the site, add services, explore what improvements to make, and generate a proposal for action by the BOD.

### Membership Development Committee (Zehra).

Concerning recruitment of volunteers to serve on committees, Matthew H. will contact Matt Montefusco.

## New Business

### Leadership Conference

There was discussion of sending a chapter representative to the ACHMM Leadership Conference in

Albuquerque, NM on April 19 and 20, 2007. It was generally agreed that Gail H. should be the representative if she so chooses, and that Eric H. would be the alternative. **A motion was made by Gail H. that NEACHMM send a chapter delegate to the ACHMM Leadership Conference in Albuquerque. The motion was seconded by Matt H and voted with all in favor.**

#### Awards

MaryEllen led a discussion of the need to encourage chapter members to work to achieve ACHMM awards for Champions of Excellence. Matt H. suggested that NEACHMM list the criteria on the website for both the Champions of Excellence (for individuals) and the Honor Roll of Champions (for the chapter) so that we can actively advertise and pursue these awards as chapter goals. **Action Items: (1)** Zehra will review the Honor Roll of Champions criteria for 2006 to see if NEACHMM can qualify. **(2)** Matt H. will develop an action plan to assure that NEACHMM qualifies for the Honor Roll of Champions award in 2007 and beyond.

#### Membership Benefits – Training Workshop.

Issues regarding Jonathan Klane's proposal to conduct a full day workshop on Training the Trainer were discussed. **A motion to proceed with the planning and execution of a Training the Trainer workshop as described in the proposal by Jonathan Klane was made by Gail H. and seconded by Mike M. with all in favor.** MaryEllen and Jim H. will follow up.

#### Professional Development Committee (Jim Harrison).

March Membership Meeting. Assignments were made for the March 14, 2007 membership meeting which will feature Barry Taggart's presentation of cleanup response efforts to Katrina damage to boats and waterways.

Membership. Zehra reported that she has recorded 22 paid chapter members thus far and has sent out a welcome letter.

Evaluation Forms. MaryEllen reported that the existing evaluation form had been used and appeared to be satisfactory.

Joint Meetings. Eric reported that he will be contacting Matt Densch to coordinate NEACHMM's participation in the proposed joint meeting with the Audit Roundtable.

#### Strategic Plan


Gail H. and Zehra are still working on this item.

#### **Next BOD Meeting**

The next NEACHMM BOD meeting is scheduled for Monday, April 2, 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 Mike M. and seconded by Matt H. with all in favor.** The meeting was adjourned at 8:10 pm.

  
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Hugh Willis, Secretary