

FINAL MINUTES

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

MEETING DATE: February 4, 2008

LOCATION: Offices of Woodard & Curran

ATTENDEES:

In person: Kelly Camp, MaryEllen Doherty, Gail Hall, Eric Jensen, Jim Harrison, Joe Callahan, Matthew Hackman

By phone: Hugh Willis, Mike Maheux, Zehra Schneider-Graham

Total: 9 BOD + Zehra

MEETING MINUTES

The meeting was called to order at 5:00 pm by Kelly Camp

President's Report (Kelly Camp)

Kelly deferred discussion of the President's Report agenda items to later business items.

Secretary's Report (Hugh Willis)

Hugh presented the draft minutes for the January 10, 2008 BOD meeting for review and comment. **A motion was made by Jim H. and seconded by Matt H. to accept the draft minutes subject to the corrections noted by the Board. The motion passed with all in favor.**

Treasurer's Report (Gail Hall, Jim Harrison)

Gail reported a balance of \$3,578.69 in the checking account and \$28,586.87 in the money market account as of February 4, 2008. No income was reported for this reporting period. Expenses were \$91.72. A copy of the Treasurer's Report is attached. **A motion to accept the Treasurer's report was made by Joe C. and seconded by MaryEllen D. with all in favor.**

Gail reported that checks received from members have been passed on to Jim H. to handle in his new capacity as Treasurer.

Gail also reported that she had talked to a CPA in Dedham. The CPA thinks that it would be a waste of time and money to hire a CPA to audit the chapter's books. The books and transactions are simple and the cost of a CPA would range from \$3,000 to \$5,000. He suggests setting up an internal audit committee. Discussion by the Board led to the suggestion that an Audit Committee be established that would meet with the Treasurer once per year to review the books.

It was also noted that the required IRS filing is the front page of IRS Form 990, and is due by May 15, 2008, even if the chapter income is less than \$25,000 per year. It was suggested by the Board that Jim H. review the IRS form.

Gail will deal with Citizens Bank to change/add signatories to the bank account, and will have a debit card issued to Jim H. The mailing address for the chapter will remain with the post office in Brighton (P.O. Box

35001, Brighton, MA), but mail will be forwarded to Jim Harrison's residence.

The Board agreed upon the following Action Item: That Jim Harrison review the financials for the chapter and report the results of his review to the Board, and that he make a recommendation to the Board for a procedure for the future audit and review of the chapter's financial records.

Ongoing Business

Government Affairs Committee (Joe C.)

Nothing new to report.

Professional Development Committee (Eric J.)

Plans for the upcoming membership meeting to be held at the Best Western in Waltham on March 10, 2008 were discussed. This meeting will also serve as the chapter's annual business meeting. The speaker's topic will be on emerging contaminants, apparently a new regulatory hot button issue. The Board will meet before the meeting at 4:30 pm. The General Membership meeting will start at 5:30 pm.

Eric solicited topics for future membership meetings. The possibility of joint professional society meetings was again brought up without resolution. It may be possible to schedule a joint meeting with ASSE concerning the Danvers incident, perhaps in June. A NECCO plant tour for April was discussed, along with a meeting focusing on school-related hazardous chemicals. This could involve discussion of NEACHMM's experience with the OTA – CHMMUNITY project. Eric J. is working on a Fall tour of an Ocean Spray facility. Another possibility is a tour of the Brayton Pt. power plant.

Public Relations and Marketing Committee (Zehra S-G)

Newsletter – Zehra reported that the newsletter is ready to go, and it will include an announcement about the Business Meeting as well as the Speaker's topic.

Essentials Course 2008 (Kelly C)

Kelly is still looking for more instructors.

Other Committees

No news to report.

New Business

Committees for ACHMM (Kelly C)

Professional Development Committee – Kelly reported that she did not participate in the quarterly ACHMM conference call.

National Conferences (Kelly C)

Eric J. will be on the wait list to attend the National Leadership Conference.

The National ACHMM Conference will be held in Minneapolis, September 7 – 10, 2008. The Board has agreed to sponsor one official NEACHMM delegate and up to four other NEACHMM members as well. This topic will be addressed at the NEACHMM business meeting with the general membership on March 10, 2008 to solicit interest in attending.

Next BOD Meeting

The next NEACHMM BOD meeting is scheduled for Monday, March 10, 2008 at 4:30 pm at the Best Western in Waltham, just prior to the General Membership Meeting starting at 5:30 pm.

Adjournment

A motion to adjourn was made by MaryEllen and seconded by Jim H. with all in favor. The meeting was adjourned at 6:45 pm.


Hugh Willis, Secretary

Attachments: Agenda
Treasurer's Report

**New England Chapter of the Academy of Certified Hazardous Materials Managers
Board of Directors Meeting Agenda**

DATE: February 4, 2008
LOCATION: Woodard and Curran in Dedham, MA
If unable to attend in person, *Call-in No: 1-800-675-2756 ext. 3602 2063*
TIME: 5:30 PM

- 5:30pm Open meeting
5:30pm President's Report (Kelly)
- Operating plan
 - Calendar
- 5:45pm Secretary's Report (Hugh)
- Draft Minutes from January 10, 2008
- 5:50pm Treasurer's Report (Gail and Jim)
- New tax report to file (CPA to do)
 - Checking account changes and debit cards
 - Accounting review
- 6:00 pm Ongoing Business
- Government Affairs Committee (Joe)
 - Professional Development Committee (Eric Jenson)
 - Schedule as Annual Business meeting also
 - Next meeting
 - Future meeting topics
 - Joint Meetings
 - Social
 - Public Relations and Marketing Committee (Zehra)
 - Newsletter
 - Website (Mike, Eric)
 - Media releases
 - Corporate Sponsorship Programs: website, policy
 - Membership Development Committee (Zehra)
 - Essentials Course 08 (Kelly)
 - CHMMunity (Gail)
 - Need committee
 - Other Business
 - Non-Profit BMP updates (Eric H, Kelly)
 - Chapter Award (Matt)
 - Strategic Plan Discussion action outcomes (Kelly)
- 7:00 pm New Business
- ACHMM Committee updates (Kelly, Zehra, Eric)
 - National conference September 7 – 10, Minneapolis
 - Leadership conference April 23 – 25, Milwaukee
 - Next BOD meeting February 4, Woodard & Curran, 5:30 pm
- 7:30 pm Open Forum/Miscellaneous
7:45 pm Meeting Review/Recap/Adjournment

From: "Gail Hall" <hallga@bc.edu>
To: "Hugh.Willis@comcast.net" <Hugh.Willis@comcast.net>
Subject: Treasurer's Report February
Date: Monday, February 04, 2008 4:26:37 PM

2/4/2008 NEACHMM Treasurer's Report

CHECKING ACCOUNT

checking bank balance	\$	3,578.69	
checks outstanding	\$	-	
Checking register balance	\$	3,578.69	

Deposits (Course, general meeting, membership)	\$	-	
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Expenses

Cybershore February	\$	24.95	
Kelly Camp	\$	66.77	BoD food

Income

Membership	\$	-	
General Meeting			
Course book			

MONEY MARKET ACCOUNT

balance	\$	28,586.87	
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interest income	\$	12.13	
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*Gail Hall, CHMM
 Boston College
 Office of Environmental Health and Safety
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 Chestnut Hill, MA 02467
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