

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 10, 2008

LOCATION: Best Western Hotel, Waltham

ATTENDEES:

In person: Kelly Camp, Gail Hall, Hugh Willis, Matthew Hackman, Joe Callahan, Eric Jensen, Mike Maheux, MaryEllen Doherty,

Absent: Jim Harrison, Eric Hultstrom, Zehra Schneider-Graham

Total: 8 BOD

MEETING MINUTES

The meeting was called to order at 4:35 pm by Kelly Camp

President's Report (Kelly Camp)

Kelly reported that the Operating Plan for CY 2008 had been voted upon and passed by a vote of 7 in favor, 2 opposed. Kelly will discuss the Operating Plan at the Membership Meeting later today and provide copies. A copy of the Operating Plan is attached.

Secretary's Report (Hugh Willis)

Hugh presented the draft minutes for the February 4, 2008 BOD meeting for review and comment. **A motion was made by Gail 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.**

A copy of the Final Minutes (as corrected) of the January 10, 2008 BOD meeting was distributed to BOD members by email.

Treasurer's Report (Gail Hall, Jim Harrison)

In Jim's absence, Gail reported a balance of \$6,543.55 in the checking account and \$28,598.20 in the money market account as of March 4, 2008. Income of \$3,050 from membership dues was reported for this reporting period. Expenses were \$101.09. A copy of the Treasurer's Report is attached. **A motion to accept the Treasurer's report was made by Gail H. and seconded by Mike M. with all in favor.**

Ongoing Business

Government Affairs Committee (Joe C.)

No report.

Professional Development Committee (Eric J.)

Eric reported that Dwight Peavey of EPA Region I has been lined up to speak at the upcoming membership

meeting to be held at the Best Western in Waltham on April 17, 2008. He will speak on the topic of chemicals in our schools. Gail will try to orient the meeting around NEACHMM's grant from ACHMM.

Matt H. suggested that NEACHMM try to work with other professional societies in New England to develop a common calendar of events and meetings to solicit broader participation in joint meetings and to help avoid schedule conflicts. Mike M. agreed to act as NEACHMM's coordinator.

Concerning future membership meeting topics, Joe C. is coordinating a joint meeting with ASSE on the topic of Chemical Safety targeted for June 19, 2008. Another joint meeting is being targeted for September or October with the New England AIHA on the topic of hazards associated with construction materials. A tour of the Brayton Point power plant is also under consideration for a meeting topic in September or October. Kelly will contact Phyllis Carter to check on the possibility of a plant tour of the Bose facility in Framingham. The final membership meeting will be a social event in November.

Public Relations and Marketing Committee (Zehra S-G)

Kelly noted that the budget for CY 2008 is now approved so that Mike M. can proceed with the development of a revised website. Mike will also assume responsibility for membership.

Essentials Course 2008 (Kelly C)

Kelly reported that 19 persons have expressed their intension to take the course. Kelly is still looking for instructors to cover Corrective Action and FIFRA. The course starts March 28, 2008. She noted that IHMM has not yet published a new reference book.

Other Business

Chapter Award. Matt H. suggested that NEACHMM write an article to advocate action on chemical issues in schools. He noted that April 30, 2008 is the deadline for submission of an application for the Champion of Excellence award. Kelly will make an announcement at the membership meeting to urge members to apply for individual CHMM awards.

New Business

Committees for ACHMM (Kelly C)

Professional Development Committee – No report.

National Conferences (Kelly C)

Eric J. reported that he did not clear the wait list to attend the National Leadership Conference. NEACHMM will have no representation.

Mike M. and MaryEllen D. are planning to attend the National ACHMM Conference. The Board still needs to identify a NEACHMM chapter delegate.

Nominations for 2009 NEACHMM Officers

Gail H. and MaryEllen D. will begin work on identifying candidates for next year's slate of officers. It was suggested that any CHMM planning to attend the ACHMM National Conference be contacted as a potential candidate.

Job Listings

Hugh W. requested that the Board discuss how to respond to the occasional request from companies who wish to advertise job opportunities through NEACHMM (website, newsletter, meeting announcements, etc.).

It was pointed out that there is a job listing section on the ACHMM website. It was agreed that one of the professional services that NEACHMM can provide to its members is a forum for networking and providing information on job opportunities. To this end it was agreed that job opportunities could be announced at NEACHMM membership meetings, and that companies could bring literature for distribution at the membership meetings. It was also agreed that NEACHMM should create a link on its website to the job listings on the ACHMM website, but it was generally agreed that NEACHMM should not actively post job openings on its website.

Next BOD Meeting

The next NEACHMM BOD meeting is scheduled for Monday, April 7, 2008 at 5:30 pm at the Woodard & Curran offices in Dedham.

Adjournment

A motion to adjourn was made by MaryEllen and seconded by Mike M. with all in favor. The meeting was adjourned at 5:20 pm.



Hugh Willis, Secretary

Attachments: Agenda
Treasurer's Report
NEACHMM 2008 Operating Plan

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

DATE: March 10, 2008
LOCATION: Best Western, Waltham, MA
TIME: 4:30 PM

- 4:00pm Open meeting
- 4:05pm President's Report (Kelly)
- Operating plan (passed)
 - Calendar
- 4:15pm Secretary's Report (Hugh)
- Draft Minutes from February 4, 2008
- 4:30pm Treasurer's Report (Jim)
- New tax report to file
 - Checking account changes and debit cards
 - Accounting review
- 4:40 pm Ongoing Business
- Government Affairs Committee (Joe)
 - Professional Development Committee (Eric Jenson)
 - Next meeting
 - Future meeting topics
 - Joint Meetings
 - Social
 - Public Relations and Marketing Committee (Zehra)
 - Newsletter
 - Website (Mike, Eric)
 - Media releases
 - Membership Development Committee (Zehra)
 - Essentials Course 08 (Kelly)
 - CHMMunity (Gail)
 - Need committee
 - Other Business
 - Non-Profit BMP updates (Kelly)
 - Chapter Award (Matt)
 - Strategic Plan Discussion action outcomes (Kelly)
- 5:10 pm New Business
- ACHMM Committee updates (Kelly, Zehra, Eric)
 - National conference September 7 – 10, Minneapolis
 - Leadership conference
 - Need Nomination Committee
 - Next BOD meeting April 7, Woodard & Curran, 5:30 pm
- 5:20 pm Open Forum/Miscellaneous
- 5:25 pm Meeting Review/Recap/Adjournment

3/4/2008 NEACHMM Treasurer's Report

CHECKING ACCOUNT

checking bank balance	\$	6,602.74
checks outstanding	\$	59.19
Checking register balance	\$	6,543.55

Deposits (Course, general meetii	\$	3,050.00
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Expenses

Cybershore Feb & Mar	\$	49.90
Food for BOD Mtg 2/4/08		59.19

Income

Membership	\$	3,050.00
General Meeting	\$	-
Course book	\$	-

MONEY MARKET ACCOUNT

balance	\$	28,598.20
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interest income	\$	23.43
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2008 NEACHMM Operating Plan



Introduction

In accordance with the NEACHMM by-laws, the NEACHMM Board of Directors has developed a plan and structured its operations to guide decision making, activity planning, and budget development as discussed below. This plan is a flexible set of guidelines for the NEACHMM officers to carry out their duties for the coming year.

NEACHMM's primary audience is our membership which includes CHMMs and affiliated members.

NEACHMM Objectives

- 1. Deliver professional development programs targeted to our diverse membership** by setting a tentative schedule in the beginning of the year (attached for current year); by delivering high quality meetings with diverse topics; by supporting joint meetings with affiliated organizations; by providing opportunities for networking, learning, interaction and communication among members and guests involved in hazardous materials management.
- 2. Provide CHMM Certification Essentials of Hazardous Materials Management Course** by delivering a 3- 4 day course using local instructors and promoting the exam.
- 3. Promote greater member participation in Chapter** by recruiting participation to better involve members and get greater input to Chapter activities in order to diversify and stabilize the Board for future leadership. NEACHMM will pursue opportunities to assist the community at large with hazardous material assistance (i.e., OTA Mentoring program).

NEACHMM will encourage members to participate in the ACHMM programs such as the National Awards, the National Conference, and the National Leadership Conference. The Board may elect to send and finance delegates from NEACHMM to attend Academy events.

Activities

To achieve these goals, NEACHMM will organize and fund the following types of activities:

- Endorse or participate in national and local conferences
- Hold at least 5 general membership meetings including an end of year social
- Invite ACHMM leaders and visitors from other ACHMM chapters to our meetings
- Provide continuing education through interesting topics/facility tours/courses to our membership
- Hold NEACHMM elections in November of each year
- Manage an annual budget (attached) with expenses for membership meetings, workshops, travel to conferences, promotions, etc.

- Develop at least one newsletter per year
- Maintain outreach to other organizations and conduct joint meetings when possible
- Explore the possibility of working on and updating the website
- Seek other opportunities to provide meaningful professional development benefits to members
- Conduct periodic review and update to by-laws
- Support members participating in the OTA Mentoring Program (NEACHMM received a grant to provide support)
- Inform and remind membership of the opportunities that the Academy has for awards and participation in committees
- Hold at least one official annual business meeting in accordance with Massachusetts regulations
- Submit appropriate form and fee to Massachusetts to maintain our business status
- Submit Chapter Annual report to ACHMM

2008 NEACHMM Board of Directors

President	Kelly Camp
Vice-President/President Elect	Gail Hall
Immediate Past President	MaryEllen Doherty
Secretary	Hugh Willis
Treasurer	Jim Harrison
Director-at-Large	Matt Hackman
Director-at-Large	Joe Callahan
Director-at-Large	Eric Jensen
Director-at-Large	Mike Maheux

NEACHMM Standing Committees

Government Affairs	Joe Callahan
Professional Development	Eric Jensen
Public Relations and Marketing	Zehra Schneider Graham
Membership Development	Mike Maheux
EHMM	Kelly Camp

NEACHMM Income/Expense Projections

		2008
Expenses		
<i>BoD and Admin</i>		
	web host	\$300
	Conference delegates	\$5,000
	BOD Meetings	\$700
	Sponsorships	\$500
	Mail	\$150
	Plaques	\$90
	Networking	\$400
	Leadership Workshop delegate	
	NEACHMM PD workshop	\$2,500
	Web Site Upgrade	\$6,000
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	Subtotal	\$15,640
 <i>General Membership</i>		
	Catering (5 mtg)	\$6,000
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	Subtotal	\$6,000
 <i>Course (35)</i>		
	room & catering	\$7,000
	datachem	
	printing	\$1,575
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	Subtotal	\$8,575
	Total Expenses	\$30,215
 Income		
	Course (35)	\$15,750
	Membership (65)	\$3,000
	Meetings	\$3,000
	Total Income	\$24,000

2/29/2008