

## FINAL MINUTES

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

**MEETING DATE:** April 7, 2008  
**LOCATION:** Offices of Woodard & Curran, Dedham  
**ATTENDEES:** **In person:** Kelly Camp, Gail Hall, Hugh Willis, Matthew Hackman,  
Eric Jensen, Jim Harrison  
**By phone:** Joe Callahan, Mike Maheux,  
**Total: 8 BOD**

#### MEETING MINUTES

The meeting was called to order at 5:40 pm by Kelly Camp. Agenda attached.

#### **President's Report (Kelly Camp)**

Kelly noted that the next membership meeting is scheduled for April 17, 2008 and the next Board meeting is scheduled for May 5, 2008.

Kelly also noted that ACHMM has put an emphasis on recruiting new members for ACHMM. The Board discussed reasons for asking new CHMMs to join ACHMM since there is no requirement to join ACHMM and membership in NEACHMM is not tied to membership in ACHMM.

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

Hugh presented the draft minutes for the March 10, 2008 BOD meeting for review and comment. **A motion was made by Gail H. and seconded by Jim 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 February 4, 2008 BOD meeting was distributed to BOD members by email.

#### **Treasurer's Report (Jim Harrison)**

Jim reported a balance of \$18,120.92 in the checking account and \$28,610.31 in the money market account as of April 7, 2008. Income of \$17,175.00 from the Review Course, \$300 from membership dues, and \$540 from General Meeting fees was reported for this reporting period. Expenses were \$4,403.44. A copy of the Treasurer's Report is attached. **A motion to accept the Treasurer's report was made by Matt H. and seconded by Gail H. with all in favor.**

Gail distributed forms to be filed by the new signatories for the Chapter bank accounts. **A motion was made by Matt H. and seconded by Gail H. to approve the Chapter President, Vice-President, and Treasurer as Board-authorized signatories for the Chapter checking and money market accounts. The motion passed with all in favor.** The Secretary was requested to write a letter for presentation to the bank certifying that the Board has authorized these officers to be signatories to the bank accounts. Such letter was written on April 17, 2008, a copy of which is attached to these minutes.

## **Ongoing Business**

### Government Affairs Committee (Joe Callahan)

Joe raised the question of how to promote the CHMM credential. A discussion followed noting that the best way is to gain government (regulatory) recognition of the CHMM credential for signing off on permits, manifests, etc. It was noted that ACHMM and other chapters have been working on this. It was suggested that we try to identify permits that do not now require any certification for signatories. It was also suggested that CHMMs make more use of their CHMM stamp on appropriate correspondence, especially with regulatory agencies. Finally, it was suggested that NEACHMM offer a discount to MassDEP and other regulatory agencies to take the Review Course to make them aware of the rigorous technical requirements for CHMM certification.

### Professional Development Committee (Eric Jensen)

Eric reported Gail H. is working with Dwight Peavey of EPA Region I 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 schools. Joe C. will send another notice this week and next to promote attendance.

A joint membership meeting with ASSE on the topic of Chemical Safety targeted for June 19, 2008. The Holiday Inn Select in Woburn was discussed as a possible venue. It is anticipated that a person from the Chemical Safety Board will make the presentation on the outcome of the Danvers plant explosion. It was suggested that NEACHMM should invite members of NFPA, the state Fire Marshall's office, etc. to the meeting.

Another joint meeting is being targeted for September 17, 2008 with the New England AIHA on the topic of hazards associated with construction materials. No venue has been selected yet. Possible speakers were discussed.

The Board discussed the possibility of holding another membership meeting this year in addition to the final social meeting. There was general agreement that a facility tour might be a good idea. It was noted that a tour of the Bose facility has been ruled out.

### Public Relations and Marketing Committee (Zehra Schneider-Graham)

Mike Maheux reported on the status of the website development. Comments were made by Board members concerning the three web page formats presented by the contractor. Mike anticipates a one month turn time for implementation of the website once the format has been agreed upon.

Mike noted that the website will be able to handle email correspondence, but access will be limited to NEACHMM members.

### Essentials Course 2008 (Kelly Camp)

Kelly reported that 35 persons have signed up for the course. The session on terrorism and security needs an instructor.

### CHMMunity Project (Gail Hall)

Gail discussed her conversation with Sue Lanza, her contact at the Office of Technical Assistance and Training (OTA). Sue will give Gail a list of current mentors. Gail plans to query them for ideas, likes, dislikes, problems, successes, etc. Sue would like a resource list for schools to use. Gail also noted that OTA has offered financial support to help publish a guidance manual for mentors.

Other Business

Chapter Award. Matt H. has emailed the award criteria to all Board members. He also suggested that with very little work, NEACHMM could meet the chapter award criteria for next year -- 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)

The Board still needs to identify a NEACHMM chapter delegate to the National Conference in Minneapolis September 7 – 10, 2008.

Nominations for 2009 NEACHMM Officers

Kelly noted that Joe C. should put an announcement in the chapter newsletter that the Board is looking for members to serve on the nominating committee. He should also announce that we are seeking a chapter delegate to the national conference, and candidates for our CHMMunity mentoring project.

**Next BOD Meeting**

The next NEACHMM BOD meeting is scheduled for Monday, May 5, 2008 at 5:30 pm at the Woodard & Curran offices in Dedham. (This meeting has since been rescheduled as a teleconference call-in meeting for the same date and time.)

**Adjournment**

**A motion to adjourn was made by Matt H. and seconded by Eric J. with all in favor.** The meeting was adjourned at 7:20 pm.

  
Hugh Willis, Secretary

Attachments: Agenda  
Treasurer's Report  
Signatory Certification Letter

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

**DATE:** April 7, 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

- 5:30 pm Open meeting
- 5:35 pm President's Report (Kelly)
- Calendar
  - Regional Call
- 5:45 pm Secretary's Report (Hugh)
- Draft Minutes from March 10, 2008
- 5:55 pm Treasurer's Report (Jim)
- Checking account changes and debit cards
  - Accounting review
- 6:05 pm Ongoing Business
- Government Affairs Committee (Joe)
  - Professional Development Committee (Eric Jenson)
    - Next meeting (April 17)
    - Future meeting topics
    - Joint Meetings (June with ASSE)
    - Social
  - Public Relations and Marketing Committee (Zehra)
    - Newsletter
    - Website (Mike, Eric) (address update, logo, layout, schedule)
    - Media releases
  - Membership Development Committee (Mike)
    - EPOC Calendar
  - Essentials Course 08 (Kelly)
  - CHMMunity (Gail)
  - Other Business
    - Non-Profit BMP updates (Kelly)
    - Chapter Award (Matt)
- 7:05 pm New Business
- ACHMM Committee updates (Kelly, Zehra, Eric)
  - Recruiting (Kelly)
  - National conference September 7 – 10, Minneapolis
  - Leadership conference
  - Need Nomination Committee
  - Next BOD meeting May 5, Woodard & Curran, 5:30 pm
- 7:30 pm Open Forum/Miscellaneous  
Meeting Review/Recap/Adjournment

#### 4/7/2008 NEACHMM Treasurer's Report

##### CHECKING ACCOUNT

checking bank balance	\$	20,014.30
checks outstanding	\$	1,893.38 (3 checks)
<b>Checking register balance</b>	<b>\$</b>	<b>18,120.92</b>

Deposits (Course, general mtg, r	\$	18,015.00
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##### Expenses

Cybershore April	\$	24.95
Ref. Books for Review Class		1971.76 (20 books)
Bounced check & fee	\$	514.73
40% deposit for Website Work	\$	2,092.00
<b>Total</b>	<b>\$</b>	<b>4,603.44</b>

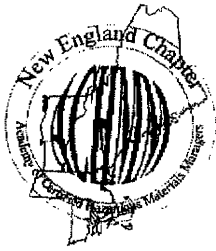
##### Income

Membership	\$	300.00 (6 people)
General Meeting	\$	540.00 3/10/2008
Review Course & Books	\$	17,175.00
<b>Total</b>	<b>\$</b>	<b>18,015.00</b>

##### MONEY MARKET ACCOUNT

<b>balance</b>	<b>\$</b>	<b>28,610.31</b>
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interest income	\$	12.11
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**New England Chapter of the Academy of Certified Hazardous  
Materials Managers (NEACHMM)**

PO Box 35001

Brighton, MA, 02135

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April 17, 2008

Citizens Bank  
414 Washington Street  
Brighton, MA 02135

Subject: Authorization of Signatories  
Reference: Checking Account No. 1139634566  
Money Market Account No. 1139634574

To Whom It May Concern:

By unanimous vote of the Board of Directors of the New England Chapter of the Academy of Certified Hazardous Materials Managers (NEACHMM) at its regularly scheduled meeting on April 7, 2008, be it known that the President, Vice President/President-Elect, and Treasurer of NEACHMM are authorized to act as signatories on the bank accounts, money market funds, credit cards and other financial instruments and holdings of NEACHMM.

As of this date the authorized signatories are:

President	Kelly Camp
Vice President	Gail Hall
Treasurer	Jim Harrison

The authorization vote by the Board of Directors was duly recorded and certified by the NEACHMM Secretary, Hugh Willis.

  
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Hugh Willis, Secretary