

FINAL MINUTES

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

MEETING DATE: May 5, 2008
LOCATION: Offices of Woodard & Curran, Dedham
ATTENDEES: **By teleconference call:** Kelly Camp, Gail Hall, Hugh Willis, Matthew Hackman, Eric Jensen, Jim Harrison, MaryEllen Doherty
Absent: Joe Callahan, Mike Maheux
Total: 6 of 8 BOD, 1 Guest

MEETING MINUTES

The meeting was called to order at 5:35 pm by Kelly Camp. The agenda is attached.

President's Report (Kelly Camp)

Kelly noted that the next Board meeting will be Monday, June 2, 2008 at Woodard & Curran.

Kelly also noted that she plans to attend the NAOSH photo event at the State House on Tuesday, May 6, 9-11 am.

Secretary's Report (Hugh Willis)

Hugh presented the draft minutes for the April 7, 2008 BOD meeting for review and comment. **A motion was made by Matthew H. and seconded by Gail 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 March 10, 2008 BOD meeting was distributed to BOD members by email.

Treasurer's Report (Jim Harrison)

Jim reported a balance of \$7,766.07 in the checking account and \$38,623.95 in the money market account as of May 5, 2008. Jim reported income of \$1,385.00 and expenses of \$3,633.23 for this reporting period. A copy of the Treasurer's Report is attached. **A motion to accept the Treasurer's report was made by Hugh W. and seconded by Matt H. with all in favor.**

The Board agreed that the letter authorizing new signatories for the Chapter bank accounts should be presented in person to the bank.

Matt H. asked whether the Treasurer's report could be formatted to show a correspondence between items in the report and the Chapter operating plan budget. Jim H. will look into it.

Ongoing Business

Government Affairs Committee (Joe Callahan)

No report.

Professional Development Committee (Eric Jensen)

Eric reported that Joe C. is coordinating the next Membership meeting. After a discussion of whether to raise the meeting fee for non-members, it was agreed by the Board to keep the fees as they now exist (\$20 for members, \$30 for non-members).

Regarding collection of fees for the next Membership meeting, which will be a joint meeting with the ASSE, it was noted that there will be some confusion at the meeting as to which organization each attendee is representing, and therefore how much of a fee to collect from each. The joint meeting with ASSE on the topic of Chemical Safety is targeted for June 19, 2008.

Regarding future meetings, Eric is pursuing a joint meeting with the NEAIHA for September, tentatively at the Novartis facility in Cambridge (250 Mass. Ave.)

Tours of the Deer Island sewage treatment plant are available on Tuesdays and Fridays, 10-1 and 1-4. A technical guide will be available. The tour is free but each attendee must undergo a security background check. Eric noted that this might be feasible for October.

For the year-end social meeting, several New England area breweries were mentioned, including Red Hook in Portsmouth, Anheuser-Busch in Merrimack, Sam Adams in Boston, and the Nashoba Valley winery in Bolton.

Gail H. suggested that if Cedric Calhoun, ACHMM Executive Director, is invited to attend this social, then perhaps it would be appropriate to have a joint meeting with the fledgling New Hampshire chapter. Kelly will call Cedric to search for a suitable meeting date, and will call Gretchen Fodor to check interest in this from the NH Chapter.

Public Relations and Marketing Committee (Mike Maheux)

Kelly noted that Mike is soliciting ideas for the content of the website web pages. It was suggested that this request be broadcasted to the general membership by email.

Essentials Course 2008 (Kelly Camp)

Kelly reported that she will be sending out certificates of completion to the 34-35 persons who attended the course.

CHMMunity Project (Gail Hall)

Gail reported that according to Sue Lanza, NEACHMM will receive financial support from the Office of Technical Assistance and Training (OTA). Gail will attempt to get the program going and into schools by September 1, 2008. She pointed out that there is a need to enhance OTA's marketing efforts and suggested that CHMM's could do some contact work with schools in their communities.

Kelly suggested that Gail bring up this subject at the next Membership meeting, which will feature Dwight Peavey from EPA speaking on his experiences with the cleanup of chemicals in schools.

New Business

Committees for ACHMM (Kelly C)

Professional Development Committee – The next ACHMM Professional Development Committee teleconference call is scheduled for Monday, May 12, 2008. Kelly will try to get Eric H. involved in future calls.

Membership

Kelly noted that the Essentials Course had a large attendance. She will send notices to each person to encourage them to attend NEACHMM Membership meetings as “Associates” at no fee.

National Conferences (Kelly C)

The Board still needs to identify a NEACHMM chapter delegate to the National Conference in Minneapolis September 7 – 10, 2008. Kelly and Mike will send notices to members to solicit attendance.

Nominations for 2009 NEACHMM Officers

Kelly noted that the Board members need to think of possible names for officers and committee personnel for next year. MaryEllen noted that she didn't get much response in the past, but will give her list of possible candidates to Kelly for follow-up. Matt H. is working on Kevin Lynch and Matt Montefusco as possible candidates. It appears that Brian FitzPatrick has expressed interest. Kelly noted that new attendees ought to be identified and recognized at the Membership meetings.

Other

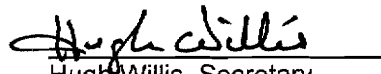
Matt H. is working to enlist the help of past Chapter presidents. He is working on having a meeting of past presidents to discuss how they could be of help to the Chapter.

Next BOD Meeting

The next NEACHMM BOD meeting is scheduled for Monday, June 2, 2008 at 5:00 pm at the Woodard & Curran offices in Dedham.

Adjournment

A motion to adjourn was made by Gail H. and seconded by MaryEllen D. with all in favor. The meeting was adjourned at 6:40 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: May 5, 2008
LOCATION: Call-in Meeting, *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
 - NAOSH Event
- 5:45 pm Secretary's Report (Hugh)
- Draft Minutes from April 7, 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 (June 19) (Joe)
 - Future meeting topics
 - Joint Meetings (September)
 - Social
 - Public Relations and Marketing Committee (Zehra)
 - Newsletter
 - Website (Mike)
 - Media releases
 - Membership Development Committee (Mike)
 - 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 June 2, Woodard & Curran, 5:30 pm
- 7:30 pm Open Forum/Miscellaneous
Meeting Review/Recap/Adjournment

5/5/2008 NEACHMM Treasurer's Report

Notes

CHECKING ACCOUNT			
4/18/2008	checking bank balance	\$ 7,766.07	
	checks outstanding	\$ 6,042.64	(2 chks) \$5,339.91 Rev. Course Food, \$702.73
	Checking register balance	\$ 1,723.43	Food gen'l Mtg 4/17
	Deposits (Course, general mtg, membership)	\$ 1,385.00	
	Expenses		
	Cybershore		
	Ref. Books for Review Class	\$ 971.07	
	Bounced check & fee	\$ 514.73	Again, same guy Rev. Course Kinko's work, BOD Food 2/4, 4/7
	Kelly Camp	\$ 1,144.99	
	Picadilly Pub	\$ 1,002.44	Food Gen'l Mtg 3/10
	Total	\$ 3,633.23	
	Income		
	Membership	\$ 250.00	4 members, 1 affiliate Cash & Checks Gen'l Mtg 4/17
	General Meeting	\$ 1,065.00	
	Review Course & Books	\$ 70.00	2 reference books
	Total	\$ 1,385.00	
	Transfers	\$ 10,000.00	Transfer from CK to MM
	MONEY MARKET ACCOUNT		
4/30/2008	balance	\$ 38,623.95	
4/30/2008	Interest income	\$ 13.64	