

FINAL MINUTES

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

MEETING DATE: June 2, 2008
LOCATION: Offices of Woodard & Curran, Dedham
ATTENDEES: **In person:** Gail Hall, Hugh Willis, Matthew Hackman, Eric Jensen, Jim Harrison, Mike Maheux
Absent: MaryEllen Doherty
By teleconference call: Kelly Camp, Joe Callahan
Total: 8 of 9 BOD

MEETING MINUTES

The meeting was called to order at 5:08 pm by Kelly Camp. The agenda is attached.

President's Report (Kelly Camp)

Kelly noted that the next ACHMM regional conference call will occur Friday, June 6, 2008 at 10:00 am. Gail H. will participate.

Kelly also noted that she attended the NAOSH photo event at the State House on Tuesday, May 6, 2008. Among those attending were the Occupational Nurses Group, the OSHA Consulting Group, ASSE, NAIHA and NEACHMM. Kelly will put together a write-up for the NEACHMM newsletter.

Treasurer's Report (Jim Harrison)

Jim reported a balance of \$6,698.48 in the checking account and \$33,638.46 in the money market account as of May 27, 2008. Jim reported income of \$14.51 (interest) and expenses of \$24.95 (website) for this reporting period. A copy of the Treasurer's Report is attached. **A motion to accept the Treasurer's report was made by Eric J. and seconded by Hugh W. with all in favor.**

Secretary's Report (Hugh Willis)

Hugh presented the draft minutes for the May 5, 2008 BOD meeting for review and comment. Corrections were offered. **A motion was made by Jim H. and seconded by Matthew 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 April 7, 2008 BOD meeting was distributed to BOD members by email.

Ongoing Business

Government Affairs Committee (Joe Callahan)

No report.

Professional Development Committee (Eric Jensen)

Joe C. reported on preparations for the next Membership meeting, which is scheduled for June 19, 2008 at the Best Western in Waltham. Wm. B. Wark, member of the US Chemical Safety and Hazard Investigation Board will speak on Lessons Learned from the 2006 Danvers Chemical Explosion. Assignments for meeting arrangements were discussed. Thus far, 31 persons have signed up through NEACHMM for the meeting. It was agreed that NFPA should be contacted and invited to attend, along with LEPCs.

Eric J. discussed arrangements for the September membership meeting which will be held jointly with the New England section of the AIHA. Topics for the meeting will be issues related to the management of hazardous building materials during construction, renovations and demolitions. Meeting location and cost sharing with AIHA were discussed.

For the October membership meeting, Eric noted that Genzyme has tours between 9 am and 3 pm. The Deer Island treatment facility is also a possibility. Tours of the 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.

For the year-end social meeting scheduled for sometime in November, it was reported that Cedric Calhoun, ACHMM Executive Director, will attend. However, no progress was reported regarding having this be a joint meeting with the fledgling New Hampshire chapter.

Public Relations and Marketing Committee (Zehra Schneider-Graham / Mike Maheux)

Website. Mike M. reported that Focus Solutions is working to develop the website pages. It was suggested that a generic email address be listed for NEACHMM officers and members.

Newsletter and Media Releases. No report.

Membership Development Committee (Mike Maheux)

No report. Matthew H. raised a question about the status of creating an Associate Member status for membership in NEACHMM (i.e., designation as a CHMM Practitioner or CHMMP prior to receiving the CHMM credential). The question was left unresolved.

Essentials Course 2008 (Kelly Camp)

A question was raised concerning the status of the ACHMM online CHMM exam prep course. It competes with our NEACHMM course and is cheaper and can be tailored to the needs of each individual. However, it provides no mechanism for Q&A and discussion of issues.

CHMMunity Project (Gail Hall)

Gail reported that according to Sue Lanza, Office of Technical Assistance and Training (OTAT), 300 waste guides have been ordered for mentors and teachers that will be involved in the training program sponsored by NEACHMM.

Other Business (Kelly Camp)

Non-Profit BMP. No report.

award next year by incorporating activities required to achieve the award into our planned chapter activities--for example by informing state agencies of our actions regarding the OTAT school mentoring project. For individual awards, Matt suggested sending copies of the award requirements directly to members by email, or as part of the newsletter.

Recruitment. It was suggested that emails or the newsletter be used to invite new members to participate as officers and committee members in NEACHMM, as well as to recruit new members to join NEACHMM.

New Business

National Conference (Kelly C)

The Board still needs to identify a NEACHMM chapter delegate to the National Conference in Minneapolis September 7 – 10, 2008. Eric volunteered to act as the chapter delegate because his company will not reimburse his cost of attendance.

Next BOD Meeting

The next NEACHMM BOD meeting will be held via a teleconference call hosted by Woodard & Curran on Monday, August 4, 2008 at 5:30 pm (subsequently re-scheduled for Monday, August 11, 2008).

Adjournment

A motion to adjourn was made by Jim H. and seconded by Mike M. with all in favor. The meeting was adjourned at approximately 6:30 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: June 2, 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
 - NAOSH Event
- 5:45 pm Secretary's Report (Hugh)
- Draft Minutes from May 5, 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 Jensen)
 - Next meeting (June 19) (Joe) (RGGI meeting same day)
 - 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)
 - Online Course
 - CHMMunity (Gail)
 - Other Business
 - Non-Profit BMP updates (Kelly)
 - Chapter Award (Matt)
 - Recruiting
- 7:05 pm New Business
- ACHMM Committee updates (Kelly, Zehra, Eric)
 - National conference September 7 – 10, Minneapolis
 - How should we get volunteers?
 - Need Nomination Committee
 - Next BOD meeting August 4 telcon, 5:30 pm
- 7:30 pm Open Forum/Miscellaneous
Meeting Review/Recap/Adjournment
-

6/1/2008 NEACHMM Treasurer's Report

Notes

| CHECKING ACCOUNT | | | |
|-----------------------------|----------------------------------|----|------------------------|
| 5/27/2008 | checking bank balance | \$ | 6,698.48 |
| | checks outstanding | \$ | 1,225.00 |
| | Checking register balance | \$ | 5,473.48 |
| | Deposits (Course, general mtg, n | \$ | - |
| | Expenses | | |
| | Cybershore | \$ | 24.95 |
| | Total | \$ | 24.95 |
| | Income | | |
| | Membership | \$ | - |
| | General Meeting | \$ | - |
| | Review Course & Books | \$ | - |
| | Total | \$ | - |
| | Transfers | \$ | 5,000.00 |
| | | | Transfer from MM to CK |
| MONEY MARKET ACCOUNT | | | |
| 5/30/2008 | balance | \$ | 33,638.46 |
| 5/30/2008 | Interest income | \$ | 14.51 |