

## MINUTES – April 2008 NATIONAL ACHMM BOARD MEETING

**Date:** Friday and Saturday, April 25 and 26, 2008  
**Time:** Friday: 1:00 PM to 6:30 PM  
 Saturday: 8:00 AM to 1:00 PM

**Chairman:** M. Mandracchia  
**Secretary:** E. Allen Frankenfield

**Location:** Milwaukee, WI

| Agenda Items  | Minutes   |
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| <b>Working Lunch – 13:00-13:30 PM</b>   |   |
| <b>OPEN SESSION</b>   |   |
| <b>Call to Order</b><br>President elect Mandracchia<br>5 min                            | President elect Mandracchia call to order at 13:15 PM   |
| <b>Roll Call/Call for Quorum</b><br>Secretary – E Allen Frankenfield<br>5 min           | Attendance – (full vote is 11)<br>Laureen McMurray, Immediate Past President -<br>Michael Mandracchia, President<br>Harry Kemp, Vice President<br>W. Scott Butterfield, Treasurer<br>Elise Allen Frankenfield, Secretary<br>Karen Rider, Director<br>Zehra Schneider Graham, Director<br>John Wolf, Director<br>Donna Ratkowski, Director<br>Carol Carollo, Director<br>Daniel Snyder, Director<br>Robert Fletcher, Director<br>Smiley McMillan, Director Emeritus<br>Executive Director - Cedric Calhoun<br><br>Guests: Leonore Jordan<br><br>Secretary Allen Frankenfield notified President Mandracchia that there was a quorum. |
| <b>Review January BOD 1<sup>st</sup> Quarter meeting minutes 13:20- 13:25</b><br>10 min | <b><i>Correct Immediate Past President name. Questions and revisions were made. Motion to Approve Minutes as amended made by Immediate Past President McMurray, Seconded by Treasurer Butterfield. Motion passed 11-0-0. Finalized minutes were emailed to all of the board members.</i></b>  |
| <b>Review Agenda</b><br><b>President Mandracchia/Secretary Allen Frankenfield 13:30</b> | Modify agenda accordingly – Government Relations moved to Today and BMS moved to tomorrow since Director Fletcher will be leaving early.  |

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| <p><b>President's Message 13:35-13:37</b><br/>10 min</p>   | <p>Inform:<br/>Next face to face Board meeting is at the conference, all day on Saturday, plan on attendance. Business meeting on Sunday evening. Plan on being there through Wednesday afternoon.<br/>Board Call is set for July 12 – 1000 EDT.</p>  |
| <p><b>Executive Director Message</b> Executive Director Calhoun <b>13:37-14:06</b><br/>15 min</p>                | <ol style="list-style-type: none"> <li>1. Hopefully we all read his message.</li> <li>2. Is there a need(yet) for the third edition of the Desk Reference?</li> <li>3. Retention,% is correct but the number is wrong.</li> <li>4. Dues collection continues, huge amount in 2007 that was 08 dues. So those dollars are in 2007 budget. There is always that off-set of dues.</li> <li>5. National conference, registration has opened, we are well above where we were last year, currently at 51, relative to last year at 46. exhibitor/sponsor data not included this year but was in past numbers. Exhibitor /sponsor dollars are up from last year.</li> <li>6. We are at the leadership event. Event was very good, sponsorship dollars are below what was desired.</li> <li>7. IAHMT – looking for a letter of exemption from GA and once we have that we can do the next step. Currently no action really needed from us. There is more discussion time on the agenda.</li> <li>8. On-line EHMM – one module away from going on –line. We are reviewing all the modules. We are planning May 1 launch. Pricing option in the board book.</li> <li>9. Webinars, trying to expand the offerings and increasing the member training available. Also looking to change the members' thought processes on what training they get from ACHMM – more than just EHMM and the conference. 4 coming in May. Research was performed to see what other EHS groups charge and charging less than them to get our members used to using us. Webinars are being recorded for later use, e.g., chapter meetings.</li> <li>10. Webinar hot topics can be set up and Executive Director Calhoun prefers two weeks to publicize. Likewise, if a local chapter has a speaker planned, a Webinar could be prepared from it.</li> </ol> |
| <p><b>EC meeting minutes.</b><br/><b>14:06-14:10, 1416-1425</b><br/>10 min</p>                                   | <p>Answer questions from BOD.<br/>Related – BoD minutes once approved, should be on the member section of the website and Executive Director Calhoun and Secretary Allen Frankenfield will work on the location.<br/>Also, <b>Task - Secretary will write a highlights article for the next newsletter after a board meeting. This will be added to the Secretary Job Description.</b></p>  |
| <p><b>Strategic Plans – 1425-1457</b><br/>15 min<br/>- <b>2008 strategic plan progress and task tracking</b></p> | <ol style="list-style-type: none"> <li>1) 2007 SP was entered into Task pro. There are 118 tasks in there. 81 are past due. There are limitations (no reports), Committees have also asked for guidance on how to use taskpro e.g.how to change due dates, assign roles and responsibilities, for Task pro implementation.</li> <li>2) Strategic Plan – Vice President Kemp feels we do not have a focus based on what the BOD feels we should be doing – also with being on the cusp of changes. Looking at our mission statement at make sure the mission is reflected in our strategic plan. “member education, networking and member benefit (promote the profession).”<br/><b>- Recommendations: determine focus and follow that. Sideline items that are not primary or secondary focus. Make sure we have standing committee chairs buy-ins. Also add to Task pro as we make assignments. In the July call, Board to review the Task pro and revision of the strategic plan for the next 3-year plan.</b></li> </ol>   |

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| <b>Policy Approval – 14:10-14:16</b><br>10 min   | POL 03-001, Reimbursement of expenses<br>POL 05-001, Volunteer Benefits<br><b>These did not make the Board book but they need to be peer reviewed – currently that should be reviewed by Director Rider.</b>   |
| <b>Procedures discussions -14:10-14:16</b><br>5 min  | PRO-04-XXX, leadership reimbursement, needs discussion,<br>Board will get these emailed and we will review and discuss tomorrow.   |
| <b>IAHMT Proposal (International Association of Hazardous Materials Technicians)</b><br><b>14:57-1505</b><br>10 min        | <b>General Update.</b> Attorney, Chip has reviewed what we have provided and does not see any reason to not proceed. Q – what do we need to look at next? Will there be a cost to us? - no costs for the acquisition but some filing costs. Executive Director Calhoun – there is a slightly different focus of their organization level so that may be a point where we have to create product and services for this technician group. Positives to the acquisition but there are negatives. They are a c(3) organization. Motion made that we put together a task group to look at the organization and determine where they are folded into our organization. Made by Secretary Allen Frankenfield, detracted on Saturday. <b>Motion made to table this discussion until after the branding task force discussion. Motion made by Director Schneider Graham, Seconded by Immediate Past President McMurray. 10-0-1 Director Carollo abstains. Saturday 1229</b> – we are going to ask for reps of AIAHMT to join us to become members of existing task groups. We are in agreement for this group to join ours. |
| <b>Partnership tasks force -1505 1509</b><br>10 min  | <b>General Update.</b> Criteria important in partnering and then to look at our existing partnerships was the focus. A task group is in place to review and make lists of what we are getting from the agreements is in place. Director Schneider Graham said the task group had one volunteer (Eric Holstrom sp?) and Direcot Wolf is added to the group. The task group wants their work done by end of June, Immediate Past President McMurray may have a potential candidate to aid the task.  |
| <b>Break 1509 -1523 15 min</b>   |  |
| <b>CLOSED SESSION – BOARD MEMBERS ONLY</b>   |  |
| <b>Branding task force – 1530-1730</b><br>60 min<br><br>Communications Resources (CR) and ACHMM Member Mitchell are guests | At the conference, we are going to have the BoD available at the booth to answer questions, also talking points so we all have the same line.  |
| <b>OPEN SESSION</b>  |  |
| 1615   | Director Fletcher departs  |

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| <p><b>International Task Force</b><br/> <b>1730 - 1830</b><br/> <b>Policy &amp; Procedures</b></p> <p>15 min<br/> International Registration Fee – NC</p> <p>30 min</p> <p>Saturday April 25, 08<br/> 0800 - 0900</p> | <p>Using version 2 of the documents submitted via email. 3 issues</p> <ol style="list-style-type: none"> <li>1) Purpose of what we want the outreach to accomplish (mission) – identifying existing associations and organizations globally that we can make contact with. RABQSA group is willing to give us points of contacts we can access.</li> <li>2) Membership and associations, i.e., information exchange, should be the focus - not the start of more chapters. <b>Motion that the ACHMM International Task Group shall develop policies and procedures to define the ACHMM process for identifying, developing, and providing ACHMM services and products globally. The deadline is by August 10, 2008 for inclusion in the 3<sup>d</sup> quarter BoD Board Book. Director Snyder is designated as the task group leader. Motion made by Vice President Kemp, seconded by Immediate Past President McMurray. 9-0-2, Director Fletcher absent, Director Snyder abstains. The draft P&amp;P are to be first reviewed by Director Rider.</b></li> <li>3) <b>Motion to provide 2008 conference registration at cost to any member of the India chapter who is also a member of the ACHMM and are India nationals traveling from India. Motion made by Vice President Kemp, Seconded by Immediate Past President McMurray. 1-9-1, Vice President Kemp was in favor, Director Fletcher was absent.</b></li> <li>4) <b>Motion made that the Membership Services Committee develop a recommendation for a process to provide discounted rates to ACHMM functions based on financial hardship. The Member Services Standing Committee shall evaluate both the domestic and international economic conditions that support discounted rates or scholarships. Task to be completed by May 27, 2010. Motion made by Director Wolf, Seconded by Director Schneider Graham. 9-0-2, Director Ratkowski abstained, Director absent.</b></li> <li>5) <b>Motion made to allow the India chapter discounts to the conference. This is a motion/request that came from the January 2008 Board Meeting and was tabled at that time. 0-10-1, Director Fletcher absent. motion fails.</b> Note, the India chapter does get one delegate spot, same as all chapters.</li> </ol> |
| <p><b>1830</b></p>  | <p>Motion made to table the international task force program until Saturday am. Motion made by Immediate Past President McMurray, seconded by Treasurer Butterfield. 10-0-0, Director Fletcher absent.</p>  |
| <p><b>Adjourn until Saturday Morning 8:00AM</b></p>   |   |
| <p><b>Committees</b></p>  |   |

**Treasurer's Report/Finance Committee;  
0915- 1015**

(1) BoD Stipend Proposal-  
- 30 min

(2) Final 2007 – 10 min

(3) 2008 budget -  
10 min

- 1) **Board stipend proposal – motion made to accept both policies as presented in a separate email (email received April 24, 08) motion made by Director Rider, seconded by Secretary Allen Frankenfield. Friendly amendment that we merge 05-001 into 03-001. Then POL 05-001 goes to archive. Motion made by Director Rider, seconded by Secretary Allen Frankenfield. Motion tabled until we are all able to review the revised policy. Secretary Allen Frankenfield to make the revisions and submit via email to the BoD for review and comment. Policy can then be voted on in the Q3 conference call. Motion made by Secretary Allen Frankenfield, seconded by Immediate Past President McMurray. 10-0-1. Director Fletcher absent. TASK –Secretary to revise and send out to the BOD**
- 2) CPA review of 2007, page 11 has what the net assets are. We increased the assets \$200,000 between 2007 and 2006. The main reason is when dues were received. We are cash basis so when the item is received we record it.
- 3) Q1 2008, end of March, big expense has been the on-line essentials course. Some 2007 expenses were received in 2008. Cash accounts are receiving lower interest rates due to current financial situations at banks. Overall expenses are tracking as planned (i.e., 25% burn rate)
- 4) Maryland taxes were submitted for the ACHMM and CyberCchapter and the 990 (Federal tax forms) will be submitted by May 15.
- 5) **Motion made for the BoD to form a task group to make a recommendation for the establishment of an ACHMM scholarship program and an associated funding or endowment mechanism to support the program. This is to include proposed policies and procedures to structure a program for implementation. Recommended due date 04-27-09. Motion made by Treasurer Butterfield, seconded by Director Rider. 9-1-1. Director Carollo against, Director Fletcher absent. Discussion – membership had been assigned tasks to review and look at the interest in a scholarship program. Finance has done some research on how to set up the endowment. Treasurer Butterfield was assigned the task of setting up the task group.**
- 6) Vote - Does the board want to establish a scholarship 10-0-1, Director Fletcher absent. (note - local chapters queried by Membership did not see a need for scholarships. The Board decided that Membership would set up criteria and connect with colleges and universities.)

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| <p><b>Member Services – 1039- 1122</b></p> <p>(1) Membership – DR – 5 min</p> <p>(2) Awards – DR – 5 min</p> <p>(3) Chapter development DR – 5 min</p> | <p>- Member Services: <u>CHMP</u> members, how will they be accepted to the ACHMM. Branding task force will be looking at this issue. CHMP program has not certified any one yet but that is due to getting a statistical determination on the number of people who have taken the exam.</p> <p><b>- note, need to change the procedures relating to the vice chair for all committees. Needs to be changed so that only the subcommittees need the vice chair.</b></p> <p>- CHMMUNity – who is tasked to see what is going on with the awarded funds? Director Ratkowski and Executive Director Calhoun need to work out the details.</p> <p>- Web site, setting up a way to allow areas of interest for update. Again, Director Ratkowski and Executive Director Calhoun to work on that.</p> <p><b>- Membership committee needs to develop the policies and procedures for corporate memberships (e.g., discount for a set number of employees from same company, to encourage more to join). If they want more direction, the BoD needs to provide that. Executive Director Calhoun will look at leading this effort with Membership.</b></p> <p>2) Awards: Champion of Excellence (COE) needs to be CHMMs only.</p> <p>- does the BoD want there to be more awards for non-CHMMs now that we have opened up the membership to ACHMM? Because of how things are written, for the 2007 awards, we need to allow non-CHMMs</p> <p>The committee has recently been in discussion about whether existing ACHMM member awards, such as COE, should be opened up to non-CHMMs. The current criteria imply but do not require that the winner be a CHMM. The committee's position is that the awards should remain separate. <b>We therefore move that COE be reserved for CHMMs, and if the Board wants to expand awards to non CHMMs, that a separate group of awards be proposed. Motion made by Director Ratkowski, Seconded by Immediate Past President McMurray. 0-9-2, Director Ratkowski abstained, Director Fletcher absent. Motion fails. Note – this will be revisited once the Branding Task Group has completed their work.</b></p> |
| <p><b>Nominations – LMB 1123</b><br/>10 min</p>  | <p>We had a meeting and are moving forward in getting nominations.</p>  |
| <p><b>Government Relations Director Fletcher</b><br/>1523- 1525</p> <p>(1) Government Affairs –</p> <p>(2) Homeland Security –</p>                     | <p>- 3 homeland security committee volunteers were recruited at the leadership conference,</p>  |
| <p><b>BMS Gap Analysis, discuss approve</b><br/><b>1030- 1039</b></p>  | <p>BMS is moving along. Task pro is being used to follow how things will be tracked. Document control is also being looked at. <b>A, b, c are the three tasks the group will be working on. These three items will help clarify actions for the organization (ACHMM) and will keep this task group busy for the next year</b> (Final procedures are to be presented to the EC. After these three procedures (Quality, Document Control, and O&amp;T) are completed, the task group will be on hold).</p>  |
| <p><b>Business Development - ZSG</b><br/><b>1124 - 1134</b></p> <p>(1) Marketing –</p> <p>(2) Publications –</p>                                       | <p>- AET calendar is in the board book so all BOD members are to look at this and see when topics for them listed.</p> <p>- We watched a short promotional video on ACHMM.</p>  |

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| <b>Break 1020-1030</b> 15 min  |   |
| <b>Education</b><br><b>1135 – 1140</b><br>(1) Professional Development – JW<br>1 10 min<br>(2) Management Systems – HK<br>(3) National Conference – JW/CeC | Information from this group was submitted via email.<br><br>Natl' conference in 2009 is looking for some help with local people for tours or other options for San Diego.<br><br>Green initiative task force is under Director Wolf. Leonore Jordan has been active in the group as well.   |
| <b>Break 1138-- 1145</b>   |   |
| <b>New Business 1145- 1150</b><br>30 min   | (1) When task groups are established that involve the creation of a process or program, then the TG assignment includes the development of the associated policies and procedures. There are templates and Director Rider is in charge of the policies and procedures.<br><br>(2) Greening initiatives – concern that we would be perceived as stating a position on some controversial topics. i.e., global warming  |
| <b>Parking lot items</b><br><b>1150-</b> 30 min<br><br>(1)   | 1. <b>Leadership workshop – what is our intent?</b> It has been a free benefit to members but we are limited space wise. History – it was set up for up and coming leaders of chapters – specifically the Vice President for succession planning. The transition from ACHMM leadership to just leaders seems to have occurred. Promoted as a member benefit, currently, we have moved some of the leader training to the conference. Vice President Kemp does not feel the conference meeting (Chapter Delegates) was the same. The CDC is to collect issues and recommendations from the chapters (not provide training?).<br>2. <b>BoD is in agreement that we need to start charging for this event in the future.</b> PDC needs to work with the National Office to determine what is next for the organization. Task to PDC.<br>3. Better communications within the board. We need to do a better job of internal communications e.g. when the board meetings will end.<br>4. Communications to the members of the ACHMM needs to be strengthened, too. We have started to address communicating back to the members, we are changing the way we issue minutes (quicker to BoD). This is an issue we need to be aware of and keep working to do a better job at communicating what is going on within the BoD and the ACHMM. Suggestions included meeting summaries in the e-newsletter and posting of minutes on the website. |
| <b>Next BOARD CALL:</b>  | <b>Saturday July 12 1000 eastern time</b><br><b>Harry to have information to us before June 21 (3 weeks prior), comments back to Vice President Kemp within 2 weeks.</b>  |
| St Louis LW 1255   | Motion made to approve the 2009 Leadership workshop as St Louis. Motion made by Director Wolf, seconded by Treasurer Butterfield. 8-0-3, Directors Rider, Snyder and Fletcher all absent  |
| <b>Process Check</b>   | Inform – to much rehashing went on this meeting,  |
| <b>Adjourn 1313</b>  | Motion to adjourn. Made by Immediate Past President McMurray, seconded by Treasurer Butterfield. 8-0-3, Directors Fletcher, Rider and Snyder absent.  |

|                  | LM            | MM | WSB | EAF         | HK  | KR  | ZSG | J<br>W | DS | Carol C (CaC)               | RF | D<br>R | Cedric C<br>(CeC) | Smiley |
|------------------|---------------|----|-----|-------------|-----|-----|-----|--------|----|-----------------------------|----|--------|-------------------|--------|
| On track         | 5             | 4  | 5   | 5           | 6   | 6   | 5   | 5      | 6  | 4                           | -- | 6      | 4                 | 6      |
| Participation    | 8             | 8  | 8   | 8           | 8.5 | 8   | 8   | 8      | 8  | 5                           | -- | 8      | 7                 | 8      |
| Listen           | 6             | 7  | 7.5 | 6           | 7   | 7   | 6   | 6      | 7  | 3                           | -- | 5      | 4                 | 8      |
| Shared<br>leader | 6             | 8  | 8   | 7           | 8   | 7   | 6   | 7      | 8  | 4                           | -- | 7      | 6                 | 7      |
| Results          | 8             | 7  | 9   | 8           | 6   | 8   | 7   | 9      | 6  | 4                           | -- | 5      | 7                 | 8      |
| Other            | 5             |    |     | 5           |     | rrl | 9   | x      |    | 4                           | -- |        |                   | --     |
|                  | Board<br>book |    |     | Bb, motions |     |     |     |        |    | Org not smooth,<br>sidebars | -- |        |                   |        |