

MINUTES – September 2008

NATIONAL ACHMM BOARD MEETING

Date: Monday September 8, 2008 and Wednesday September 10, 2008
Time: Monday: 3:30-4:30 PM and 6:30 PM to 10:00 PM
Wednesday: 1300- 1400

Chairman: M. Mandracchia
Secretary: E. Allen Frankenfield

Location: Minneapolis, MN

Agenda Items	Minutes
OPEN SESSION	
Call to Order President Mandracchia 5 min	President Mandracchia call to order at 3:35 PM
Roll Call/Call for Quorum Secretary – E Allen Frankenfield 5 min	Attendance – (full vote is 11) Laureen McMurray, Immediate Past President - absent Michael Mandracchia, President Harry Kemp, Vice President W. Scott Butterfield, Treasurer Elise Allen Frankenfield, Secretary Carol Carollo, Director Robert Fletcher, Director Donna Ratkowski, Director Karen Rider, Director Zehra Schneider Graham, Director, absent Daniel Snyder, Director John Wolf, Director Chuck Bessey, Director Emeritus Executive Director - Cedric Calhoun, absent
Review April BOD 2nd Quarter meeting minutes and July Conference call meeting minutes – meeting minutes were emailed to everyone this week. 10 min	Guests: Adriane Borgias, Rampur Viswanath Secretary Allen Frankenfield notified President Mandracchia that there was a quorum. Questions and revisions were made. Motion to Approve April Minutes was made by Director Rider, seconded by Director Wolf. Motion passed 9-0-2. Director Schneider Graham and Immediate Past President McMurray absent. Motion at approve the July Conference call minutes. Motion made by Secretary Allen Frankenfield, seconded by Vice President Kemp. Motion passed 8-0-3 – Director Ratkowski abstained, Director Schneider Graham and Immediate Past President McMurray absent.
International Task Force 3:40-	ACHMM International presence presentation by Adriane. Discussion ensued, of the opportunities and what we need to do. What is the BoD decision on the policy and procedures. Adriane asked for us to let her and Rampur know the decision as soon as

as we make it (after meeting). We can issue it as a do not distribute note as well.

Adjourn until Monday evening

**Evening session, roll call
6:50 -**

Motion made by Secretary Allen Frankenfield, seconded by Director Snyder. Vote 8-0-3 Director Carollo, Director Schneider Graham and Immediate Past President McMurray absent.

Attendance – (full vote is 11)
Laureen McMurray, Immediate Past President
Michael Mandracchia, President
Harry Kemp, Vice President
W. Scott Butterfield, Treasurer
Elise Allen Frankenfield, Secretary
Carol Carollo, Director
Robert Fletcher, Director
Donna Ratkowski, Director
Karen Rider, Director
Zehra Schneider Graham, Director
Daniel Snyder, Director
John Wolf, Director
Chuck Bessey, Director Emeritus
Executive Director - Cedric Calhoun,

Guest, Pete Spinney, Dave Benshoof, Brian Prince
Secretary Allen Frankenfield notified President Mandracchia that there was a quorum.

Modify agenda accordingly –

CHMP item has been removed from the agenda due to the need for a survey
Move committee reviews and reports together.

Inform: Branding TF Q&A happened today. Thanks to the group who participated.
Strategic planning session went well, PDC has gotten good speakers,

Review Agenda

President Mandracchia/Secretary Allen Frankenfield

President's Message

10 min

Executive Director Message Executive

Director Calhoun – 1900

15 min

1. Hopefully we all read his message.
2. 3226 members, 78 % retention, 553 new members (brand new or over 2 years gone)
3. 78% overall retention but still a 10% loss.
4. 8/21/08 at \$183,000 in dues revenue, 40% but most dues paid for the up-coming year are received in Nov/Dec.
5. Conference, sold hotel block, 702 attendees per KU –
6. 10x10 initiative – we had gone after new CHMMs as of 2005 on and have gotten some response. Also going after the not renewed for awhile. Getting approx 30 new members per day.
7. On-line Essentials, 20 users for full or individual courses. Looking for 100 total. Marketing the EHMM in trade magazines (Occupational Health and Safety (OH&S) and others). BMW is looking to send a small group to the on-line course.
8. Chip, our legal council, did a session at CDC, tools and resources to take back to individual chapters for immediate use. Well received, quarterly webinars for chapters is a possibility. Prioritization of their needs is part of the process.
9. The EHMM course here at the conference was discussed, slide issues, some slides were incorrect.

EC meeting minutes.

April 23, May 10, June 14, June 18, Aug 16 - 1920
10 min

Answer questions from BOD.

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. (task still to be done and is carried here from previous meetings).

Policy Approval –

10 min

August 16 minutes were not discussed since they were emailed on Friday, 9/5/08.

POL 01-005, International Outreach –EC held off on their review wanting to hear the ITG presentation. Discussion earlier in the afternoon. Task group thought out their plan. Contact made with a Taiwan group. If the BOD does not approve the task group for the international outreach (under BD) then the policy and procedure are not accepted. **Motion made to table this policy (POL 01-005) to a later discussion. Motion made by Immediate Past President McMurray, Seconded by Director Schneider Graham. Vote - 11-0-0, motion passes.**

POL 05-001, Volunteer Benefits. EC approved this policy, recommends approval. **Motion made to approve this policy (POL 05-001). Motion made by Immediate Past President, Seconded by Vice President Kemp. Vote - 11-0-0. Motion passes.**

POL- 02-001 – **Motion made to delete the policy (POL 02-001) from our policies and procedures. Motion made by Vice President Kemp, Seconded by Immediate Past President McMurray. Vote - 11-0-0. Motion passes.**

Procedures discussions 7:05 -
5 min 1940 -

PRO-01-017, Check signing procedure, modified to allow electronic payments, changed names of account to corporate and working account, cleaned up language, as long as the items are in the budget, they can be paid, if not in the budget need to have EC approval.

New Staff Position -

PRO -01-019 – international outreach. EC held off on their review wanting to hear the ITG presentation. Proposed new staff position. One is to remove the burden from our volunteers to create revenue generating programs and ½ on member recruitment and retention, ½ to chapters as a resource. \$70,000 total beginning 2009. **Motion made to accept the position as \$70,000 salary and benefits in the budget starting in 2009. Motion made by Vice-President Kemp, seconded by Director Schneider Graham.**

Discussion – Executive Director Calhoun feels the staff experience level is needed so the person already has some experience in running member programs and needs to be qualified enough to run the chapters. Attorney feels that we do not have enough staff members to deal with our number of chapters. The idea is that the chapters be bound closer to National so helping them will add members to National. Budget for chapter visits needs to continue. EC recommends the new position. **Vote – 10-1-0, Director Carollo opposed. Motion passes.**

Strategic Plan follow up 2015 -

Training on Sunday was good. Many people have commented on good training. Training was an exercise to form a company and produce a product. Once the company was formed, Branta gave an order. The company was for making a box. With the first order, the personality traits came out as expected.

After our training, the power points we developed will be updated with information from Stephen Carey and forwarded to the committees around Sept 21. Between now and our next board meeting, we will need to review.

Motion made to trust the Executive Director and Vice President to wordsmith the vision-mission

statement and put it into a strategic plan. Dr Carey will be involved as well. Motion made by Director Snyder, seconded by Immediate Past President McMurray. Vote – 10-0-1, Director Rider was absent.

Break 2033

At 10:00pm, Motion made to Extend the meeting until 11pm. Motion made by Director Carollo, seconded by Director Rider, 9-2-0, Director Ratkowski and Vice President Kemp opposed.

CLOSED SESSION – BOARD MEMBERS ONLY

Branding Task Group 8:40 pm – 10:00

Guest Michael Gordon

Membership – discuss

Governance – discuss

Standing committee reviews & Reports

Member Services – review and inform

No actions

Government Relations – review and inform

No actions

Business Development – review and inform

No actions

Education – review and approve

International -

Policy for how to go forth with an international plan? Ambassador for the country to be a liaison with the committees and country (time zone issues). Posting on cyber chapter web site to aid International interest. We need help from our government (for example grant money) and how to make this all work best for all involved, and confirm that such an idea is in alignment with the strategic plan under development.

Nominations -

OPEN SESSION

2200-2305

Motion to table to the policies and procedures from the ITG until the November BOD meeting to allow time for consideration of the strategic plan. Motion made by Director Snyder, seconded by Immediate Past President McMurray. 11-0-0.

Adjourn until Wednesday afternoon 2305

Motion made to recess until Wednesday afternoon. Motion made by Director Rider, seconded by Director Ratkowski. 11-0-0.

Wednesday September 10, 2008

Wednesday session, roll call

(8 is the full vote)

1300-

Laureen McMurray, Immediate Past President - departed at 1400

Michael Mandracchia, President

Harry Kemp, Vice President - **Absent**

W. Scott Butterfield, Treasurer departed at 1330

Elise Allen Frankenfield, Secretary

Carol Carollo, Director

Robert Fletcher, Director -**Absent**

Donna Ratkowski, Director

Karen Rider, Director - **Absent**

Zehra Schneider Graham, Director

Daniel Snyder, Director
John Wolf, Director

Executive Director - Cedric Calhoun,

Secretary Allen Frankenfield notified President Mandracchia that there was a quorum.

Committee Reports

Finance committee 2008 budget

Treasurer – budget submitted in board book, now a few weeks old, new \$20,000 CD was purchased at 4%, 18 month versus 12 month. \$70,000 in CDs. \$439,000 was cash on hand at that time, 150K was operating.

2009 budget basic structure

Conference:

97% of budget for exhibitors,

2009 budget is awaiting strategic plan. Committees and task groups need to be completed from strategic plan. Wait for November.

Motion Made to approve the Treasurer's report as presented and provided in the board book. Motion made by Immediate Past President McMurray, seconded by Director Snyder. Motion passes 8-0-3 – Vice President Kemp, Director Fletcher and Director Rider were absent.

New Business

2011/2012 Conference locations

- 2011 – Presentation on the cost for the cities selected was made to the EC. Austin Texas was the selected location.
- 2012 – same, Anchorage, Alaska was selected.
- In the past the BOD voted on locations due to contractual requirements with the vendor (UK) that ran the conferences. Now, with the staff and the planning being in-house, the selections do not need the same approval. Staff Member Jordan did research with similar science and technology groups. And their search said increased attendance at Anchorage. Discussions with the vendors was mixed partially due to the location and size of the vendor. This conference is 3 years away so there may be a different climate as well. Alaska discussion – conference overall cost was lower to the ACHMM (food and room costs). Attendees costs were a few dollars lower with hotel costs.

CHMP online

CHMP – proposal made to develop a CHMP review course. The EC felt a survey of need was needed first. Executive Director Calhoun requested that the BoD approve the dollar amount (\$30,000) even if we are waiting on the survey. Executive Director Calhoun would like the monies earmarked to do the coursework to set the price with Overnight Software. If we do not choose to do the CHMP course, the monies can be reprogrammed to do the other courses we are talking about. ***Motion made to lock in the price with Overnight Software for this class or other class development for online courses beyond the Essentials class. [Pending market research]. Motion made by Immediate Past President McMurray, Seconded by Director Snyder.*** Discussion – this would be in 2009 budget.

8-0-3 – Vice President Kemp, Director Fletcher and Director Rider were absent.

New Business

30 min

1 Motion to reopen the discussion and vote on the ITG POL document Motion made by Director Snyder, Seconded by Immediate Past President McMurray. – discussion - wanted closure for the ITG
– 7-0-4 – Vice President Kemp, Treasurer Butterfield, Director Fletcher and Director Rider were absent.

2) Motion made to approve the policy created by the ITG. Motion made by Director Snyder, Seconded by Director Schneider Graham. Discussion – the task group deserves a decision on the policy. The ITG did excellent research, and with new strategic plan (SP), we can use some of this detail. Without the SP in place, it is too soon to make such strategic decisions. President drafts letter stating the appreciation of the work, will be used in the new strategic plan. Vote - **0-7-4 - Vice President Kemp, Treasurer Butterfield, Director Fletcher and Director Rider were absent.**

ByLaws -

Revisions to the bylaws were sent out Tuesday morning. We do need to review, discuss and vote. Plan to set up a conference call for bylaws. Wednesday night, suggestion

Process Check

Inform –Secretary Allen Frankenfield to email to all BOD members the process check and ask for response by Friday this week. Return your comments.

Adjourn 1400

Motion to adjourn. Made by Director Snyder, seconded by Immediate Past President McMurray. **Vice President Kemp, Treasurer Butterfield Director Fletcher and Director Rider were absent.**

	LM	MM	WSB	EAF	HK	KR	ZSG	JW	DS	Carol C (CaC)	RF	DR	Cedric C (CeC)	CB
On track	7	7	7	5	6	6	7	8	7			4	7	
Participation	7	8	8	6	8	8	8	8	8			4	7	
Listen	5	7	8	7	8	8	7	7	8			8	8	
Shared leader	5	7	8	7	8	8	7	7	8			7	7	
Results	6	8	7	7	7	7	6	7	7			7	7	
Other	1	1	1	1	1	1	6	5	2			--	3	

LAM comment: Schedule had too much in it and meeting scheduled for too late at night

MM comment: Very tough when meeting is so broken up

WSB Comment: 1: Splitting the meeting up to different dates and times sucked.

EAF Comment: did not feel we stayed on track, too much changed as we went through the meeting. If the SP workshop does its job, we should be better in the future but it was a non-cohesive meeting. Luckily we did not need many decisions except the SP tasks.

HK Comment: OT - My feelings on this may be due to how we had to rush, stayed up late, and split the meeting., other: Obviously I had trouble with this, but we were victims of circumstance. Splitting meetings up to different dates and times should be avoided; late meetings as well.

KR Comments: OT - Splitting meeting takes more time to reassemble thoughts. Other - Obviously the late meeting does not work, we get slap happy especially following a long conference day but understood that we had to work around other schedules. Ditto-Splitting meetings up to different dates and times should be avoided; late meetings as well.

ZSG comment:

JW Comment: agree with others, the late night BOD meeting/split meeting really did not make for a cohesive BOD experience.

DS Comments: Splitting the meeting up to different dates and times sucked.

CeC comments: the different times and days for the BoD meeting were stressful, but I do understand why we had to do it.