

MINUTES – January 2008 NATIONAL ACHMM BOARD MEETING

Date: January 12, 2008
Time: Saturday 0800 1830
Location: FASEB Conference Room, Bethesda, MD

Chairman: M. Mandracchia
Secretary: E. Allen Frankenfield

Agenda Items	Minutes
Call to Order President elect Mandracchia 5 min	President elect Mandracchia call to order at 8:00am
Roll Call/Call for Quorum Secretary – E Allen Frankenfield 5 min	Attendance – (full vote is 11 with quorum) Laureen McMurray Boyle, President - (arrived 0930) Michael Mandracchia, President elect W. Scott Butterfield, Treasurer Elise Allen Frankenfield, Secretary (elect?) Karen Rider, Director Zehra Schneider Graham, Director John Wolf, Director Harry Kemp, Vice President Elect Donna Ratkowski, Director elect Carol Carollo, Director Elect Daniel Snyder, Director Elect Robert Fletcher, Director Elect Executive Director - Cedric Calhoun Guests: Support from Nina Gilmour staff and FASEB staff. Secretary Allen Frankenfield notified President elect Mandracchia that there was a quorum. <i>A motion was made to change the order of the agenda since President McMurray Boyle was not available. Swearing in of officers will be performed later. Motion made by Secretary Allen Frankenfield, second Treasurer Butterfield. Motion passed 10-0-1. (President Elect Mandracchia as chair did not vote).</i>
Review November BOD 4th Quarter meeting minutes 0850 -0902	<i>Motion to Approve Minutes made by Director Ryder, second by Director Elect Ratkowski. Discussion question on reporting format for standing committee chairs, needs to be provided before every meeting. Task in Nov meetings, reviewing Policy 05-001, Secretary Allen Frankenfield will look at the policy and review for adding volunteer benefit recognition. Task pro versus strategic plan - Vote Motion passed 10-0-1. (President Elect Mandracchia as chair did not vote).</i>
Review Agenda President Mandracchia/Secretary Allen Frankenfield	No additional changes

Presidents Message President elect Mandracchia	<p>Reminder from yesterdays meeting with Jean Block, decisions made by the board need to be supported and not discussed afterwards. If you are not in agreement, the item can be brought back up in later meeting but as a board decision, all board members have to support.</p> <p>Discussions will go around the table once for discussions</p>
ED Message Executive Director Calhoun 0830 – 0845	<ol style="list-style-type: none"> 1. ED will be looking into adding life insurance for Nat Office staff and 4013B retirement plans. 2. 2007 highlights – retention rate (based on 2007 billing) 99.6% retention. 3798 billed, 3782 paid. Reminders and regular reminders will remind members to renew. Net increase 370 members (roughly 10%). Revamp 2008 revenue projects were revamped due to early dues payments for 2008 – approximately \$100,000 in 2008 dues collected in 2007. the trend we are anticipating is 25% will pay with in the 90 day prior to the 3. \$139K profit from the conference. 4. 2008 conference budget has been forwarded to KU and parameters have been given to them. 5. task pro status – slow curve on getting us all up to speed. Committees are slow to send members. CDC, PDC and Management systems have sent committee information, TASK – all committees need to submit their committee lists to the office for access to tasks pro.
EC Minutes November, December EC meeting minutes. 0903 – 0908	November and December 2007 meeting minutes were reviewed December minutes – Immediate past president McMurray Boyle to take the action and will complete the item by March 1. (also after discussion in the finance committee). (revised procedure and policy on board expenses reimbursement).
Swearing in of M. Mandracchia as president 0919	President McMurray Boyle swore in Michael Mandracchia as the 2008 ACHMM President.
Swearing in of new officers:0921-	President Mandracchia swore in new Board members
Signing official documents 0934	All members signed the ethics statement, commitment to serve and individual job descriptions. All BoD members signed, even the returning members.
Closed session;	No meeting minutes are taken in the closed session.
Committee Performance	
Branding task force	
ED Contract	
Break 1035-1045	
Policy Approval –	No policies or procedures were presented for review/approval. TASK _ National office to provide Secretary Allen and Director Rider with a revised set of the operating procedures based on all of the recent updates.
Procedures approvals	No procedures were approved by the EC since the November 2007 board meeting.

<p>Strategic Plans – 1055- 1116 - 2008 strategic plan progress and task tracking</p>	<ol style="list-style-type: none"> 1) task pro is taking over the planning. 2) Goal 1.1.04 target to offer the overview course overseas. Outside of on-line, was there a plan to offer a physical course? This was planned for on-line only and the International needs to review and look at what languages to translate and then Pubs job to look at price structures. 3) Chapters – India is set and then there next two goals are one new international chapter by one date and three by the second date. 4) 1.2.5 – 5) If there is more than one chapter to a task, need to show which chapter is in charge of hat parts. We need to list the owner of each tasks. TASK –Go through the strategic plan and ID the owner – look in task pro for the owners, . Then these need to be updated in task pro during the meeting.
<p>IAHMT Proposal (International Association of Hazardous Materials Technicians) 1116-</p>	<p><i>Motion made by the EC to allow ED to start the initial screening process of the organization – what will it take, what are the legal ramifications, etc. Legal fees are capped at \$2000 without further EC approval. Motion made by Secretary elect Allen Frankenfield, seconded by President elect Mandracchia. 4-0-1, McMurray Boyle was absent.</i> (Christopher Smith, firefighter from Atlanta).</p> <p><i>Motion made Secretary Allen Frankenfield, seconded by Vice President Kemp. Discussion. The IAHMT has been in discussions with the IHMM. IAHMT wants certification program and membership. IHMM forwarded the contacts to ACHMM for the member part.</i></p> <p>Discussions –</p> <ol style="list-style-type: none"> 1) is this a market we need to be going to? Are the firefighters that interested in a certification? Answer – the due diligence review will answer some of this. the branding group will also be investigating what organizations we need to look at. 2) Legal fees, we should also be getting from the legal folks what will the full review cost. With the short term path forward, we need to look at issues, pros and cons. That is a combination of Legal review and Executive Director Calhoun’s time to determine the feasibility of what will fit within our structure. <p>Vote on the 9-1-1, Director Ratkowski absent, Director Carollo was against.</p>
<p>Partnership tasks force</p>	<p><i>No update yet. Criteria for selection has been slowed due to the branding taskforce. Mission of the partnership task force, the BoD would like to see. April 1, BoD will see the draft of the partnership criteria.</i></p>

BMS Gap Analysis HK, discuss approve

Discussion/ explanation of what Vice President Kemp has presented for Task 4, objective 2. Business management system. accomplishments:

- 1) draft report
- 2) gap analysis and report – with many policy and procedures and undocumented processes, not all linked in a systematic manner. (attachment 3).
- 3) quality EH&S policy draft
- 4) staff training accomplished.

Review of recommendations:

- 1) quality EH&S policy was provided to all members this am.

Motion: The draft Quality, Environmental, Health & Safety Policy and attached, to the BMS Gap Analysis report as Attachment 4. This policy was developed by Vice President Harry Kemp and Scott Sylvester, CHMM, with review by ACHMM staff, the Management Systems Committee, and several ACHMM members that work in the management systems fields. I make a motion that the ACHMM Board of Directors approve this policy, as amended, y to set the base for development and implementation of the BMS. Made by Vice President Kemp, seconded by Director Schneider Graham. Vote: 11-0-0.

MOTION #2: The basic responsibilities of “top management” are identified in Section 6.2 of the draft BMS Description Document shown in BMS Gap Analysis report as Attachment 3. “Top management” needs to be readily accessible to the BMS Management Representative and able to respond to requests by making expeditious decisions or provide guidance. Contrary to the wording in this draft document Harry Kemp respectfully makes a motion to establish the ACHMM Executive Committee as “top management” by definition within the context of the BMS. Motion made by Vice President Kemp, seconded by immediate Past President McMurray Boyle, 11-0-0. motion passes.

MOTION #3: The basic responsibilities of BMS Management Representative are identified in Section 6.1 of the draft BMS Description Document shown in BMS Gap Analysis report as Attachment 3. This is a key role in the BMS and must be filled by a person who has the technical ability to lead the development and implementation effort while having a firm knowledge of the ACHMM operations. Although the Executive Director is the logical choice to fulfill this role it may be unwise to put Cedric in this position at this time. Besides the fact that he has much to learn about formal management system implementation and maintenance, he has many other projects and tasks that he already has responsibility for that are crucial to the ACHMM. For these reasons Harry Kemp respectfully makes a motion that for 2008 Harry Kemp act as the MR with a transition to Cedric to assume the role January 2009. Motion made by Vice President Kemp, seconded b Immediate Past President McMurray Boyle. 11-0-0.

Cross functional team needed, HR will be constituting the team and is looking for prob 2 more from what he already has, he team will develop a budget and time line and tasks assignments to come back to the EC. Description document is in draft format.

Tasks for the cross functional team. 1 –document control, 2- record keeping and 3- monitoring and measuring,

Lunch 1215 -	Working lunch, Vice President Kemp continued discussing the EMS.
Treasurer's Report/Finance Committee; 1237 - (1) BoD Stipend (2) Actual 2007 (3) 2008 budget (4) Scholarship endowment Treasurer Butterfield	1) The BoD needs equity on the stipend for the BoD members. A guideline for each year will be developed based on where the meetings (Conference and leadership) are located. Directors feel that they should be at the conference and leadership meetings. These should be reimbursed expenses. Immediate past president McMurray Boyle will draft a new procedure by march 1 to determine the revised BoD Stipend calculations. 2) Surplus for 2007, as of 12-21-07, forecast at \$195K. the 2007 plan had a loss of \$13K. items that are better, investments, KU budgeting etc. Merrill Lynch account is the cash reserve and think we can add more to it. The reasons for the surplus are partially the 2007 conference expenses were \$73K less than plan, <ul style="list-style-type: none"> • Vice President Kemp would like to see the explanation of the windfalls or other items that are above/below plan detailing what the details are. 3) 2008 approved budget, 52% of 2008 billed folks have paid. Rebill that 48% before a short grace period and close out their membership. Current workbook is in the board book, 4) Scholarship – information sent out this am. Legal and CPA set up guidance for our setting up an endowment for scholarships. The assigned committee will need to set up the scholarship criteria
Member Services 1333 Membership - DR Awards - DR Chapter development DR	Member Services: <u>CHMMunity</u> – tracking the funds and projects that have been approved. Initial can be the application then the reports and updates should be on the website. <u>Scholarships</u> – poll the chapters to see what the locals are doing and then see what might be needed beyond that. <u>GOV Affairs</u> – each chapter is asked to have a GA committee. Member Services feels that is GAs task. (Directors Fletcher and Ratkowski need to assign their committees for lead, then they need to get back with ED on date and assignment). <u>Awards</u> – criteria for CHMM of the month – Director Schneider Graham and ED Calhoun will get with awards on this,
Break 1400	
Nominations –LMB 1411	If you know of people who might be interested in running for the board, let the nominations committee so they can start the process. Available: Director at large, Director Education, Vice President and treasurer. See the terms excel file timeline for when each position is up for election.
Government Relations Government Affairs - Homeland Security -	Rolling in all of the activities

<p>Business Development - ZSG 1419 - Marketing</p> <p>Publications –</p> <p>EHMM</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>Online class – planned to be available this first quarter. Keeping information on advance publication down so that we are not forewarning the “competition”. Power point slides are being updated. Updating and keeping it as an overview course, too much or too little information, and speaker notes are all being evaluated.</p>
<p>Education 1440 -</p> <p>Professional Development – JW</p> <p>Management Systems – HK</p> <p>National Conference – JW/CeC</p>	<p>Conference – business meeting moved to Sunday night, no action from the board is needed. \$33,000 in exhibit and sponsor committed to date (conference).</p> <p>Leadership sponsorship is almost in place. Harley Davidson is providing quite a bit of support for this event with location and food.</p> <p>Scott S is looking for task pro training and green initiative -</p> <p>2009 KU Vendor information – In the EC meeting - Motion made to not sign 2009 contract with KU and move the activities in house. Motion made by Secretary Allen Frankenfield, seconded by President Mandracchia. 4-0-1. McMurray Boyle was absent.</p> <p>Motion made to the BoD by Secretary Allen Frankenfield, seconded by Director Schneider Graham, motion passed 11-0-0.</p> <p>Motion made to accept the 2010 proposal for our conference, Peachtree Weston in Atlanta. Motion made by Immediate Past President McMurray Boyle, Seconded by Secretary Allen Frankenfield. 11-0-0.</p>

<p>New Business</p> <p>(1) Director emeritus nomination 1445</p> <p>(2) Transportation goals Motion</p> <p>(3) international Registration Fee</p> <p>Training partnerships:</p>	<p>(1) Motion made that Chuck Bessey be nominated as a director emeritus. this is in addition to Smiley McMillan. Made by President Mandracchia, seconded by seconded by Secretary Allen Frankenfield. Motion passed by secret ballot (per by-laws).</p> <p>(2) Motion made that the ACHMM rewrite the Goals and objectives to include transportation and security to be in line with the Academy discussed goals and have the Goals and Objectives reviewed on an annual basis. Motion made by Director Fletcher, Motion was rolled into the branding discussion.</p> <p>(3) Motion made to use the world bank criteria to set the conference fee for International members. Motion made by secretary Allen Frankenfield. Second by immediate past president McMurray Boyle. Discussion; the anticipated reduced fee is less than our out of pocket costs for the conference. We need to look at the overall international presence. Our affiliate organizations are willing to aid the looking at overseas opportunities. Once the on-line course is available, we can look at what countries have people taking the course. Retract;</p> <p>Motion made to grant concession on he conference fee to 10 individuals from the India chapter to cover fixed cost (set by ED). However, by August 11, 08, we must receive a comprehensive draft plan for international expansion (draft plan provided by BoD) including draft policies and procedures. Made by Vice President Kemp, Seconded by Director Carollo. Friendly amendment to reduce the number from 10 to up to six (6). Friendly amendment made by Director Carollo, seconded by Treasurer Butterfield.</p> <p>BOD is tabling the request for the conference reduced fee until the April board meeting.</p> <p>Motion that the BoD provide guidance and templates to the task group so that a decent draft of the international expansion program is returned to the BoD by April 1, 2008. this is to include policies, procedures and criteria on which countries, when and how. Motion made by immediate past president McMurray Boyle and seconded by Vice President Kemp. This is assigned to Director Snyder and IPP LAMB. Director Snyder is task group chair, Immediate Past President McMurray Boyle to aid. Rampur on the committee but no longer the lead. Director Rider to help as needed. 10-0-1 – Director Snyder absent.</p>
<p>Parking lot</p> <p>1. Task Pro Questions</p> <p>2. China, PhD students</p> <p>3. Code of ethics</p>	<p>1. one on one training with Cedric.</p> <p>2. China PhD students in the US. Update –gentleman from Taiwan (Wan Pan) is in contact now with the PhD students. Their group has grown to over 400 US and China members.</p> <p>3. Code of Ethics for the Essentials course. Question was raised on what more should we be doing on all of this.</p>

Process Check	
	Motion to adjourn. LAMB, WSB, 10-0-1

	LMB	MM	WSB	EAF	HK	KR	ZSG	J W	DS	Carol C (CaC)	RF	DR	Cedric C (CeC)
On track	6	8	8	7	6	9	7	7	Gone	7	8	7	7
Participation	6	8	8	7	8	8	8	9	Gone	7	8	8	8
Listen	7	7	8	7	8	8	8	8	Gone	8	8	5	7
Shared leader	7	8	8	7	8	8	8	8	Gone	7	8	7	8
Results	8	8	8	8	7	8	8	8	Gone	6	8	7	8
Other	9	9	--	--	5	7	--	--	Gone	5	--	5	--
	Links in BB	Most prepared new crew			Motions, too complicated	Roberts rules				Vote productivity		Speed of the meeting	