

MINUTES – January 2009

NATIONAL AHMP* BOARD MEETING

Date: Friday January 16, 2009, Saturday January 17, 2009`
And Sunday January 18, 2009

Chairman: H Kemp
Secretary E Allen Frankenfield

Time: Friday 0800-1700, Saturday 0800 – 1700,

Location: Bethesda, MD

Agenda Items	Minutes
	OPEN SESSION
Call to Order President elect Kemp 5 min	President elect Kemp call to order at 0815.
Roll Call/Call for Quorum Secretary – E Allen Frankenfield 5 min	Attendance – (full vote is 11 with quorum) Michael Mandracchia, President/Immediate Past President Harry Kemp, President Elect Zehra Schneider Graham, Vice President Elect W. Scott Butterfield, Treasurer elect Elise Allen Frankenfield, Secretary Karen Rider, Director elect – absent/arrived 0845 John Wolf, Director elect Donna Ratkowski, Director Daniel Snyder, Director Robert Fletcher, Director Elect Mike Gordon, Richie Spangler, Executive Director - Cedric Calhoun Director Emeritus, W Smiley McMillan Support from Nina Gilmore, Vickie Haskins, Leonore Jordon and Alison Heron - staff and FASEB staff. Secretary Allen Frankenfield notified President elect Kemp that there was a quorum.
New Member swearing in 0830	* The Academy of Certified Hazardous Materials Managers (ACHMM) membership voted to change the organization's name to the Alliance of Hazardous Materials Professionals™ (AHMP) effective January 2009. Your membership association is focused on its vision of becoming the recognized global leader and resource for hazardous materials professionals. <i>President Mandracchia swore in President Elect Kemp. President Elect swore in Vice President Elect Schneider Graham, Treasurer elect Butterfield and Director elect Wolf. Director Rider was sworn in at 0900.</i>
Open Director positions	<i>Motion made to appoint Lorenz Richie Spangler to the two year Director position vacated by Carol</i>

Carollo.** Motion made by Vice President Schneider Graham, seconded by Immediate Past President Mandracchia, Vote: 10-0-1, Director Elect Rider was absent.

Motion made to appoint Mike Gordon to the one year open Director position vacated when Zehra Schneider Graham was elected Vice President. Motion made by Vice President Schneider Graham, seconded by Treasurer Butterfield, Vote: 10-0-1, Director Elect Rider was absent.

**** Director Carollo resigned in December due to personal/health reasons.**

Advisor director
0910

President Kemp is proposing Chris Smith as the first advisory director. Mr. Smith was the head of the IAHMT and he approached the ACHMM/AHMP in the fall of 2007 about rolling his organization into ours. Mr. Smith is a fire fighter from Cobb County GA and has been dealing with haz mat fires and incidents for many years.

Motion made to appoint Mr. Chris Smith as an advisory director. Motion made by immediate Past President Mandracchia and seconded by Treasurer Butterfield. Discussion – what will be his role? Getting some segue into the Homeland Security arena and areas that local agencies need to comply with but need more aid in what they need to do. OSHA is revising the 200 standard and this would be an aid for spreading the information. Their organization has dissolved and is ready to be part of our group. 11-0-0. Motion passes.

Introduction of Alison Heron. DELP scholar (Amer Society of Association Executives) and is the AHMP new member services Liaison. She has experience with A vectra as an added bonus for the Leadership Conference and the Annual Conference.

Recess the meeting until Saturday
Afternoon

Motion made to recess until Saturday afternoon. Motion made by Secretary Allen Frankenfield, seconded by Director Gordon. Vote 11-0-0.

2009 Strategic Planning, Friday January 16, 2009

0900-1800

2009 Strategic planning Saturday January 17, 2009

0900-1230

1230 – 1300

RE-convene board meeting
Call to order, President Kemp
Roll Call/ Call for Quorum
1305

Lunch

Attendance – (full vote is 11 with quorum)
Michael Mandracchia, Immediate Past President
Harry Kemp, President
Zehra Schneider Graham, Vice President
W. Scott Butterfield, Treasurer
Elise Allen Frankenfield, Secretary

Karen Rider, Director
John Wolf, Director elect
Donna Ratkowski, Director
Daniel Snyder, Director
Robert Fletcher, Director
Mike Gordon, Director

Richie Spangler, Director

Executive Director - Cedric Calhoun
Director Emeritus, W Smiley McMillan
Guest Staffers Nina Gilmore, Alison Heron and Leonore Jordon.

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

Review the Vision -

Motion made to approve the revised mission and vision statement as developed yesterday and today. Motion made by Director Rider, seconded by Director Snyder. Vote – 9-0-2, directors Wolf and Gordon were absent.

President's Message 1308-

We have made many investments in our organizations and it is coming to a boil here this year. We need to make the planning and changes work. We need to show a return on the investments we have made.

Review November BOD meeting minutes.

10 min

November Board minutes were sent out to the BoD for review. Grammatical corrections were provided. ***Motion to Approve the November Minutes was made by Secretary Allen Frankenfield, seconded by Immediate Past President Mandracchia. Motion passed 10-01, Director Spangler abstaining since he was not at the November meeting.***

EC meeting minutes.

Answer questions from BOD.

November 7, 2008

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

1315-1320

Review Agenda

President Kemp/Secretary Allen
Frankenfield 1325 -

Treasurers Report

1329 - 1405

Modify agenda accordingly –

1. in Board book and handout on our budget. We had started the year agreeing to a \$100K overrun due to investments (i.e. Overnight Software). We ended up with approximately \$300,000 in overrun. Treasurer Butterfield is going through the line items and looking to remove KU items from the lines. There are some disputed items at this time that may change the bottom line a small amount.
 - The Corporate donations/sponsorships projections were overzealous and should have been lowered through the year as we realized the goal would not be met.
 - Member dues are off \$30,000 from when the actual funds are received (work on a cash basis). Cash flow was starting to ramp up in November and December but not as high as anticipated.
 - There was a discretionary line item of \$30,000 – income surplus from 2007 to help with new (2008) projects.
 - On-line EHMM registrations were below projections.
 - The summary, we missed income by approximately \$150,000 (incorrectly estimating what we could really bring in).
2. good news, cash reserves were not touched and they increased by \$8700. Operating capital was where the budget shortfall was taken. That account is lower at the start of this year.
 -

Motion made to approve the treasurers report as presented, Motion made by Treasurer Butterfield, Seconded by Secretary Allen Frankenfield. Vote – 11-0-0. Motion passes.

Executive Director Message Executive Director Calhoun – 1403- 1426

1. Hopefully we all read his message.
2. Exit surveys will be held with some members who are not renewing. A New member campaign was held this year. Over 200 new members were received. It was a 15 month membership for the price of 12. These were the never joined and long lapsed (join in September 2008 for the remainder of 2008 and 2009 membership).
3. New and renewals were at 4339 for 2008. Membership numbers are being calculated better now using different parameters versus the system used previously to now when the numbers were not calculated accurately (members where counted even when they had not paid).
4. At the end of calendar year 2008, we had received 76% retention of the membership via dues paid for 2009. 3861 invoiced for 2009, 2917 paid.
5. Improvements, billings will go out at consistent times. We do not have a mechanism to collect in arrears so we consider a lapsed member more than two years as a new member.
6. As of December 2008, we had 3772 paid for 2008 out of invoices of 4141; there are 24 past presidents or award winners who are not billed.
7. **Tasks – Executive Director Calhoun to provide a different breakout on the member numbers,**

Closed session – Board Members only

**ED Performance evaluation
Bonus recommendations 1426-**

Open Session

Approval of ED 2008 Bonus

Discussion: ED contract states incentive programs. The contract has incentive numbers. While some incentives were met, we also acknowledge that there were some other areas (Rebranding) that may not have been captured in the incentives and were very time consuming.

Motion made to approve a bonus of \$10,000. The bonus is broken out as \$4,444 for increased registration, and a discretionary bonus of \$5556, as detailed in the employment contract. Made by Immediate Past President Mandracchia, seconded by Vice President Schneider Graham. Friendly amendment to change where the funds are from motion made by Director Spangler - vote on the friendly amendment 11-0-0. vote on the Motion, 11-0-0.

**Policy Approval – 1509 -
10 min**

None presented

**Procedure discussion
(approved by EC)
-1514**

In November, Vice President Kemp handed out a draft Procedure “Project Development and Approval” for any new tasks that members may feel are important to our organization. This is part of what was promised to the International Task Force. We (BoD) were all to review and provide comments to Vice President Kemp. Director Snyder is to develop this for presentation at the March EC meeting. Director Snyder is to provide the draft procedure several weeks prior to the March meeting for the EC to review at the Leadership workshop.

Organizational assignments:

- **Zehra Schneider Graham**
- **Mike Gordon**

- Acting Business Development (BD) director as well as being VP. The BD Director slot will not be elected until 2009 election.
- Director Gordon was part of the Branding Group and part of the member category assignments. He is being asked to check against all of the policies and procedures to see if we carry the detail and categories through the policies and procedures. Working group is Director Ratkowski, Staffer Heron and Director Gordon. It is not a task group but if upon review, that is needed, one will be

- **Richie Spangler**
- **Karen Rider**

-

formed. All policies and procedures are with Director Gordon. Logo and name change needed on all items.

- Web site review/task group
- Focus on following up in NJ model and CA new developments to determine state training coordinators and see who we can tap into to identify who we can see at state levels to help perform training.
- CHMMunity – how to capture what has been done (lessons learned, project approaches), tracking future awards and following up on what has been done to promote the program and the successes.

Task Group Reviews 1530 - 1600

Branding,
Vice President Schneider Graham
HMM Desk Reference

The task group has been disbanded since their task has been completed.

Business Management System,
President Kemp

What should the new reference look like? How should it be published (pod cast, CD, hard copy book), who should publish (self or outside hired), members will still be tapped as the technical sources. Task group lead proposed – Charlie Kubler, past president, lead on the original version, Northstar Chapter member. Director Snyder has been asked to participate. **Motion made to set the task group to determine the format of the next reference. Motion made by Immediate Past President Mandracchia, seconded by Director Spangler. 11-0-0. President Kemp to provide written direction to the Task Group.**

Web site Review

President Kemp has the lead but since he is now the President he needs to pass it on. The gap analysis has been completed and we need to set up the plans to continue the process. President Kemp wants to disband the TG and use the strategic plan to implement the recommendations that are contained in the Plan, i.e. document control.

Motion to create a Website Review task group. Charge will be to review the current website and make recommendations for format/content updates including budget and timeline. Review and recommendations to the Board by the Q2 Board meeting. Motion made by Vice President Schneider Graham, seconded by Immediate Past President Mandracchia The Website Review task group is charged with reviewing the current website, making recommendations for format/content updates including a proposed budget and timeline. The task group should also consider the look and feel with regards to the implementation/transition of our new brand identity and our new vision and mission.

The first set of recommendations should be based on a review of the home page with a second set of recommendations being based on secondary pages.

The task group should be comprised of the following individuals: Cedric, Alan G., Brian Prince, Zehra, Richie and one to two chapter presidents to be determined. The TG would be lead by Brian Prince.

Review and recommendations to be submitted to the Board by the Q2 Board meeting.
Motion carries 11-0-0.

Yellow line task group

Review day to day tasks and to make sure the BoD versus Exec Director Calhoun's actions and activities are in alignment with roles and responsibilities. Look at all policies and procedures and determine where the yellow line is located. IPP Mandracchia in lead.

Break 1600 – 1615

Motion made to extend the meeting until 1730, made at 1620. Motion made by Immediate Past President Mandracchia, seconded by Director Spangler. 11-0-0.

Committees

Review of standing committees (6) and Technical Subcommittee charters to ensure accuracy and correctness; reports from the standing committee directors on 4th quarter activities and objective/task accomplishments; reaffirmation of technical subcommittee chairpersons

Finance committee

2008 budget

Mission statement – (revised)

Ensure the Financial health of the AHMP by

- Verifying the accuracy of the AHMP's financial statements;
- Assisting with the preparation and monitoring of the AHMP budget;
- Participating in AHMP financial planning and project plan development.

2009 budget basic structure

Progress on 2008 Budget

We have seen the current budget.

Nominations

Mission:

To identify and fill the leadership needs of AHMP by:

- Solicit the general membership for nominations of potential candidates;
- Verifying their qualifications and preparing an annual slate of candidates for open elected positions on the AHMP board of directors; and
- Finding potential candidates for all appointed leadership positions and provide recommendations to the President for appointments for Technical Sub-Committee Chairs, Directors, Task Groups and unexpired vacant elected terms on the Board of Directors.

1730 motion to extend the meeting

Lead – the Immediate past president is the Committee lead.

Motion made to extend the meeting to 1745. Motion made by Vice President Schneider Graham, seconded by immediate past President Mandracchia, Motion passed. 11-0-0.

Government relations

The mission of the ACHMM Government Affairs Committee:

Recess until Sunday Morning – 1745

Motion made to recess until Sunday AM. Motion made by Secretary Allen Frankenfield, Seconded by treasurer Butterfield. 11-0-0,

Sunday January 18, 2009

Sunday session, roll call

Attendance – (full vote is 11 with quorum)

Michael Mandracchia, Immediate Past President

Harry Kemp, President

Zehra Schneider Graham, Vice President

W. Scott Butterfield, Treasurer

Elise Allen Frankenfield, Secretary

Karen Rider, Director (departed at 1050)

John Wolf, Director

Donna Ratkowski, Director

Daniel Snyder, Director

Robert Fletcher, Director
Mike Gordon, Director
Richie Spangler, Director

Executive Director - Cedric Calhoun
Director Emeritus, W Smiley McMillan
Guest Staffers Nina Gilmore, Alison Heron and Leonore Jordon
Secretary Allen Frankenfield notified President Kemp that there was a quorum.
Continue from yesterday. Verbal report from Director Fletcher.

Government Relations
Technical subcommittees of Homeland
security and Government Affairs.
0805

- Goals have been to look at what states are doing and looking at adding EHMM class at the state level to regulators
- Homeland security subcommittee is trying to get information onto the web for chapters to use for security preparedness.
- Domestic preparedness information onto the web, is there a liability on our part if something happens (ie a CHMM taking the training has a negative impact). Different levels of courses that allow you to be a domestic preparedness professional. (make sure the legalese is on the web in the form of a disclaimer for all of the information we provide, also for the homeland security group, a sign off that someone would sign with a "do no harm" statement.
- Question, do we need this technical subcommittee??? Can it be a task group or sub committee off of the NCC?? What about our Technical Advisor, Chris Smith. Can we wait until he comes on board and get him involved to see what direction we take it?
- **Motion – that all six standing committee chairs review the strategic plan and compare their technical committee activities versus the plan to ensure alignment with the plan. Action due by the board book due date before the March 2009 board meeting (due date of March 6, 2009). Deliverable – organization or reorganization plan on what each committee will accomplish. Motion made by Director Snyder, seconded by Secretary Allen Frankenfield. Discussion – some committees were holding off until the strategic plan was completely finalized, need to be more proactive and keep the committees moving forward. Vote 6-5-0: For Allen Frankenfield, Snyder, Mandracchia, Fletcher, Rider, Ratkowski, Against Butterfield, Spangler, Schneider Graham, Wolf, Gordon.**
- **Motion made to create the following mission statement for the government relations committee. Motion made my ZSG, MM. 11-0-0**

The Government Relations Committee shall keep AHMP members

- Inform the membership of emerging and changing federal legislation and regulations that may affect the management, transportation, or storage of hazardous materials, and related health and safety issues,
- Bring opportunities to the Board to communicate with legislators and other policymakers that affect federal legislation, policy and regulation to ensure the AHMP's viewpoint is understood and given due consideration.

To increase the overall value of membership in the ACHMM and local chapter by:

- Developing and implementing a strategy/plan for the retention of current members and to increase membership in the ACHMM;
- Providing communication and support between the ACHMM and local chapters to better establish and grow local chapters, and to increase the value that local chapters can deliver to members;

Membership
0855 -

- Pursuing the establishment and maintenance of relationships with external organizations of interest to the membership and maximize member benefit.
- Providing recognition to individuals and chapters for their outstanding contributions that further the objectives, goals and the Vision-Mission- Strategy of the ACHMM.

Mission statement was not reviewed at this meeting, we are using the review of the committees evaluate the mission statement.

Membership – Director Ratkowski

- CDC to continue what they are doing, Awards continuing their mission.
- Membership has 3 enthusiastic members but is unsure about direction with hiring of Alison Heron. Sandra Martin is an enthusiastic chair. Alison and Donna have the freedom to pursue the procedure in place to evaluate member demographics. It was attempted in the past but we were not able to farm the data to provide an accurate report.
- Motion from the last meeting to either remove PRO 05-004 (membership categories) was moved to the EC in November. The EC is putting the requirement on the national office with the hiring of Alison Heron.
- Marketing – started communications audit.
- Mission statement, Vice pres will review and provide comment in later meetings.

Business Development 0907

Motion made to disband the Publications technical subcommittee. Motion made by Vice President Schneider Graham, seconded by Director Gordon. Friendly amendment made that the task for the EHMM updates responsibility be transferred to the National Office. Vote 11-0-0. Friendly amendment made by Director Spangler, Seconded by Director Wolf. Vote – 11-0-0.

- Future publications will be done on individual basis, i.e. what we proposed for the next desk reference. There are not any members at this time and not there for over a year.
- EHMM Updates – if ED Calhoun needs support beyond the SMEs he currently taps, he can ask for a technical subcommittee be formed for the help needed.

Branding Implementation

- Branding implementation has begun. Tracking of expenses was not as stringent as we should have done. Will track better in January forward.
 - By-laws vote needed in February. The BoD voted on the bylaws on a phone call in October, vote is scheduled for February 2009.
- Read and comment on the Branding task force information in the Board Book.

NOTE – Comments on the bylaws and how any issues with the committees to President Kemp by January 22, 2009. Comments to President Kemp.

Education Director Wolf 0931

Mission statement: To initiate, facilitate, and support AHMP education and training standards, programs, and activities. To develop educational venues consistent with the needs of the membership and the Vision-Mission-Strategy of ACHMM.

3 technical subcommittees PDC, NCC, Management systems. PDC works on the classes at the conference but needs to do better job on the distance learning and webinars.

Motion made to approve up to \$5000 for the PDC to have a face to face meeting to develop the comprehensive education plan. Motion made by Director Wolf, seconded by Director Rider. Retracted -Friendly amendment to call this the Education plan task group, made by director Rider, seconded by VP ZSG. Retracted

Motion made to set up a task group to develop an educational plan, presentation by the March Board meeting, funding at \$5000. J Wolf Second ZSG. Funding planned for travel or room rental for the meeting. 11-0-0. (task group –Director Wolf, L Jordan, R Spangler, several PDC members from NJ, and other CHMM resources who are knowledgeable on education)
Education has PDC, PD Series, e-learning and chapter resources.

**Strategic Plan Approval
1015**

Motion made to approve the strategic plan that has been modified (from the November 2008 version) these past few days. Motion made by Immediate Past President Mandracchia, seconded by Secretary Allen Frankenfield vote 11-0-0.

The strategic plan revisions will be reviewed by the ED and president and then January 23 forwarded to the BOD.

**2009 Budget approval
1020**

Big ticket reviews –

- a. corporate donations (4600-10) – need to review and reduce to approximately \$5000.
- b. Interest Dividend (4700-20 and 4700-30) – reduce to a total of \$2100 and \$4700.
- c. Conference (4500-00) – removed \$30,000 out of the surplus
- d. PD Series (4920/7500) – remove surplus.
- e. 7300-00 board strategic planning retreat remove \$25,000

All comments on the budget to ED Calhoun mid week. (January 22)

**Review of 2009 Time Line
1110**

- Monthly ED meeting/call. Important for all board members – if there are issues, we need to know that there are meetings so that issues/requests etc can be forwarded to the EC.

- Look at when articles may be due.

- Chapter reports are due to national and are all on Zoomerang. Information can be pulled from that report for us to look at.

**2008 Annual Report
1100**

This is a requirement for our organization. Discussion on how the Annual Report (AR) data is disseminated to the membership and the budget to develop the AR. Reducing the flash of the product was discussed.

BOD dates

March 25-27 – Leadership and board meeting

May 16 – board call (may be moved to June)

June/July call (canceled the retreat)

August 28-30, San Diego conference

November 6-7, Bethesda, MD meeting

**New Business
1125 -**

1. Director Spangler, the president of AWMA has just moved to NM. AWMA is interested in working with AHMP. His contact information will be forwarded to Executive Director Calhoun.
2. EHMM in India. Director Spangler has been to teach (2008) and the Indian Institute of Environment and India chapter is reconvening in February to develop an India specific course. This is being developed from scratch. Discussion on whether they can use our information as a base and they clear out the US regulations and then give it back to us as a base without regulations. Indian Institute of Environment wants to be done by the 16th of February.

Motion that Director Spangler has the authority to approach the India Institute of Env to explore a joint venture of the Indian version of the EHMM. Motion made by Director Spangler, seconded by Immediate past president Mandracchia. 10-0-1 (director Rider was absent) Friendly amendment, Director Spangler has the authority to go and explore this opportunity and then report back to the

BoD. Motion made by Director Snyder and seconded by Vice President Schneider Graham. 10-0-1 (director Rider was absent).

Motion made to amend the by-laws of the finance committee to remove the requirement of an "audit". We have been doing a financial review not an audit. (Motion made by Treasurer Butterfield and Director Snyder). A friendly amendment to add the words "according to the established policy". Friendly amendment made by Vice President Schneider Graham and seconded by Director Spangler. Motion made to table this until the EC has reviewed with legal council. Motion made by immediate Past President Mandracchia, seconded by Vice President Schneider Graham. 9-1-1. Treasurer Butterfield against, Director Rider absent.

Parking lot

- Review of the EHMM course - should we allow the chapters to have restricted access? - Action that CDC needs to help BoD and ID the chapters who are requesting the review for further delineation of what they are asking for, Director Wolf needs to follow up to determine which chapters are asking for the review. The chapter that has requested this has been contacted but not provided requested information back to Executive Director Calhoun.
- Strategic planning retreat – event with 4 parts. 1 – Strategic plan review, 2 – work on brain trust for our industry, 3- professional development for selves, 4 – leisure activity for selves. **Planned tentatively for July 14-17, 2008.** Deleted due to budget issues and the comprehensive action completed in the meetings.

Process Check

See below

Adjourn 1200

Motion to adjourn. Made by Secretary Allen Frankenfield, seconded by Director Ratkowski. All in favor. 9-0-2 (need to go see who else was gone) and Director Rider was absent.

	MM	HK	ZSG	WSB	EAF	KR	JW	Dr	DS	RF	MG	CC	
On track	8	8	6	7	6	8	8	8	8	8	8	8	
Participation	8	8	5	8	7	8	8	8	9	8	8	8	
Listen	6	7	7	7	8	7	4	6	8	8	7	6	
Shared leader	7	6	7	8	7	8	6	7	7	8	7	7	
Results	8	8	8	8	8	8.5	8	8	9	8	8	8	
Other					7								Dr Carey was slow