

# MINUTES – November 2010

## NATIONAL AHMP\* BOARD MEETING

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**Date:** Friday November 5, 2010 and Saturday November 6, 2010`

**Chairman:** Z Schneider Graham  
**Secretary** E Allen Frankenfield

**Time:** Friday 1300-1631, Saturday 0800 – 1650,

**Location:** FASEB Campus, Bethesda, MD

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### Agenda Items

### Minutes

#### OPEN SESSION

#### Call to Order

President Schneider Graham

#### Roll Call/Call for Quorum

Secretary – E Allen Frankenfield

5 min 1310

President Schneider Graham call to order at 1305

Attendance – (full vote is 10 with quorum)

Harry Kemp, Past President  
Zehra Schneider Graham, President  
W. Scott Butterfield, Vice President  
Bruce Vesper, Treasurer  
Elise Allen Frankenfield, Secretary

Mike Gordon, Director  
James Harless, Director – arrived 1330  
Mike Morgenstern, Director  
Daniel Snyder, Director  
Richie Spangler, Director  
John Wolf, Director - arrived 1315

Robin Spencer, CHMM, Guest  
Ron Wilkins, CHMM, Guest

Executive Director - Cedric Calhoun  
Membership Director – Alison Herron

Secretary Allen Frankenfield notified President Schneider Graham that there was a quorum.  
*\* 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.*

#### Review Agenda 1320-

President Schneider Graham /Secretary  
Allen Frankenfield

Modify agenda accordingly – starting Saturday at 0800, move around a few of the topics for discussion overlaps.

**Review September BOD Meeting minutes**

September Board minutes were in the board book for review.  
***Motion to Approve the September BoD Minutes as provided was made by Secretary Allen Frankenfield, seconded by Treasurer Vesper Motion passed 9-0-1, Director Harless was absent.***

**EC meeting minutes.** September 8, 2010

BoD minutes once approved will be posted on the member section of the website.  
Answer questions from BOD. No questions

**President's Message**

Keep watching the strategic plan and the associated budget. Thanks to all board members who have found external support for BOD expenses. FASEB has recently helped with waiving their required support during Saturday meetings.

**Executive Director Message** Executive Director Calhoun 1326 - 1434

- 11/1/10 – 3740 total members including past presidents, award winners, and Shaw corporate members. - From Conference we gained more members than usual (62 versus 20) but that includes student members.

3586 invoices send out.

- As of 10/30 – 50% of dues revenue has been received. On track to budget.

- Conference, shortfall in exhibitor budget and that has been accounted for in the next budget.

Increase in training fees but not a net net. Conference Direct was an asset to reduce costs at the conference. The net profit is looking to be close to \$100,000. Comps and speaker discounts were also discussed. 45 comps for delegates, \$26,550 as lost revenue and then the actual cost of each person of \$522 each for an additional \$23,490 for a total of \$50,000.

- ERS – attorneys have been in discussion and questions./answers have been in process. Positive, Delta is talking to us versus not talking to us. Member fees to attend are being reimbursed back to each member at this time.

- EHMM updates and the updates to the Book. Editorial board is to be formed to do the new updated book.

- Booze, Allen is internally using the EHMM for their training – 3<sup>rd</sup> party use, \$300 per person to AHMP. 100-200 people were identified to take the course.

- Shaw has asked a meeting with us for the retail outlets client that need help with EHS training. 2011 task. Shaw brought it to AHMP at the conference. RLLA is the retail partner.

- NJ Institute of Technology. Opportunities to share educational opportunities.

- Clean Harbors and Veolia, working on the teaming agreements with each.

- desk reference, book chapter purchases are in process, but the shipping charges are felt to be too high.

**Break – 1435 - 1450**

**Treasurers Report 1450 - 1530 -**

- report as of Oct 22, 2010: income at 71%, expenditures at 72% of budget.

-cash versus accrual methods is still under discussion. Quick books does have features that make it possible to do this. Additional information from the CPA firm we are using was provided to the EC this week.

- Discussion on moving to Accrual basis and the effect. The years (2011) bottom line might be negative but the reserves were increased (plan). It may look like another year of loss but there is a one year “hit” when the accounting systems are changed. Businesses have that same issue when

they make the change.

- plan of action of what needs to be done and by when are part of what we need for decisions. Do we need a quick books expert to help revise books or a CPA? The Finance Committee was tasked with coming up with a timeline and costs for implementation. BoD needs to understand what needs to be done for this to happen.

**Student Session at conference – 1530  
– 1550**

Review of the Student Sessions, presentation to the BOD. Project review form was helpful in the end but the process needed help. Communications can always be improved, sponsorship (who will pursue) and budget were issues.

1. ***A motion was made so that The National Conference Committee in conjunction with the Membership Committee will establish an Ad-Hoc Sub-Committee*** to plan and execute a Student Session at the annual AHMP Conference in Austin, Texas in 2011. The ad-hoc committee will operate from the existing project request form and budgets and sponsors will be incorporated into the National Conference. Motion made by Director Gordon, seconded by Secretary Allen Frankenfield. ***Motion retracted***, since the NCC is an ad hoc committee they can have a subcommittee of their ad hoc committee. Suggestion is that the ad hoc committee be comprised of membership committee members who experienced Atlanta Student sessions.

2. ***Motion made to Establish a Task Group to develop the appropriate Policies and Procedures to establish Student Chapters to:***

- Recruit and engage Student Members
- Facilitate the participation of Student Members in AHMP activities
- Retain Student Members

The task Group will complete their work and present policies and procedures to the Board of Directors at the April meeting. Motion made by Director Gordon, seconded by Vice President Butterfield. Discussion on the churn of students and is this where we want our resources to be utilized. While we see the downsides, we need to at least look at this and see what is needed and have procedures available for when there is high interest. Incoming Director Spencer was suggested due to her past experience with student chapters. Darrell Lewis from the Atlanta area was also suggested. No chairperson has been identified. 10-0-0.

**Strategic Plan Skeleton –1550 - -**

Modifications were made from the discussions at the September meeting. Latest version is now Nov 5.

- G1-OA-TI1 – now includes the chapters and GA committee.
- TI's 2 and 3 are new. Look at being inclusive and talk hazardous materials managers not just CHMMs. White papers, what are we going to do with these?
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(Motion made to extend discussion until 1720) Motion made by Director Spangler, Seconded by

Secretary Allen Frankenfield, 10-0-0.

Recess until Saturday Morning –

Recessed until Saturday am. Motion made by past President Kemp, Seconded by Secretary Allen Frankenfield. 10-0-0.

**SATURDAY November 6, 2010**  
**Saturday session, roll call**  
**0819 -0915**

Attendance – (full vote is 10 with quorum)

Harry Kemp, Past President  
Zehra Schneider Graham, President  
W. Scott Butterfield, Vice President  
Bruce Vesper, Treasurer  
Elise Allen Frankenfield, Secretary

Mike Gordon, Director  
James Harless, Director  
Mike Morgenstern, Director  
Daniel Snyder, Director, departed 1615  
Richie Spangler, Director, departed 1615  
John Wolf, Director

Executive Director - Cedric Calhoun -0915

Nina Gilmore, National Office

Visitors:

0915 –

Robin Spencer, Northern California Chapter, departed 1640

Ron Wilkins, Central Texas Chapter, departed 1640

Secretary Allen Frankenfield notified President Schneider Graham that there was a quorum.

**Closed session, Board members and Executive Director only**

**0819 -0910**

**Open session**

**Strategic Plan Detailed Overview**  
**0915 – 1140**

More Strategic Plan:

- we discussed budgetary levels for items in the SP and the BOD needs to look at priorities and what we feel are the most important goals/tasks/objectives. The advocacy of the credential is one of the most important items the members want us to pursue.
- CHMMunity event at National Conference, we need to determine costs associated with this and the level of effort we are interested in attaching to this.
- Website updates are being planned on a phased basis due to planning and budget.
- ***ACTION for the BOD – the Strategic plan will be sent out to BOD members for comment, submit comments back to Executive Director Calhoun DECEMBER 15, 2010. Then the revised version will be resent to BOD before the January 2011 BOD meeting.***

**Lunch 1133 - 1233**  
**2011 Budget - 1233 - 1415**

Review the 2011 calendar during lunch

- Austin Conference contracts are being fleshed out. Discussion on what the conference fee should be and what differential there will be between the early bird and the walk in registration price.
- ***ACTION – Finance committee to look at conference fees and make a recommendation to the BOD before the January BOD.***
- See table below on the revenues and expenses we need to evaluate.
- ***Motion made to send the budget back to the Finance Committee and Executive Director Calhoun to find the places to reduce expenses/increase revenue and eliminate the current overrun.*** Motion made by Director Snyder, seconded by Past President Kemp. 9-0-1, Director Harless abstained.

**Break 1415-1425**  
**Policies and Procedures 1425 -**

Past President Kemp presented the plan of action to complete the policies and procedures tasks. He identified 8 tasks and due dates. Roles and responsibilities are the first tasks.

(board owns policies, EC owns procedures)

- Plan is to have all of the policies and procedures reviewed and completed by the end of the year (2011).

**Leadership Committee**

Leadership committee – Mr. Arnofsky feels the new manner of finding and promoting the slate is not appropriate and does not promote transparency. Mr. Arnofsky understands the need for engaged BOD members but feels the old method of getting BOD nominees met the criteria and did allow for membership participation. The BOD should consider soliciting the membership for nomination and keep the membership in the process. Mr. Arnofsky feels we should use an election not a slate that is pass/fail.

Past President Kemp – Feedback from BOD members on potential leaders at conference (not loads), a good list was developed and is being set for passing it onto the next person. Procedure is being finalized. Discussion on how the slate is developed. The Leadership committee has been looking for the future leaders of our organization. The idea was to develop a leadership program that leaders were part of and in time as their skills were needed. We cannot afford the program at this time. Perception is an issue, that the Leadership Committee is a closed society and that that members should not buck the slate.

- We do need finalize the procedure on the process of how the slate is developed. The leadership committee needs to describe better the process on identifying leaders and getting onto the slate.
- The Leadership Committee needs to further develop the Leadership Program. Even if we cannot fund a full program we can and should make incremental improvements that allow us to move toward a full program in the future.
- A minimum of one new member is needed for 2011. Needs to be a past BoD member. President Schneider Graham will begin to identify the member.
- The committee will begin in January to meet to start the process for 2011.

## **Awards task Group to1535**

Awards need to be revamped and made to match what we do now. What awards do we want needs to be revise

***Motion made to disband the awards committee and have the Task Group complete their task and mission by March 31, 2010. Motion made by Past President Kemp, seconded by Vice President Butterfield.*** Discussion – need to have criteria revised before the end of 2010. We need to award the major awards in 2011. ***Motion was withdrawn.***  
BOD members are to send suggestions/comments to Secretary Allen Frankenfield ASAP. The process for review of awards was broken this past year and needs to be corrected quickly. Time line on completing the task group tasks has fallen behind due to Secretary Allen Frankenfield's falling behind schedule.

## **New Business**

### **Chapter Relations 1535 -**

***Motion made to approve the development a "Chapter Round Table Program" as discussed with a final plan due to the board for approval Jan 2011. Motion made by Director Snyder, Seconded by Secretary Allen Frankenfield.*** Discussion, work on more visits to chapter to ensure that the Chapters are seeing BOD members and we work on the communications working both ways. Chapter Annual report does allow the chapters to request a visit. Ones with funding have had visits Chapter Visit form is available and needs to be used by anyone who makes visits including the ED. We need these in the board book as well. ***Motion was retracted.***

### **Al Arnofsky – CHMPs 1548 – (carry over from September meeting)**

Mr. Arnofsky brought up two issues – 1) should CHMPs even be considered "professionals" and whether or not they should be given the same rights as "certified" and "professional" member within our membership structure. The BoD was not willing to have the conversation of whether or not they were "professionals" because the group was split and that conversation could last forever and never reach a conclusion because it is a matter of opinion.

2) The second issue was around what membership category the CHMP should be included in "certified" or "associate". By virtue of being an IHMM designation they are automatically included in the "Certified" member category per the bylaws where it states in Section 3.01.01 for Certified Member that "Any individual who has achieved a hazardous....may be admitted as a Certified Member."

The AHMP membership voted and did not see a problem with it.

As an AHMP member, Mr. Arnofsky has the right to propose by-laws revisions to aid his desired change. President Schneider Graham will follow up with Mr. Arnofsky.

### **Endorsing a CHMM for other elections, R Spencer 1555 1615**

An AHMP member was asking about endorsements from AHMP (also an ASSE member). Seeking a nomination to Chemical Safety Board. Person is asking for endorsement.

***A motion was made to develop a policy on endorsing member for actions.*** Motion made by

Director Spangler, Seconded by Director Gordon. 4-3-3, Past President Kemp, Vice President Butterfield and Treasurer Vesper were against and Directors Snyder, Morgenstern and Wolf abstained. **Motion does not pass.**

Motion made to draft a generic endorsement letter for members who are being nominated for professional boards. This would be a letter to show what AHMP members can “bring to the table”. Motion made by Director Snyder, seconded by Director Spangler. Director Snyder will draft the letter and provide to the National Office by November 8, 2010. 9-0-1, Past President Kemp abstained.

**Break 1615 -  
EHMM Update , J Wolf**

How are we going to get caught up on the EHMM updates? RFP, timelines etc. Chapters need to use the feedback form to inform the office what needs to be revised or typos. Editorial review board is needed to evaluate feedback and then to let the commenter know what the decision was. We have had competing comments on slides. We need to develop a plan of action to ensure the continued success of the training course.

**Parking lot**

Long term Dues discussion - we need to look at our long range plan for dues increases and decide if we are going to do small increases across a few years or one big increase. What should our dues be? What do our other peer groups charge?

**Process Check  
Adjourn**

Motion to adjourn. Made by Director Wolf, seconded by Secretary Allen Frankenfield 8-0-2. Directors Snyder and Spangler were absent.

	HK	ZSG	WSB	BV	EAF	JW	DS	MG	MMo	JH	RiSp	CC	RoSe	RW
On track	8	8	8	8	8	8	--	8	8	8.6	--	8	8	8
Participation	7	7	7	7	7	6	--	8	7	7	--	8	8	6
Listen	6.9	6	7	5	7	6	--	6	6	7	--	7	7	7.8
Shared leader	7	7	7	7	7	7	--	7	7	8	--	8	8	7
Results	6.9	7	7	7	7	7	--	5	7	7	--	8	7	8
Other	10	--	--	7	6	--	--	--	7		--	--	8	--
	Future BOD members													

Revenue	Expenses	Discussion
	1. Chapter delegates	We have free registration for chapter delegates. Catering costs are covered by the AHMP conference budget. Should we add a fee for delegates?
1. Conservative conference projection - \$40,000		Leave the projection at \$50,000 as in the budget. Do we increase the conference fees for all participants? Do put a larger delta between early bird and on-site registration??
2. Leadership workshop, what can we bring in from this event? Assume \$4000		
	2. Travel \$25,000,	Board travel, advocacy travel, essentials project, traveling with booth. As of November 2010, we have spent \$21,000 to date. There is not room to reduce this. BOD was asked in 2009 to find other funding sources – if possible.
	3. Advocacy with IHMM, \$3000 – 5,000	Budget has the full amount of \$10,000 in it as of November. If the IHMM agrees, we can reduce this expense to at most half (\$5000).
	4. Website \$15,000	Proposals in hand are with contingency around \$15,000. We need the web site updated.
	5. Conference expenses.	Conference revenue – there are some pricing discussions that are going on with the hotel space. We cannot add to the exhibitors price since that marketing materials are already out.
3. Increase Revenues. – regional workshops, registration fees		Regional workshop last year in DC cost us some money. Unless we figure out how to change the model, we need to put these on hold.