



Queen City ACHMM Chapter Meeting Minutes

Date: January 25, 2005

Time: 6:00 p.m.

Location: The Open Kitchen Restaurant, Charlotte

Members In Attendance

Refer to [attendance records](#).

Welcome and Call To Order

Jim Reece, Chapter President, opened the meeting and welcomed everyone. Meeting was called to order at 6pm.

Topic: Reading and Approval of Minutes from Last Meeting

No meeting minutes were taken at the last meeting.

Topic: Financial Update (Margot Rott)

The current balance in the chapter checking account is \$879.78.

Topic: Chapter Dues

It was announced that chapter dues this year will remain at \$25. All dues should be paid by the next chapter meeting (3/22/2005)

Topic: Officer Reports and Actions

Jim introduced the 2005 officers and board members. There were no officer reports or actions.

Topic: Committee Reports and Actions

The following is a list of active committees; however, there were no reports or actions.

- Professional Development Committee (Chuck Denny / Margot Rott)
- Tours (Margot Rott / Chuck Denny)
- Government Affairs (Ron Horton)
- Public Relations/Marketing (Susan Bostian)

- Membership (John Williamson / Mike Phillips)
- Website (Jim Reece)

Topic: 2005 Chapter Operational Plan

The 2005 Chapter Operational Plan was distributed. The plan details the planned Chapter and Board Meetings. It was explained that there were five scheduled Chapter Meetings and in order to receive credit, a majority of three meetings must be attended. It was also noted that the National Conference was scheduled for September 25 -29 in St. Louis, MO.

It was decided the 5 chapter initiatives be cut to 4 with initiatives 1 and 2 being combined.

No further discussions or concerns were made concerning the plan, so the plan was approved.

Here is a link to the [2005 Chapter Operational Plan](#).

Topic: Special Membership Committee

As part of the combined initiative 1 and 2 a special committee was formed to develop a list of businesses that can be solicited for potential chapter membership. In addition to the board members already assigned to the committee, the following “volunteers” were added to the committee.

- Giorgina Franklin
- Christina Field
- Annie Richardson

Topic: Chapter News

- Attendance Records – there was discussion about the new online attendance record process if anyone had a problem retrieving there records for 2004. None were noted.
- Distribution List - It was mentioned that we are now using an online distribution list for sending email communications to the chapter members. Everyone seems to be getting the communications fine.
- Secure Web Section / Member Profile (handout) – there was discussion about the secure web section. There will be availability to view other member’s profiles under this secure section. Also, the member profiles need to be populated. A Member Profile Form was given out at the meeting. It was requested (voluntary) that each chapter member completes the profile, either in hardcopy or web based (to be available soon on the chapter’s website). This will allow other members to seek EHS expertise within our own chapter as needs arise.
- Networking Forum – members are requested go to the chapter web site and to use this tool. It will allow for among other things questions and

answers in the EHS arena. Everyone who completes a member profile will automatically be signed up for the forum.

- Polls (Meeting Times, Places, Topics, etc.)- general discussion on how this “poll” tool can be used. Chapter meeting times and places may be the first real test of the effectiveness of this tool.
- Submit For Web Site Award at ACHMM National Conference – general discussion about the web site. The plan is to submit the web site to the conference right after our next meeting on 3/22.

Topic: Open Forum (Any questions or comments from the group)

No questions or comments were received.

Topic: Announcement Of Next Meeting

The next chapter meeting will be on Tuesday, March 22 at 6pm. The location will be announced at a later date.

Guest Speaker: Mr. Alex Almaguer (Duke Power Company)

Topic: Responding to a Hexavalent Chromium Spill at a Nuclear Power Plant

Mr. Almaguer of Duke Power Company presented an overview of this incident and gave details of the problems faced in coordinating personnel protection and the cleanup process. Fortunately, no personnel were over-exposed to Chromium. This incident occurred at Oconee Nuclear Station approximately 2 years ago.

As a token of our appreciation, Mr. Almaguer was presented with a recognition certificate, a chapter coffee mug and a \$25 gift certificate to Chillis' restaurant.

[\[Picture\]](#)

Action Items: (To be added to master action register)

Description	Responsible Person	Due Date
Merge chapter objectives 1 and 2	Jim Reece	2/15/2005
Get special membership committee started. Develop a plan, timeline and goals for compiling a list of companies / organizations. Goals will be added to the master action register.	Mike Phillips / John Williamson	2/15/2005
Develop secure chapter membership directory.	Jim Reece	3/22/2005

Adjournment

The meeting adjourned at 8:00 p.m.

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