

**Queen City Chapter of the Academy of Certified Hazardous Materials Managers
2005 Operational Plan**

Date	Meeting	Meeting Agenda	Credit	Speaker	Educational Topic
1/11/2005	Type: Board Meeting Location: Carrabba's Italian Grill Time: 6-8 PM	Discuss Proposed Objectives and Operational Plan. Planning for future meetings, etc.	NA	NA	NA
1/25/2005	Type: Chapter Meeting Location: The Open Kitchen Time: 6-8 pm Meal Cost: Individual	Discuss/Approve Operating Plan. Form special committee to collect addresses for info letters. Dues.	Yes	Alex Almaguer	Responding to a Hexavalent Chromium Spill at a Nuclear Power Plant.
2/15/2005	Type: Board Meeting Location: Open Kitchen Time: 6-8 PM	Plan future meetings, Review Web Site Award Submission	NA	NA	NA
3/22/2005	Type: Chapter Meeting Location: Radiator Specialty Co. Time: 5-7 pm Meal Cost: FREE	Membership committee update, Web site award submittal.	Yes	Tour	Tour Radiator Specialty Co. - 90 Day Haz Waste Storage, SAAs, Groundwater Recovery System, etc.
4/19/2005	Type: Board Meeting Location: Canceled Time:	Plan future meetings. Elect/Select Chapter Delegate for ACHMM Annual Conference. (This meeting was canceled. Next chapter meeting scheduled and delegate already selected.)	NA	NA	NA
5/24/2005	Type: Chapter Meeting Location: Olive Garden Restaurant Time: 6-8 pm Meal Cost: Individual	Chapter delegate to national confernece, Membership committee update.	Yes	Ms. Heidi M. McNulty (Mecklenburg Co. EPA)	What Contributes to Outdoor Air Pollution in Mecklenburg County?
8/16/2005	Type: Board Meeting Location: Don Pedros Time: 6-8 PM	Planning for future meetings, etc. Election Planning. Develop slate of qualified candidates.	NA	NA	NA
9/13/2005	Type: Chapter Meeting Location: HEPACO, Inc. Time: 6-8 pm Meal Cost: Free	Take nominations for 2006 officers. Communicate election plan. Announce Chapter Delegate for ACHMM Annual Conference.	Yes	Ron Horton	Emergency Response
9/20/2005	Type: Board Meeting (Canceled) Location: Time: 6-8 PM	Planning for future meetings, develop and finalize election plan, etc.	NA	NA	NA
9/25-29/2005	Type: ACHMM National Conference Location: Hyatt Regency - St. Louis, MO	See National Conference Brochure.	NA	See National Conference Brochure.	See National Conference Brochure.
11/8/2005	Type: Chapter Meeting Location: Great Wall of China Time: 6-8 PM Meal Cost:	Announce election results, Welcome in new officers.	Yes	TBD	
12/6/2005	Type: President Turnover Meeting Location: Time: 6-8 PM	President turnover, transition plan, duties & "survival guides".	NA	NA	NA

* Note: Members must attend 3 of the 5 chapter meetings listed above to earn recertification credit.

2005 CHAPTER INITIATIVES

Objective	Chairperson/Liason
1. Increase chapter membership by 28% (5 members). Special committee to mail 100 information letters.	John Williamson / Mike Phillips / Jim Reece
2. Submit chapter web site for national ACHMM award.	Jim Reece
3. Continue development of a "Chapter Officer Survival Guide" (carryover from 2004)	Jim Reece
4. Amend Chapter By-Laws to reflect ACHMM Operations Manual requirements, term limits for board, etc.	Jim Reece

2005 COMMITTEES AND LEADERS

Committee	Chairperson/Liason	Duties
Professional Development Committee	Chuck Denny / Margot Rott	This committee will develop the educational programs for the Chapter meetings, as well as any other programs that can be used to further the exchange of information and ideas.
Tours	Margot Rott / Chuck Denny	Committee chair for arranging chapter tours.
Government Affairs	Ron Horton	This committee is the focal point for communication to the Chapter on actions, proposed or otherwise, taken at all levels of government in regard to management of hazardous materials. The chairperson is encouraged to be a member of the National Government Affairs Committee and shall conduct the chapter committee efforts in concert with the National Academy.
Public Relations/Marketing	Susan Bostian	The primary purpose of this committee is the establishment and maintenance of a positive impression of the CHMM certification, the membership, and the Academy. This committee will focus on efforts that will increase the awareness of the CHMM program and attract new members. A decided campaign of news releases, public speaking, and promotional literature distribution will be used as part of the strategy.
Membership	John Williamson / Mike Phillips	This committee is responsible for recruiting new members for the Chapter. The committee will develop and execute recruiting plans including the direct mail/email, telephone campaigns, and membership incentive.
Website	Jim Reece	Oversite of Website. Work with webmaster on technical design and maintenance. Coordinate board member assignments and responsibilities for technical content and accuracy.