

**Queen City Chapter of the Academy of Certified Hazardous Materials Managers  
2006 Operational Plan**

Date	Meeting	Meeting Agenda	Credit	Speaker	Educational Topic
1/10/2006	<b>Type:</b> Board Meeting <b>Location:</b> Johnson & Wales <b>Time:</b> 6-8 PM	Discuss Proposed Objectives and Operational Plan. Planning for future meetings, etc.	NA	NA	NA
2/7/2006	<b>Type:</b> Chapter Meeting <b>Location:</b> Johnson & Wales <b>Time:</b> 6-8 pm <b>Meal Cost:</b> Individual	Discuss/Approve Operating Plan. Form special committee to collect addresses for info letters. Dues. Installation of Officers	Yes	Alex Almaguer Duke Power	OSHA Chrome Standard Update
3/21/2006	<b>Type:</b> Board Meeting <b>Location:</b> Johnson & Wales <b>Time:</b> 5-6 PM	Discuss Operating Plan. Complete Tours, Committee activities	NA	Johnson and Wales	Operational Development
3/21/2006	<b>Type:</b> Chapter Meeting <b>Location:</b> Johnson & Wales <b>Time:</b> 6:-8 pm <b>Meal Cost:</b>	Committee updates, Highlight	Yes	Harry Hopes CSX	Incident Response
5/23/2006	<b>Type:</b> Board Meeting <b>Location:</b> Johnson & Wales <b>Time:</b> 5-8 pm	Plan future meetings. Elect/Select Chapter Delegate for ACHMM Annual Conference.	NA	Johnson and Wales	Operational Development
5/23/2006	<b>Type:</b> Chapter Meeting <b>Location:</b> <b>Time:</b> 6-8 pm <b>Meal Cost:</b>	Chapter delegate to national conference, Committee updates.	Yes	à la carte' PR	Crisis Communication
9/12/2006	<b>Type:</b> Board Meeting <b>Location:</b> Johnson & Wales <b>Time:</b> 5-6 PM	Planning for future meetings, etc. Election Planning. Develop slate of qualified candidates.	NA	Johnson and Wales	Operational Development
9/12/2006	<b>Type:</b> Chapter Meeting <b>Location:</b> <b>Time:</b> 6 -8 pm <b>Meal Cost:</b>	Take nominations for 2007 officers. Communicate election plan. Announce Chapter Delegate for ACHMM Annual Conference.	Yes	TBA	TBA
9/17-21/2006	<b>Type:</b> ACHMM National Conference <b>Location:</b> Omni Orlando Resort at Champions Gate Orlando, Fl	See National Conference Brochure.	NA	See National Conference Brochure.	See National Conference Brochure.
11/14/2006	<b>Type:</b> Board Meeting <b>Location:</b> Johnson & Wales <b>Time:</b> 6-8 PM	Planning for future meetings, develop and finalize election plan, etc.	NA	NA	NA
11/14/2006	<b>Type:</b> Chapter Meeting <b>Location:</b> Johnson & Wales <b>Time:</b> 6-8 PM <b>Meal Cost:</b>	Announce election results, Welcome in new officers, Awards & Recognition.	Yes	Installation of New Officers	NA
12/12/2006	<b>Type:</b> President Turnover Meeting <b>Location:</b> Johnson & Wales <b>Time:</b> 5 - 6 pm	President turnover, transition plan, duties & "survival guides".	NA	2007 Officers only	NA

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

<b>2006 CHAPTER INITIATIVES</b>	
<b>Objective</b>	<b>Chairperson/Liaison</b>
1. Increase chapter membership by 28% (5 members). Members bring a member; Mailings;	Annie Richardson/Jim Reece
2. Submit chapter web site for national ACHMM award.	Jim Reece/ Stuart Kerkhoff
3. Develop Corporate Sponsorships - to build awareness of the chapter's existence and fir	Annie Richardson/Stuart Kerkhoff
4. Establish Community Connection & Visibility	S Kerkhoff / C Fields/ A Richardson
5. Increase member participation by "Member Highlight	Stuart Kerkhoff /Jim Reece
6. Amend Chapter By-Laws to reflect ACHMM Operations Manual requirements, term limits for board, etc.	Annie Richardson/Jim Reece

### 2006 COMMITTEES AND LEADERS

<b>Committee</b>	<b>Chairperson/Liaison</b>	<b>Duties</b>
Professional Development Committee (& tours)	Dewitt Whitten	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.
Government Affairs	Chuck Denny	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	Annie Richardson/ Ron Horton	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	Christina Fields	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 Reese / Stuart Kerkhoff	Oversight of Website. Work with webmaster on technical design and maintenance. Coordinate board member assignments and responsibilities for technical content and accuracy.

- 1. Rohm and HAAS**  
**2. Carolinas Medical Center**  
**List of Tentative Tours**  
**3. US Airways Maintenance Facilities**  
**4. Bowaters Pulp and Paper**  
**5. INA Bearing**