

2007 Operational Plan

Date	Meeting	Meeting Agenda	Credit	Speaker	Educational Topic
1/9/2007	Type: Board Meeting Location: Panera Bread Time: 6-8 PM	Discuss Proposed Objectives and Operational Plan. Planning for future meetings, etc.	NA	NA	NA
2/20/2007	Type: Chapter Meeting Location: TBA Time: 6-8 pm Meal Cost: TBA	Discuss/Approve Operating Plan. Form special committee to collect addresses for info letters. Dues. Installation of Officers	Yes	TBA	TBA
3/20/2007	Type: Board Meeting Location: Panera Bread Time: 5:30-7:30 PM	Plan future meetings. Review Award Submissions.	NA	NA	NA
4/24/2006	Type: Chapter Meeting Location: Allied Waste Services Time: 12-2 pm Meal Cost: Free	Committee updates, Highlight	Yes	Allied Waste Services	Landfill Tour
5/22/2007	Type: Board Meeting Location: Panera Bread Time: 5:30-7:30 pm	Plan future meetings. Elect/Select Chapter Delegate for ACHMM Annual Conference.	NA	NA	NA
6/19/2007	Type: Chapter Meeting Location: Winthrop University Time: 6-8 pm Meal Cost: Free	Chapter delegate to national conference, Committee updates.	Yes	Winthrop University	Tour
8/12-8/15/2007	Type: ACHMM National Conference Location: Hyatt Regency Crystal City, Arlington, VA	See National Conference Brochure.	Yes	See National Conference Brochure.	See National Conference Brochure.
8/28/2007	Type: Board Meeting Location: Panera Bread Time: 5:30-7:30 pm	Plan future meetings. Election planning. Develop slate of qualified candidates.	NA	NA	NA
9/18/2007	Type: Chapter Meeting Location: TBA Time: 6-8 pm Meal Cost: TBA	Take nominations for 2008 officers. Communicate election plan.	Yes	TBA	TBA
10/23/2007	Type: Board Meeting Location: Panera Bread Time: 5:30-7:30 PM	Planning for future meetings, develop and finalize election plan, etc.	NA	NA	NA
11/13/2007	Type: Chapter Meeting Location: TBA Time: 6-8 PM Meal Cost:	Announce election results, Welcome in new officers, Awards & Recognition.	Yes	Installation of New Officers	NA
12/11/2007	Type: President Turnover Meeting Location: Panera Bread Time: 1-5 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.

2007 CHAPTER INITIATIVES	
Objective	Chairperson/Liaison
1. Increase chapter membership by 22% (5 members). Members sponsor a new member; EHS Industry Mailing, Mfrs Council	Mitzi Stewart/Annie Richardson
2. Develop Short-Term and Long-Term Goals and Objectives for Chapter.	Stuart Kerkhoff
2. Review Awards Criteria and Nominate a QCACHMM Member.	Stuart Kerkhoff
3. Develop Corporate Sponsorships - to build awareness of the chapter's existence and fir	Stuart Kerkhoff
4. Establish Community Connections & Visibility	S Kerkhoff / C Fields/ A Richardson
5. Review Officer Roles vs. Roberts Rules and modify if necessary	Stuart Kerkhoff / Christina Field
6. Amend Chapter By-Laws to reflect ACHMM Operations Manual requirements, term limits for board, etc.	Stuart Kerkhoff

2007 COMMITTEES AND LEADERS

Committee	Chairperson/Liaison	Duties
Professional Development Committee (& tours)	Stuart Kerkhoff	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	To Be Discussed at Board Meeting	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	To Be Discussed at Board Meeting	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	To Be Discussed at Board Meeting	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.

- List of Tentative
Tours
1. Allied Waste Services Landfill
 2. Winthrop University Laboratories
 3. Union County Public Works Wastewater Treatment Plant
 4. Charlotte Radiator Specialty Company Redevelopment