



Queen City Academy of Certified Hazardous Materials Managers

MEETING:

Joint Chapter Meeting with ASSE Tarheel Chapter

PLACE AND TIME:

Double Tree Hotel, Gateway Village
895 Trade Street, Charlotte, NC
February 4, 2008
11:30 am - 1:00 pm

WELCOME AND CALL TO ORDER

- Joint meeting with ASSE: Rick Knack gave a presentation on Practical Process Safety Mgmt for General Industry
- Christina called the CHMM chapter meeting to order after the presentation.

MEETING DISCUSSIONS

- Introduction of 2008 Officers
 - President = Christina Field
 - Vice President = Giorgina Franklin
 - Secretary = Margot Rott
 - Treasurer = Annie Richardson
 - Director (3rd year) = Dewhitt Whitten
 - Director (2nd year) = Mitzi Stewart
 - Director (1st year) = Josh Hartmann
 - Immediate Past President = Stuart Kerkhoff
- Christina led the reading and approval of minutes from our last chapter meeting held on November 13, 2007.
- Financial Update
 - Allied suspended sponsorship, but plan to resume it in the 2nd quarter.
 - With neither Annie nor Mike in attendance, Stuart reported our current balance to be \$2563.40. He also collected an additional \$225 in annual dues at the meeting.
- Officers Reports and Committee Actions
 - Distribution of revised by-laws
 - Everyone is to review and be prepared to vote on the revised by-laws at the next meeting.

- Federal Tax Status
 - Stuart updated everyone on the status of the 501-3C application. Mike and Stuart will make one update on the application and will resubmit. We expect to hear back within 3 - 4 weeks of submittal. National also suggested we change our status from Private Foundation to Public Charity.
- Reminder about Highlight-of-the-Month feature
 - Christina reminded everyone of the proposed idea of having a member provide a 5 minute discussion on a professional highlight event they experienced during the previous month. This idea is being considered as an addition to each chapter meeting.
- CHMMunity
 - Christina gave an update on her initial contact with the Chief IH for CMS. She has a meeting with him this Friday at 9 am to discuss potential CHMMunity ideas for our chapter. Potential ideas discussed involved performing and/or training responsible individuals on chemical inventory at schools. She welcomed others at the meeting to attend her meeting with CMS on Friday.
- Need webmaster
 - Our chapter needs a new webmaster to take over for Jim Reece. Although he has been a great asset to us by performing this function, he is no longer going to be involved with CHMM. However, he has agreed to maintain the website and work with the new webmaster for the remainder of this year. Anyone interested in becoming the chapter's new webmaster, please contact one of the board members.
- Membership
 - In the past few years we have actively pursued increasing our chapter membership. With 22 paid members, we discussed the idea of not actively pursuing more members during 2008 due to the national by laws requiring an increase in the number of meetings from 5 to 7 if a chapter has 30 or more members. Christina will pass along our concern of the existing mandate to increase meetings and how it keeps chapters from growing due to concerns of the increased time commitment from its members. In the meantime, we have a little room to grow as a chapter, but are not planning on making this a 2008 chapter initiative.
- A reminder that the Charlotte Safety School is being held on April 24 & 25. Our chapter will not be participating, but individuals are welcome to attend.

- Operational Plan Update
 - a. By having the joint meeting with ASSE, we met one of our short term goals.
 - b. Four additional Chapter meetings are tentatively scheduled for April 8, June 10, October 14, and December 9. Details for our April meeting will be confirmed within the next couple of weeks.
 - b. Reviewed the list of 2008 proposed objectives, which are listed on the operational plan and include:
 - Review awards criteria and nominate a QCACHMM member if applicable.
 - Review and update short-term and long-term goals.
 - Continue to develop corporate sponsorships.
 - Expedite application for 501-3C application.
 - Expedite approval of revised bylaws.
 - Identify and conduct one CHMMunity project
 - Explore potential for assisting schools with chemical management issues.

Note: the last two items may result in one depending upon the details of the potential CMS CHMMunity project.
 - c. List of tentative tours/topics includes:
 - Union County Public Works WWTP
 - Charlotte Radiator Specialty Company Redevelopment
 - US National Whitewater Center
 - Gun manufacturer in Columbia, SC
 - Speaker, Greg Bopp

Chapter Purchases

We discussed the purchase of a projection screen for meeting presentations. Dewhitt offered the use of his projection screen as needed.

2008 Committees

We briefly reviewed the QCCHMM committees that have been established and the function of each.

Professional Development: Giorgina Franklin

Governmental Affairs: Mitzi Stewart

Public relations/Marketing: Josh Hartman

Membership: Stuart Kerkhoff

Website: Jim Reece

There are no changes to the committee status for now.

The meeting adjourned at 1:30 pm.