

NAHMMA Board of Directors Minutes**May 8, 2008****11:00pm – 1:00 pm CST****Call-in#: 518-825-1300 Code: 42598#**

- I. Roll Call: Kolin Anglin, Sue Bruning, Cheryl Burton-Fentress, Greg Boe, Al Gomez, Jeff Glyod, Dave Waddell, Mike O'Donnell, Jim Quinn, Jennifer Volkman, Ryan Kellogg, Cheryl Lofrano-Zaske
- II. Approval of 4/10/08 BOD meeting minutes- [Motion to approve 4/10/08 minutes. Motion approved.](#)
- III. Finance – Cheryl Z.
 - a. Dashboard- April not available yet from IMI
 - b. Still waiting on revised year end statements from IMI, expect to receive from Roberta this week after repeated requests.
 - c. Taxes due May 15- NAHMMA has filed extension for taxes, will need to submit by Aug 15.
 - d. [Sue will call DTSC and CIWMB to see if they've paid sponsorships from 2008 conference.](#)
- IV. Board Workshop Follow-up – Kolin / Jim Q
 - a. Chemicals policy is priority – [Jim and Liz will draft NAHMMA's position on chemicals policy reform.](#) Jim sent draft to BOD out 2 months ago, has not received any edits/recommendations. [Jim will check in with Liz on the draft. Jim will send out the draft one last time to BOD for comment. Kolin will include announcement in this month's email blast about the draft policy and invite members to participate in editing. Announcement should include Jim's email address for any member interested in working/commenting on the policy.](#)
- V. Committees Reports
 - a. 2008 Conference Update – Jim Quinn
 - Conference planning is going well. Tomorrow is the extended deadline for abstracts. Program Committee is shy of what they need for speakers so they will need to actively recruit speakers.
 - Committee is now focusing on the schedule; it is starting to come together. [Jim will send out draft schedule for BOD review/comment.](#)
 - Kolin and Irene have started working on the registration set up.
 - Steering Committee plans to work on conference fees next month.
 - Is there an awards committee? Yes- Kolin and Ray are on the committee. [Jim requested that Awards Comm start work on call for nominations.](#)
 - b. 2010 Conference Contract – Kolin Anglin

The contract is signed with Trade Winds outside Tampa Bay/St. Pete. The hotel is on beach, Gulf Coast side. Conference will be held July 25 – August 1, 2010.

- c. Communications – Greg Boe / Kolin Anglin
- The first 2008 newsletter is out via hardcopy, members should be receiving it in the mail next week.
 - Committee is starting on second newsletter which will go out only via email in early-mid June. [Please submit all content to Kolin or Ann by May 23.](#)
 - The third newsletter is planned for late July/early August. This will be conference edition and will go out in hard copy.
 - The 4th newsletter will focus on post conference content and is planned for Nov/Dec. The 4th newsletter will be distributed via email only.
 - Committee is moving forward with the Share Center on NAHMMA website.
 - Committee will be meeting on May 20th.
- d. Chapters – Al Gomez
- The committee met last week. Al reminded all chapter leaders to submit their updated non-member mailing list by May 15. Rocky Mtn and FL chapters have responded already.
 - Al emailed the purchase order form to the chapter leadership and instructed them to use this form for all chapter revenue and expenses.
 - New membership- are new members automatically assigned to chapters? If so, does the chapter leadership receive a notification? Yes, they are assigned to the appropriate chapter but there is no process in place to notify chapter leaders. [Kolin will discuss Jesse and set up a procedure to notify the chapter leaders.](#)
 - Northwest Chapter annual meeting will be held the first week in June. FL Chapter annual meeting will be held May 27.
- e. Strategic Planning – Ryan Kellogg
No update. Ryan will have Gantt chart updated for next BOD
- f. Training – Dave Waddell
- The 2008 conference training classes are finalized.
 - 24 hour manual is finished; workbook is near completion (95%).
 - [Next step is to determine registration fees for 2008 conference training and draft descriptions for each class. Also need to lock in trainers and compensation requests.](#)
 - Moving forward on SWANA certification.
 - [Will need to submit certification approval request to CHMM for 2008 conference. Cheryl is forward last years request to Dave for update and submittal to CHMM.](#)
- g. Affiliations- Jim Quinn
PSI Forum will be held June 3-5 in Boston. NAHMMA has 1 free booth & registration through our affiliate agreement. Will be tight getting our booth there- it's in FL the week before. Booth needs to be at Northwest Conference by June 9. [If anyone is planning to attend PSI and is willing to represent NAHMMA as well- please contact Kolin ASAP.](#)

VI. Other Business or Action Items

- a. Email Blast – Kolin Anglin
Announces will include
- Chemicals Policy
 - Awards & BOD nominations
 - PSI Forum- NAHMMA members receive PSI member rate.

b. IMI Update- Kolin Anglin

- Kolin, Mike and Cheryl L-Z had a conference call with Roberta to discuss the service issues of concern (financial reporting primarily).
- Executive committee proposes to renew IMI contract for 6 months, from Nov 1, 2008 – April 30, 2009. Exec Comm decided to push a new contract to the spring because it would be very difficult to start with a new admin company just as the conference ends and we need to put together year end information. Spring time will work much better.
- Kolin has started the contract renewal process with Roberta. No response from Roberta on the 6 month renewal.

c. TV Converter announcement to members- Cheryl B-F

During HHW Managers meeting with TCEQ, the group expressed concern about the misconception that people will have to get rid of their non-HD TVs in Feb 2009. Joe Thomas at Texas TCEQ requested that NAHMMA put out an announcement regarding the facts (your TV will still work after the Feb 2009 HD conversion as long as you have a converter box). [BOD agreed to post an announcement on the NAHMMA website with information and a link to the federal government website.](#) Greg will send Kolin the link for the federal government website.

d. EPA SC3 Charter Meeting in DC- Kolin Anglin

The meeting is coming up in June or July. NAHMMA has been invited, is anyone planning on attending? No one on call is planning to attend. [Kolin will check with Kelby.](#)

VII. Next Meeting is scheduled for June 12, 2008

Meeting adjourned at 1:00 pm EST.

Respectfully submitted by,

Sue Bruning