

NAHMMA Board of Directors Minutes
2008 Board Workshop
January 31, 2008

Roll Call- Kolin Anglin, Liz Tennant, Kelby Neal, Jeff Gloyd, Al Gomez, Jennifer Volkman, Jim Quinn, Sue Bruning, Dave Waddell, Cheryl Lofrano-Zaske, Greg Boe, Ryan Kellogg, Hilary Collins, Cheryl Burton-Fentress, Mike O'Donnell, Ray Carveth, Eric Laut

- I. Welcome & Housekeeping Items - Ray Carveth
 - A. Handbooks and updates distributed.
 - B. Approval of previous minutes. [Motion to approve January 10, 2008 minutes. Motion approved.](#)
 - C. [Dave Waddell is stepping down as Vice President. Nominations now open for position of VP. Kolin nominates Jim Quinn. Jim accepts. No other nominations. Board approves nomination of Jim Quinn. Congratulations to our new Vice President.](#)
 - D. [Introduction of Board members](#)

- II. Rules / Training
 - A. Overview of workshop rules.
 1. The rule of involvement: Not everyone wishes to be, or needs to be, involved in each item you will deal with. Rather than being bored and staring at the ceiling you have the option to choose your level of involvement. There are three levels.
 - a. I want to be actively involved in this decision. (The active participant)
 - b. I want to give my two cents worth and then be done with it. I will support any decision the active participants make. (The consultant)
 - b. This one is beyond me... I'll support any decision made by the rest of the group. (I'm on a momentary vacation please notify me when it's done)

 - B. The rule of malice and negative expression: You must agree to the following:
 1. I will intend no malice with anything I say.
 2. I will assume no malice in anything I hear.

 - C. Communication style training – What color ARE you?

 - D. Review / change the prioritizations – arrange [agenda into categories for discussion](#)
 1. [Housekeeping](#)
 - a. [Roles & Responsibilities](#)
 - b. [Awards](#)
 - c. [Operations](#)
 2. [Discussion Items](#)
 - a. [Budget](#)
 - b. [Chapters](#)
 - c. [PSI](#)
 - d. [Membership](#)
 - e. [Policy](#)
 - f. [Future - BOD Makeup, World Café, Green Policy](#)

- g. Training
- h. Affiliations
- i. Communications
- j. Strategic Planning
- k. Emeritus
- l. Chapter Delegates
- m. Conference

- E. Review Guidelines/Procedures –
 - 1. Procedure for submitting board items
 - 2. Board Member Absenteeism

III. Housekeeping

- a. Awards (Ray)
 - i. How important is it to have awards made of recycled content? the group consensus was to consider the “quality” of the award first and the “recycled content” second....with perhaps additional consideration of the “green footprint” of the company producing the awards above and beyond the recycled content of the actual award itself.
 - ii. Awards committee requests that BOD help seek sponsorship for purchase of awards. Roughly 35 awards @ \$100 each.
 - iii. Any info Board members can send to Ray to research award is appreciated. [Send request out in newsletter – ask membership to help out identifying potential award manufacturers.](#)
- b. Operations (Kolin) – IMI contract is set. Will discuss conference contract later during the conference discussion.
- c. Procedures on submitting items for Board action (Kolin) – see handout “Procedure on Submitting Items for Board Action”, this is the current policy in effect. Is there an exception for time-sensitive issues? It’s not in the policy now. Suggestion to send out notice to general membership prior to each board meeting to solicit issues for agenda. [Subcommittee will review, update this policy. Sue will add updated policy to the BOD Handbook and Kolin will also post the policy on the website. Liz, Jennifer, Greg, Hilary, Kolin volunteered as the subcommittee. Subcommittee will send draft to BOD for review prior to March BOD meeting.](#)
- d. Board member absenteeism (Kolin) – review of 2007 meeting attendance. Reminder that BOD members are required to attend 80% of regularly scheduled meetings.
- e. Roles and Responsibilities of NAHMMA Board Members – 2008 Revision (Kolin) – see handout. The policy does not specify consequences for members who do not comply with the roles and responsibilities as listed in the document. Each case will be addressed by the Exec Committee as needed. [Each BOD is asked to review the document, sign and return it to Jim Quinn by the end of the board workshop. BOD requests that document be revised to tone down items 2.f and 2.g. Kolin will have revisions completed by March meeting.](#)

- IV. Budget (Cheryl L-Z) see hand out “Draft Budget Year End 2007” Review and discussion of dashboard. [Cheryl would like to move the following items from the](#)

national budget to the conference budget: BOD travel to the conference, 1 newsletter, and awards. BOD consensus to move these items to conference budget.

- a. What is the minimum balance NAHMMA should maintain in the bank account? \$45 K per year required to maintain minimum services. Should also have enough money to cover some conference obligations. Exec Committee serves as the finance committee. Exec committee is task with determining the target balance. Finance will be the first agenda item on the standing Exec Committee meeting, anyone interested in welcome to attend and participate.
- b. Discussion on whether we've outgrown IMI for our financial needs. Exec Committee will address during next IMI conference.
- c. Draft 2008 budget (see handout) – goal is \$20 K net income each year. Backed into all expenses/income from there. Consensus that \$15 K net income from conference for national, because of the chapter/national split- the total conference net will be \$22 K. Details for conference expenses/income will be included in the 2008 Conference budget – only the net income rolls up into the national budget.

V. Training (Dave Waddell) –

- a. Beyond Hazwoper Training- the 24 hour training manual should be completed by the end of next week. NAHMMA will copyright this manual. Big thank you to Ionie Wallace, Dave Nightingale, Theresa Gilbertson, Bill Lewry for their work on this. This manual will allow us to offer a new HHW Operator's training. Dave requesting feedback on offering a 24 hour training class in conjunction with the national conference. Would not overlap with conference sessions. Expect 25-40 attendees. Will need to make sure we have space available at hotel/conference location. Dave will work on logistics.
- b. Training cost/income – Dave suggests we consider offering additional compensation to our trainers, Dave W will submit proposal for trainer compensations to be reviewed by the Conference Steering Committee.

VI. Emeritus Members (Kolin) – see hand out of Former Board Members

- a. Red- not fulfilled requirement
- b. Yellow- not enough information
- c. Green- fulfilled requirement
- d. Requirements for consideration: 50+ years old, retired (left) from industry for at least 5 years
- e. Eligible candidates include:
- f. Will have discussion at March BOD meeting. If you would like to submit a nomination, prepare a written justification for the nomination to and submit to Kolin.

VII. Stan Slaughter – “Unintended Consequences” CD distributes. Stan donated a few CDs for our review, has about 300 left in stock- would make great bag stuffer for conference.

VIII. Chapters (Kolin) –

- a. Delegates to the conference - Motion had been moved and approved to allow only 1 full free registration or 2 @ 50% from each Chapter effective 2008, but was not communicated fully and agreed to go into effect in 2008. Chapters Committee

submitted alternative policy for Board consideration:

- Chapters with up to 99 members in their geographic area will get 1 free registration or 2 at 50% to the national conference for their designated Chapter Delegate.
 - Chapters with 100 or more members in their geographic area will get 2 free registrations to the national conference for their designated Chapter Delegates.
 - Chapters may designate and fund additional delegates to the national conference with Chapter funds.
- b. Motion to approve the Chapters Committee alternative policy with the addition to the first bullet point of “2 at 50%”. Motion approved. Details on deadlines for delegate requests and registration logistics. Kolin and Irene are tasked with the logistical details.
- c. NAHMMA national takes a financial hit when chapters use Affiniscape for registration/credit card payments. BOD decision to pass the cost through to the Chapter.
- d. Getting new chapter officers up to speed – Chapters will manage inhouse with past president.

IX. Product Stewardship Institute (PSI) (Kolin) - NAHMMA Support of the 2nd Paint Product Stewardship Initiative (PPSI) MOU.

In 2005, NAHMMA endorsed the first PPSI and provided financial support in the amount of \$5,000 with the intention to provide another \$5,000 in 2006 if the organization could afford it.

In 2006 NAHMMA, was not able to afford to support the PPSI process financially. NAHMMA members have involved with supporting and working on the PPSI issue. Dave N., Jim Quinn, Irene Gleason, Leslie Wilson, Scott Cassel and Jen Holiday have been very involved throughout the process.

A second MOU has been created and is being circulated for signature. This is the final push to getting a national leftover paint system, industry led, funded and sponsored, into place. There is a need for organizations like NAHMMA to endorse the MOU as well as to provide funding for this final phase. Kolin thinks that NAHMMA is in a financial position to fulfill its intention to provide the second sponsorship of \$5,000 for PPSI..

Jim Quinn- PPSI is gaining momentum, creating 3rd party admin organization (PSO) to oversee the program, MN pilot demonstration project starting this year. \$5,000 would be used to allow PSI to continue to facilitate the paint dialogue process until the PSO is self-sufficient.

Decision – can NAHMMA afford to make the \$5,000?

\$113 K in bank,
\$35 K is allocated to Chapters
\$80 K for national less

\$5 K due to MN
\$45 for annual expenses
\$8 K for CA chapter from conference
\$15 K need for 2008 conference deposit
\$8 K remaining in “discretionary funding”

\$5,000 is suggested donation, NAHMMA could make a smaller contribution. The results of this project will benefit HHW programs greatly. BOD agrees this project is worth funding. Details – how, timing, amount. [Motion to provide \\$2500 sponsorship from national funds and issue challenge for additional funds from the Chapters. Al Gomez will present to the Chapters at their next committee call \(Feb 7\). Motion approved.](#)

- X. Membership Committee (Kelby) Looking for guidance on what committee should be working on.
- Need someone from each chapter on the membership committee. FL Chapter has its own membership committee. The committee will contact each chapter.
 - [Kolin will provide committee with a list of members who are 6 months past due, committee will contract those members for renewals.](#)
 - Goals for the membership committee are tied into the 2008-2010 Strategic Plan.
 - Idea to adopt membership discount for automatic renewal. [Membership committee will bring proposal back to the BOD for consideration.](#)
- XI. Conference
- 2008 Burlington, VT– Conference planning going great. Lot of VT / New England participation as well as national level. Committees kicking off. [Need help with covering costs for printing / mailing of first save the date mailing – any recommendations? Looking for suggestions for keynote speakers – send recommendations to Jim Quinn.](#) Working on budget, fee recommendations. Dave is concerned about determining training budget and adjusting fee – currently he’s winging it based on estimated participation and is comfortable doing so. Any recommendations on more “scientific” method? No, best to handle on case by case basis. Will be reaching out to Canada for participation and speakers. Working on green meeting practices.
 - 2009 Houston, TX – 2 possibilities: Hyatt and Woodlands. Woodlands out of our price range (\$300 per night). Discussion about Galveston vs. Houston. Discussion on-hold until tomorrow.
 - 2010 Florida – Location and date still on hold. Discussion on hold until tomorrow.
 - 2011 – chapter undecided – Great Lakes? Rocky Mountain?
[Kolin will get email out next week with all options for 2009 and 2010.](#)
[Al will check in with Chapters on their next call to gauge interest in hosts for 2011 and 2012.](#)
[Ryan volunteered as board liaison 2011 conference.](#)
- XII. HHW Book (Sue)
- Are we selling the book? Not yet. Store part of the website has not been turned

on by Affiniscape. Kolin to work with Jesse to get this up and running.

- b. Sue proposed to allow contributing authors to purchase the book at cost through NAHMMA. Sue will draft letter to send to the authors, submit to Board for consideration at next board meeting.

XIII. Affiliations (Jim) – renewed with TSPA and PSI.

A few different directions to move in regard to new affiliate targets. Looking for feedback from BOD on which direction to pursue.

- a. Other organizations with similar missions – National Pollution Prevention Roundtable (heavily business oriented – great for CESQG side of things)
- b. Connections in Canada and Mexico- Northwest chapter can work on BC. NE Chapter may have links to Quebec. Recycling Council of British Columbia – Sue will forward contact to Jim Quinn.
- c. Chemical policy reform – organizations pursuing this policy initiative, chemistry industry involvement. Check on previous connections with chemical manufacturers association. Hilary will look into UK organization regarding chemical policy reform.
- d. Europe, Australia, other international connections
- e. Academia – Lowell Center (Ken Geysler)
- f. Regional groups may be great for chapter level affiliates.

Action items:

1. Recommend choosing one group that fits in each category and target that. Start with Lowell center because of their proximity to 2008 conference and their connections across a number of the aforementioned categories. Ryan and Jim to talk offline about contacts at Lowell.
2. Dave will speak with Bob Fletcher about getting a signed agreement with CHMM. Approved draft has been submitted to CHMM but was never signed.
3. Do we want to open dialogue with industry representatives? Yes- Alternative products manufacturers. Also with traditional product manufacturers, but proceed carefully, contacting progressive individuals as companies like – SC Johnson Wax, Proctor and Gamble, Clorox. Ray will make some initial contacts

Adjourn meeting at 4:30pm PST