



NYPenn Chapter of ACHMM

www.nypennachmm.org

**Minutes from the October 1, 2008
Meeting**

**Recorded by Julie Harrington, Secretary
Aiello's Ristorante, Whitney Point, NY**

Attendees: Kim Stamberger, Brian Donnelly, Amy Twiss, Rebecca Corbin, Michael Bowles, Caroline Masia, John Ruspantini, Jerry Gordon, Julie Harrington

Minutes:

1. Read and Adopted minutes from 3/11/08

2. Insurance:

- a. Board has decided to forego at this time.

3. 2008 Review Course:

- a. Will be held on October 29-31, 2008, at Cornell University.
- b. Course Reception to be held October 29, 2008, 5:00 pm at East Hill Office Building at Cornell University. Pizza and wings will be served. A tour of the Cornell Nanoscale Science and Technology Center at Duffield Hall will follow and serve as a NYPENN Chapter Meeting.

4. National Issues

- a. "10 by 10" - "10,000 members by 2010," right now there are 13000 CHMMs, and only 5000 of them are ACHMM members.
 - Local Chapter contact should be made "person-to-person," not by email.
 - We have an aging membership that needs to be backfilled with the younger crowd of CHMM's coming along.
 - We need to portray the benefits of membership: networking & financial.
 - ACHMM wants Chapters to grow in size and by the number of chapters as a whole.
 - Incentives: individuals sponsor new members, drawing for gifts (rewards) for CHMM's who draw in new members. Chapter size will figure in for the award amount.
 - If you fall off as an ACHMM member, you need to be away for 2 yrs to be a new member for recruitment.
 - Reduced rates for students
 - We will have to do online reporting of our recruiting efforts

- We can periodically get a list of CHMM's from the ACHMM or IHMM.
- b. Re-branding – “Alliance of Hazardous Materials Professionals”
- ACHMM Vision: “...to be the recognized global leader and resource for hazardous materials professionals.”
 - Secure organization's future by expanding member base & benefits
 - Evidencepointing to need for new brand has been building for several years.
 - Current name limits growth (only 50 non-CHMMs are affiliate members)
 - Misperception: Must be a CHMM
 - Membership aging (45 – average age)
 1. Current members will not sustain organization
 - We need:
 1. Diversified membership
 2. Stronger position in EHS&S industry
 3. A brand that will secure our future
 - A broad-based community of EHS&S professionals would deliver more:
 1. Professional-development resources, tools & educational programming
 2. Informational exchanges across all segments of EHS&S industry
 3. Networking opportunities
 4. Influence in EHS&S industry
 5. Public understanding and appreciation
 - October 7 – webinar on the re-branding effort. You can view the webinar on www.achmm.org.
 - Vote will be October 15 – November 17, 2008. You will receive an email.
- c. Online Review Course – Undermining local chapter Review Course participation and income resource. ACHMM discussing some sort of “credit” to the local chapter if someone from the region in which the chapter is located attends the EHMM on-line course. No information on what that “credit” will look like.
- d. Cyberchapter invitation to NY CHMMs – some chapter members have received an invitation to join the cyber chapter, once again, this is undermining local chapter presence. What do they do – presentations?

5. National Conference Download – Julie Harrington represented the Chapter as the Chapter Delegate

- a. See Attachment 1

6. Speakers for upcoming NYPENN meetings:

- Field Trip – Broome County Household Hazardous Waste Facility/Landfill Leachate Collection System [Brian Donnelly] Attendees agreed that this tour would be an interesting one, however, will wait until longer days and warmer evenings to have the tour: May 2009.
- Cornell Nanoscale Science and Technology Center (Duffield Hall): October 29, 2008

- Potential ideas for other presentations: RCRA, DOT, HAZWOPER

7. Webinars/Teleconference Meetings – Attendees proposed holding 2 meetings per year that would be webinar based for those that may not be able to travel to the meeting site but would be able to participate remotely. Will look at this for CY 2009.

8. Corporate Sponsorship:

- Form letter has been completed
- Need to get mailed out, however, will hold off until after the Re-branding Vote.
- Kim Stamberger offered to help with the mailing. Will target CESHAs exhibitors list.
- We need to set meeting dates for next year so that Corporate Sponsors can pick a date to do a presentation if they so desire.

9. New Member Recruitment:

- Pizza Party for 2008? The group agreed that this would be beneficial, look at hosting at OBG in Syracuse to draw more members from the Syracuse area since their chapter is defunct. Holding off for now, will leave in minutes.

10. New Business:

- Reach out to AIHA again for a co-meeting/presentation. Possibly ASSE as well.
- Polo/Golf Shirts – attendees reviewed shirt samples, decided to hold off until after Re-branding Vote to order shirts since ACHMM is in our logo.

11. Next Meeting:

- October 29, 2008 5:00 pm @ Cornell University - Agenda
 5:00 – 6:15 pm Pizza and Wings at the East Hill Office Building
 with Review Course Attendees
 6:15 pm Drive to Duffield Hall, free parking in Hoy Garage
 6:30 – 7:30 pm Tour of Nanoscale Science and Technology Center
 (Duffield Hall)

Sign-in sheet attached for points maintenance:



signin sheet 10 1 08.pdf

Attachment 1

Notes from ACHMM National Conference: Sept. 7-10, 2008
Julie Harrington – NYPENN Chapter Representative – Secretary

Sunday, Sept. 7, 2008 – ACHMM Chapter Development & Leadership

Bob West – Chairman CDC (powerpoint presentation)

- Annual Report – we must file on-line going forward. ACHMM will revoke Chapter participation at National Conference if we do not file on-line.
 - “zomerang” link
- If we revise our by-laws, we need to send a copy to ACHMM.
- Don’t forget the Liaison quarterly phone calls.
- ACHMM has new goals & objectives for 2009 to streamline the administrative burden
- ACHMM.org => Chapters => IRS Link => MI Ideabook
- Is our paperwork in order? Articles of Incorporation paperwork, by-laws...does the liaison at the CDC have copies of each?
- Recruiting Effort: “10 By 10”
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 - Reduced rates for students
 - We will have to do online reporting of our recruiting efforts
 - We can periodically get a list of CHMM’s from the ACHMM or IHMM.
 - Discussed the Interantional Task Force/Outreach Efforts – India Experience, 2006-2008.
 - ACHMM Vision: recognized leader of EHS
 - Urgent need for competency – mgmt principles
 - Hazmat mgmt
 - “If the whole world followed you, would you be pleased with where you took it?” Neale Donald Walsch

Denny Carlson – Data Map of each Chapter

- There are 3 files on the CD that I brought back. Excel file – IHMM Certifications – home address of each CHMM within a 30 mile radius of our Chapter. They made these CD’s to use as a recruiting tool.
- Denny stated that he can rerun the report with a wider radius if we want it.
- Not many of us are listed...

Rebranding ACHMM – Keep CHMM in focus...

- We would not have to change our by-laws, immediately, if the Academy changes their name. But how can we not? ACHMM as a name would no longer exist. They would have a letter of agreement with the chapters. ACHMM is licensed through IHMM (name and logo).
- We use ACHMM in our name.
- There will be an electronic vote Oct 15-Nov 17.

Cedric & Chip Watkins, Esq. Presentation:

- Chapter & National Office Relationship:
 - Expectations of each other
 - Capacity at National to act upon Chapter requests
 - Much work is voluntary on both sides
 - Membership decline trend now
 - Professional decline
 - Hire speakers at the local level
 - Marketing & Communications are down, need to be raised up
 - Facilitate a working relationship (Cedric)
 - Resource allocation – how can ACHMM help Chapters?
 - Hiring in-house person to delegate issues to from the local level
 - We should have an exit interview with those that leave or do not renew chapter membership.
 - Michigan Toolkit is a great resource – idea exchange between chapters

Chip Watkins, Esq. on Chapters – “You are an association”

- Legal and Tax Issues handout: expenses, reports, income, constitution (articles of incorporation)(exemptions 501c3, 501c6), by-laws (agreement among, members how elect, dues, committees)
 - LLC – sue chapter – only go after assets of corp only if incorporated. If not, assets could be gotten – personal assets of officers.
 - Chip holds quarterly webinars
 - Volunteer run corporation
 - Directors & Officers – small chance of directly being sued.
 - **General Liability insurance – should get, yes, for falls, etc. (much more important)**
 - Employee litigation more likely – so if have no employees, then you are okay.
 - D&O insurance not as necessary as general liability.
 - Officers should have a rider on their home owner’s insurance if you are a volunteer on a board or other position.
 - May want to look to National
 - If ignore by-laws, over time, may not be by-laws anymore
 - Tax-Exempt Status: income tax & sales tax
 - Only if do activity/events or services bought in another state – cert of authority to business from Penn as a foreign business. Sales tax exemption. If don’t any activities in other states, then don’t need to be exempt.
 - 501c6 – do not have to apply, professional societies...donor can deduct
 - 501c3 – educational. ACHMM is this – have to apply...business deduction, donor cannot deduct
 - Exempt organization – low income
 - If you pay a speaker at least \$600/yr – the you have to file the 1099-misc form.
 - Sales tax exemption
 - We need to have a policy = who can sign contracts for hotels, etc. Who is responsible for ADA compliance? When holding a meeting or conference, we must ask on form if there are any special accommodations needed by the attendees.
 - Advertisement by companies – reasonable acknowledgement, no promotion, no pricing attached...here is what we do, no comparative language.
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Sunday, Sept. 7, 2008 - Business Meeting:

- ACHMM holds monthly webinars (live and recorded versions)
- Essentials of HMM online course – it is less expensive than our course, but....
- Corporate sponsorship program through ACHMM – corp & community relations partnership.
- ACHMM showed a great video at this meeting, hopefully, they will put it on the website – they said they would. It is a video about ACHMM and sponsorships with companies and agencies.
- Leadership conference each spring
- Online tools => resources link, career link
- NIOSH – CDC Alliance: Hazmat workplace H&S conditions
- San Diego next year! August 30-Sept. 3 – Sheraton San Diego Hotel & Marina
 - Will be organized internally by ACHMM next year, Uof Kansas will no longer be involved.
- Growing the National Staff