

**228th ACS NATIONAL MEETING
DIVISION OF CHEMICAL HEALTH AND SAFETY
EXECUTIVE COMMITTEE MEETING
And
ANNUAL BUSINESS MEETING**

MEETING MINUTES

August 22, 2004

**Combined Open and Executive Session
Loews Hotel
Philadelphia, PA**

The following Executive Committee members attended all or part of the meeting: Neal Langerman, Robert Alaimo, Kathy Benedict, Larry Doemeny, Harry Elston, Ken Fivizzani, Barbara Foster, Dennis Hendershot, Robert Hill, Jim Kapin, Sung Moon, John Palmer, Russ Phifer, Eileen Segal, Doug Walters, George Wahl, Ralph Stuart, and Frankie Wood-Black.

Guests in attendance:

**Ann Ratcliffe
Steve Sichak**

Neal Langerman, Chair of the Division, called the meeting to order at 8:10 A.M. on August 22, 2004 and introduced the guests in attendance. Neal extended thanks to Russ for his efforts that led to our ChemLuminary Award nomination and encouraged everyone to attend the award presentations, to be held on Tuesday, August 24 at the Loews Hotel, from 9-10PM. Neal thanked Barbara for her assistance as Division Secretary this year and Tony Mitchell for his efforts as Workshop Registration Coordinator. Neal reminded the committee members that tomorrow night is our divisional Wine and Cheese Reception, to be held at the Atwater Kent Museum garden on Monday evening, from 5-7PM. Neal extended thanks to NIOSH and their representative John Palassis, who donated \$1K to underwrite the 2004 CHAS College and University Health and Safety Award.

Division members discussed the email letter that was recently received from the Divisional Activities Committee (DAC) concerning our annual report. Division members must send their comments to Neal by the end of the week (August 27). He will reply to DAC by the October 1, 2004 deadline.

ACTION ITEM #1: Develop a standard set of language to use in the annual report spreadsheets. We must remember to insert any information that will be pertinent to the DAC review into our annual report. (NEAL)

Cathy Thomas is our Membership Committee Chair. Her charge is to address issues relating to retention, reasons for leaving, and recruiting.

Kathy Benedict encouraged everyone to attend the Program luncheon tomorrow at noon in the Lescaze Room.

I. APPROVAL OF THE MINUTES

CHAS04-04 – The Committee VOTED unanimously to approve the minutes of the March 28, 2004 meeting, as submitted.

II. OFFICERS' REPORTS

Chair: Neal Langerman

ANAHEIM ACTION ITEM #5: Completed. Changes are shown in the Agenda Book. After approval by Council, a copy will be sent to the ACS Constitution and By-Laws Committee for its approval.

Russ volunteered to spearhead a symposium on the "History of Chemical Safety" for the DC meeting. Doug, Dennis Hendershot, and Eileen volunteered to assist Russ.

ACTION ITEM #2: Plan a symposium on the "History of Chemical Safety" for the DC meeting. (RUSS, DENNIS, AND EILEEN)

ANAHEIM ACTION ITEM#13: John Palmer is working on the report for Innovative Funding that will be submitted to Judith Jankowski.

Neal reported that Bill Carroll officially reported to him that the Chemical Plant Symposium is scheduled for Monday, August 29, 2005 in DC. Neal plans to invite the President of the United States to this symposium, which will include issues related to threat assessment. Dennis Hendershot will assist Neal in these endeavors.

2004 DIVISION OF CHEMICAL HEALTH AND SAFETY ELECTION RESULTS

As per BYLAW IV, Section 4, of the ACS Division of Chemical Health and Safety BYLAWS, the 2004 Election Results were reported by the Secretary to the Division Chair on June 17, 2004 and the Chair notified the candidates before July 1, 2004.

CHAIR-ELECT (unopposed)

Jim Kapin

COUNCILOR

Eileen Segal

Secretary: Barbara Foster

Barbara reported on current membership numbers and mentioned her laboratory safety workshop and the Phifer/Elston hazardous materials management workshop, to be presented at the 36th Great Lakes Regional Meeting, to be held in Peoria, IL, October 17-20, 2004.

Treasurer: Erik Talley

In Erik's absence, Neal presented the Treasurer's Report. Our investments are doing well. Neal noted that we had not paid Elsevier at the time of the compilation of the report. We have implemented Quick Books, which was donated to the division (value: \$400). Plans include speedier compilation of annual reports and faster determinations of the status of finances for the division.

Russ commented on the AV costs that are listed in the Treasurer's Report on page 21 in the Philadelphia Agenda Book. The reason for the AV costs is that the ACS has been charging the division \$500 for the use of the AV projector for our workshops. Russ asked the ACS for permission to bring our own projector if the ACS will not provide it free of charge.

ACTION ITEM #3: Neal will ensure that the division members are aware that the Annual Report is posted on the Web Site. (NEAL)

ACTION ITEM #4: Neal will talk with Erik about his continued work as Treasurer, since his tenure as Treasurer is up next year. (NEAL)

Chair-Elect: Russ Phifer

Russ discussed Regional Meetings. He is asking for volunteers who are interested in getting involved with programming at any of the listed 2005 and 2006 Regional Meetings (page 25 in the Agenda Book). *Volunteers to coordinate any of these meetings will receive assistance on both workshops and technical programming.*

The following volunteers have agreed to coordinate two RM in 2005:

Harry – 2005 MWRM

Russ and Ralph – 2005 MARM

Volunteers are still needed to coordinate at least one of the following 2005 RM so that we may meet our goal of three RM in 2005:

2005 NORM – Fairbanks, AK

2005 NERM – Fairfield, CT

2005 SERM/SWRM – Memphis, TN

Neal will inform Russ of the schedule for the division chair in San Diego.

Neal discussed the complicated formula that is used for allocating funding, based on attendance. 10 Regional Meetings will equal one National Meeting. Participation in RM will be rewarded. 70% of available money will go to NM, 20% to RM, 10% to special activities. (\$9K per regional meeting) With 10 RM per year, our goal is to have a presence at at least 3 RM per year. The definition of special activities: ACS sponsored formal technical session, held outside a RM or NM. (A CHAS collaboration with AIHA outside of a RM or NM would qualify for part of the 10% of the funds.)

Dennis mentioned the “Global Congress on Process Safety”, to be held in Atlanta on April 10-14, 2005 and sponsored jointly by the 20th Annual CCPS International Conference, the 39th Annual Loss Prevention Symposium, and the Process Plant Safety Symposium.

Russ has applied for an Innovative Funds grant (\$2500) for the Mentoring Program. He plans to mail copies of division’s publication to all Student Affiliates with a cover letter from the CHAS chair. The goal is to have college students discuss careers in chemical safety with us or to ask questions about chemical safety.

Harry presently provides a complimentary subscription of the division’s publication for one year to new clients.

Russ urged everyone to attend the division’s Wine and Cheese reception tomorrow night. Total revenues so far - \$3750. Russ thanked the sponsors: Pfizer, Rohm and Haas, the Philadelphia Section of the ACS, and MARM. The 2004 DivCHAS awards will be presented at the reception.

III. COUNCILOR REPORTS: Eileen Segal

Eileen’s report, included on page 27 in the Agenda Book, contained the following petitions that were up for consideration at the last meeting:

Petition for Electronic Balloting

Petition for Change Division Annual Report Deadline

Petition for Membership Requirements for Teachers

Eileen noted that we need a plan for implementing e-balloting. Neal suggested that we send out a ballot via snail mail which has a URL on it for members who choose to vote electronically. Voters will have to submit their ACS membership number. Russ suggested that we mail out a letter, asking members about their ballot preference.

John offered to use his departmental services to facilitate electronic balloting.

Neal recently sent a summary of responses to his email to members concerning electronic balloting to the EC. Responses were overwhelmingly in favor of electronic balloting.

EC agreed that the Councilors should vote YES for electronic balloting.

Members engaged in some discussion about the proposed date change (February instead of March) for the Divisional Annual Report. It was reported that the date change could be

most problematic for the Treasurer, who would be required to submit a preliminary report and then make necessary changes until October.

Members discussed the By-Laws changes related to electronic balloting. On page 45 in the Agenda Book, Bylaw III, the members suggested a change to be made.

Privileges of membership:

- (a) receiving copies of the Division publications, such as abstracts, Divisional programs at national meetings of the SOCIETY, and individual newsletters or magazines.

Change to:

- (a) receiving (i) access to the division Website where news, programming, and abstracts can be found, and (ii) *Chemical Health & Safety* at a reduced rate.

There are now no CHAS Notes, and we do not send out abstracts.

CHAS04-05 The EC MOVED to accept the changes to the Bylaws, as suggested by Eileen and Larry.

IV. MEMBER-AT-LARGE REPORTS: Ken Fivizzani

Ken reported on the alliance between OSHA, the U.S. EPA, the American Chemistry Council, the Center for Chemical Process Safety, the Chlorine Institute, Inc., the Mary Kay O'Connor Process Safety Center, the National Association of Chemical Distributors, and the Synthetic Organic Chemical Manufacturers Association to recognize the value of establishing a collaborative relationship to foster safer and more healthful American workplaces and communities through better identification and management of chemical reactivity hazards.

The question has been raised as to whether the ACS should be included in this alliance. Ken reported that some of the proposed outreach activities (which include to speak, exhibit, or appear at appropriate OSHA, EPA, or other signatory conferences, local meetings, or other events) are appropriate for CHAS participation. Ken will present an update on this alliance to the EC at the San Diego meeting.

V. COMMITTEE REPORTS

A) Awards (Doug Walters)

2004 Howard Fawcett Chemical Health and Safety Award

Thomas J. Goehl

Editor-in-Chief, Environmental Health Perspectives
National Institute of Environmental Health Sciences
Research Triangle Park, NC

2004 Tillmanns-Skolnick Award

Neal Langerman

Advanced Chemical Safety

San Diego, CA

2004 CHAS College/University Award

University of Massachusetts – Boston

Department of Chemistry

2004 CHAS Fellows

Peter Ashbrook

Ken Fivizzani

John Palmer

Diane Schmidt

Frankie Wood-Black

B) Long Range Planning (Larry Doemeny)

Changes to the Administrative Manual are as follows;

Page 54: Item #3, the Howard Fawcett Award is no longer \$2K. It is now given in the form of a travel reimbursement.

Item #4: Eliminate DuPont and Jay Young as supporters.

Page 57: Under CHAS College/University Award: The EC should draft a separate general Administrative Issuance to identify persons or groups who will be recognized for their donations for this award.

ACTION ITEM #5: Neal will send NIOSH (John Palassis) a follow-up thank you letter in recognition of their contribution and will ensure that we apply again next year.

The committee members discussed soliciting other companies to donate money for the awards.

Eileen and Larry reported that they have created a division Mission Statement. Jim Kapin created a proposal for changes to the division's meeting agenda.

CHAS04-06 The Committee MOVED to adopt the mission statement as written.

In discussion, Bob Alaimo suggested that our focus is to provide guidance and training and publications. He suggested editing the statement to include that the division is a resource for training and guidance. **The motion was TABLED until the San Diego meeting.** Members are encouraged to send suggestions for changes in the wording of the Mission Statement to Larry.

ACTION ITEM #6: All members are encouraged to send suggestions for changes of the Mission Statement to Larry. Larry and Neal will work on the revised wording of the Mission Statement. (ALL MEMBERS; LARRY AND NEAL WILL PROVIDE FOLLOW-UP)

C) Membership (Cathy Thomas is not present. Neal will address later.)

D) Program (Jim Kapin)

The division Programming Luncheon will be held in the Lescaze Room at noon on Monday, August 23. It was noted that we need more programming for Washington.

Jim discussed his proposal to establish and track measurable goals related to important committee issues.

Russ suggested that the written reports should reflect the measurable actions that were assigned to members and/or committees during the previous meetings.

ACTION ITEM#7: Neal asked Jim, Russ, and Barbara to develop a format for officers reports that will incorporate measurable actions by the San Diego meeting. (JIM, RUSS, and BARBARA)

E) Publications (Eileen)

Eileen will contact the appropriate individuals to publish the 2004 CHAS awardees' names in *C&E News*.

F) Training and Workshops (Russ Phifer for Jim Kaufman)

Russ reported that Jim Kaufman has done an excellent job as Workshop Chair. The Philadelphia workshops have experienced very good attendance, generating \$4.1K in total revenues.

CHAS04-07 The Committee VOTED unanimously that the draft policy for workshops will be in effect for the workshops at the Philadelphia meeting and all subsequent meetings thereafter.

George reminded the committee of the upcoming On-line Chemistry Course (OLCC) course on chemical safety, to be taught at various colleges and universities in the fall of 2004. Faculty presenters include George Wahl, Kathy Benedict, Harry Elston, and Barbara Foster. For more information on this course, members should visit the course Web site at: http://science.widener.edu/svb/olcc_safety

Russ suggested the creation of a separate DivCHAS committee, a committee to be named "Committee on Professional Training" to include activities such as the OLCC.

G) Web Page Administrator (Ralph Stuart)

Ralph has updated the Web page. Members were encouraged to visit the Web site at:

<http://membership.acs.org/c/chas/>

VI. ONGOING BUSINESS:

A) Chemical Health & Safety publication (Harry Elston)

Harry explained the reasons for the request for the publication's name change to *The Journal of Chemical Health & Safety*. He reported that Board of Editors response has been very positive in favor of the name change.

CHAS04-08 The Committee MOVED to change the name of our publication from "Chemical Health & Safety" to "The Journal of Chemical Health & Safety", effective January 1, 2005.

Much discussion ensued regarding the advantages and disadvantages of changing the name of the publication. It was suggested that we change the name, based on financial and distribution reasons. Also, the cover design was discussed, in terms of traditional and contemporary designs.

CHAS04-09 The Committee VOTED on the motion as follows.

**5 in favor
6 opposed
3 abstained**

THE MOTION WAS DEFEATED.

B) Bob Alaimo discussed NRCC issues and reported that eight persons are taking the CHO exam today.

Bob Alaimo asked members to provide questions related to the Patriot Act, to be considered for inclusion in the NRCC-CHO exams.

VII. NEW BUSINESS

A) Members have expressed an interest in learning more about the division's activities. The DAC mentioned the Web site's timeliness. The meeting minutes will be designated as "DRAFT MEETING MINUTES" when circulated to the EC prior to approval.

CHAS04-10 The members VOTED unanimously to post approved meeting minutes on the Web site as soon as is practical following the meeting.

B) AIChE Liaison Dennis Hendershot commented on his handout. To foster a closer relationship between AIChE and the ACS, Dennis and Neal will work together to create a “Safety & Health News” joint publication.

ACTION ITEM #8: Create a joint AIChE and DivCHAS publication. (NEAL AND DENNIS)

C) Doug discussed the Administrative Manual definition of “CHAS Fellows”.

D) The EC discussed the response to the request for funding letter from MARM.

E) Russ commented that the division might be in violation of the bylaws with regard to length of service of the members of the Board of Editors.

ACTION ITEM #9: Members should send suggestions for wording for the Board of Editors bylaw changes to Larry. (ALL MEMBERS; LARRY WILL PROVIDE FOLLOW-UP)

The meeting was adjourned at 11:38 A.M.

Meeting minutes prepared and submitted by B.L. Foster.

**DIVISION OF CHEMICAL HEALTH & SAFETY
PHILADELPHIA MEETING
ACTION ITEMS
August 22, 2004**

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