

**BOARD OF DIRECTORS MEETING**  
**SOCIETY OF TOXICOLOGY & CHEMISTRY - HUDSON/DELAWARE CHAPTER**  
**September 7, 2007, 1:30 – 5:00 PM**  
**Salt Creek Grill, 1 Rockingham Row, Princeton, NJ**

**ROLL CALL**

Present - Steve Brown, Peter Brussock, Sean Bugel, Gina Ferreira, Richard Henry, Ben LePage, Ron MacGillivray, Amanda Maxemchuk, George Molnar, Chris Nally, Don Nazario, Brett Sovick, Bob Hoke; Absent - Carolyn Bentivegna

**Minutes:** Amanda Maxemchuk and Ron MacGillivray

**ACTION ITEMS: (Action items are also bolded and italicized in the text.)**

- 1) Amanda Maxemchuk will send the minutes from the June 2007 Board meeting to Sean Bugel to be posted on the website.
- 2) Sean Bugel or Brett Sovick will print a poster for the Chapter booth at the SNA meeting if a Chapter poster is created. A brochure in poster size was suggested, to compliment brochures that can be provided at the booth.
- 3) Rohm and Haas hopes to donate a prize for a raffle at the Chapter booth at the SNA meeting to attract interest (Steve is looking into this).
- 4) Anyone with ideas regarding topics for discussion at the Chapter meeting at the SNA meeting should contact Steve Brown.
- 5) All Board members going to the SNA meeting should exchange cell phone numbers before leaving so that a Board dinner meeting can be arranged.
- 6) Chris Nally will investigate event insurance through SETAC-NA.
- 7) Chris Nally will distribute the menu for the Fall Workshop to the Board.
- 8) Don Nazario will bring computer to the Fall Workshop.
- 9) Rich Henry will print the program for the Fall Workshop.
- 10) For the next newsletter, an electronic announcement will be sent to the email distribution list when the newsletter is posted on the website. In the announcement, he will also request feedback from the membership to determine if they would rather receive a hard or electronic copy of the newsletter.
- 11) The number of hits for people downloading the newsletter from the website will be monitored to evaluate interest.
- 12) Members will also be given an opportunity to post jobs on the website and write articles for publication in the newsletter.
- 13) A summary of Board meeting minutes will be included in the newsletter with a link to the minutes.
- 14) Board members should submit newsletter articles to Rich Henry by the 24<sup>th</sup>, for publication by the 1<sup>st</sup> week of October. The draft newsletter for upload to the website will be distributed to the Board for review during the last week of September.
- 15) Amanda Maxemchuk, Brett Sovick, Don Nazario, George Molnar, Gina Ferreira and Rich Henry and Sean Bugel are members of the website committee that will be revising the HDC webpage. Sean is the committee chair, and Don is the co-chair Sean will draft what needs to be done and distribute his ideas to the website committee by mid-November.
- 16) Rich Henry and Sean Bugel will contact National to move the HDC URL to the SNA website NOW!!!!

- 17) Amanda Maxemchuk will send updated information on 2007 Fall Workshop to Sean Bugel to post on the website ASAP.
- 18) Gina Ferreira will help develop ideas for increasing membership from government agencies.
- 19) Amanda Maxemchuk will send the list of contacts for universities and colleges and the National list of people in the HDC Region to Ron MacGillivray, Peter Brussock and Don Nazario.
- 20) Chris Nally will update the email distribution list and put it into a centralized database with help from Don Nazario.
- 21) Chris Nally will determine how the HDC membership has changed geographically, numerically and by sector.
- 22) Board members should provide Steve Brown with feedback on contacts for corporate sponsors ASAP. Board members should also feel free to contact people that they know for sponsorship.

### **WELCOME NEW MEMBERS**

Board expectations and activities were discussed. Specific items covered included newsletter articles, coordinating meetings and contributions to meetings, recruiting sponsors and members. Suggestions for other areas for HDC to branch out included:

Have less formal meetings between the spring meeting and fall workshop to discuss particular topics of interest and further promote the exchange of information.

Working/Partnering with other organizations in the Region (e.g. Partnership for the Delaware Estuary), especially where interests overlap.

Provide HDC members with opportunity to provide feedback.

### **APPROVAL OF MINUTES FROM PRIOR MEETING**

The minutes from the June 2007 Board meeting were unanimously approved without revisions. *Amanda Maxemchuk will send the minutes from the June 2007 Board meeting to Sean Bugel to be posted on the website.* For minutes from future Board meetings, the Secretary will give people a one-week period to respond with comments and suggest revisions, and then lack of response will be considered approval. After one week, the minutes will be posted on website, and the general public will be provided an opportunity to read the minutes and provide feedback. Feedback will be received by the Communications Director and distributed to other Board members accordingly.

### **ANNOUNCEMENTS**

2007 SNA Meeting (Nov. 11-15, Milwaukee)

Sean Bugel, Don Nazario and Steve Brown, Bob Hoke, and Peter Brussock will be attending the meeting.

The Chapter booth will be open November 12<sup>th</sup>, 3:00-4:30 pm. Steve Brown will cover the booth during this period – all are invited. Suggestions regarding media types at booth included:

- Video, Posters and Pictures
- Promotional materials including bookmarks, postcards, keychains and/or travel mugs with the Chapter logo and web address and a brochure that briefly describes Chapter activities
- Postcards for save the date and location for spring meeting

- Chapter poster – *Sean Bugel or Brett Sovick will print a poster for the Chapter booth at the SNA meeting if a Chapter poster is created. A brochure in poster size was suggested, to compliment brochures that can be provided at the booth.*
- Banner (in Chris' trunk)
- *Rohm and Haas hopes to donate a prize for a raffle at the Chapter booth at the SNA meeting to attract interest (Steve is looking into this).*

The Chapter meeting is tentatively scheduled for November 13<sup>th</sup>, 11:00 am – 12:00 noon (location TBD). *Anyone with ideas regarding topics for discussion at the Chapter meeting at the SNA meeting should contact Steve Brown.*

The time and location for the Board dinner is TBD. It will probably occur on Monday night. *All Board members going to the SNA meeting should exchange cell phone numbers before leaving so that a Board dinner meeting can be arranged.*

### **TREASURER'S REPORT**

HDC currently has \$4,600 in the checking account. Outstanding bills include:

\$1,000 to Delaware Valley Science Fair

\$400 for Quicken software

There is \$14,000 in savings. Bank accounts and insurance have been transferred to Chris Nally as the new Treasurer and are now located in Pennsylvania. *Chris Nally will investigate event insurance through SETAC-NA.*

### **DISCUSSION/ACTION ITEMS**

#### Meetings

2007 Fall Workshop “*Environmental Risk Assessment of Metals and Metalloids*”

- October 26, Adventure Aquarium (Camden, NJ)
- Co-Chairs Amanda and Rich (Program, Logistics, Advertisement)
- Rental \$2,000 for 9 hours
- \$35-50/person for food includes:
  - Continental breakfast
  - Morning break
  - Lunch
  - Afternoon break
- *Chris Nally will distribute the menu for the Fall Workshop to the Board.*
- The Board voted and approved a \$100 registration fee for 2007 Fall Workshop.
- Registrants will be given time at the end of the workshop to tour the aquarium at a discounted fee of \$15.00/person (not included in registration fee).
- *Don Nazario will bring computer to the Fall Workshop.*
- *Rich Henry will print the program for the Fall Workshop.*

Revised Draft Program:

8:15 Registration and Continental Breakfast

9:00 EPA Framework for Metals Risk Assessment

9:50 Environmental Chemistry, Fate and Transport of Metals

10:40 Break

11:00 Bioavailability, Exposure and Bioaccumulation

11:50 Lunch

1:00 Human Health Effects and Risk Assessment

- 1:50 Ecological Effects and Environmental Risk Assessment
- 2:40 Break
- 3:00 Panel Discussion
- 3:30 Adjourn

2008 Annual (Spring) Meeting – No discussion occurred.

### Committee Updates

Communications (Newsletter, Website) –

- Jon Doi has managed the newsletter in the past. Now Rich Henry is responsible for the publication of the bi-annual newsletter. ***For the next newsletter, an electronic announcement will be sent to the email distribution list when the newsletter is posted on the website. In the announcement, he will also request feedback from the membership to determine if they would rather receive a hard or electronic copy of the newsletter.***
- ***The number of hits for people downloading the newsletter from the website will be monitored to evaluate interest.***
- Direct mailings will be reserved for the meetings.
- ***Members will also be given an opportunity to post jobs on the website and write articles for publication in the newsletter.***
- ***A summary of Board meeting minutes will be included in the newsletter with a link to the minutes.***
- ***Board members should submit newsletter articles to Rich Henry by the 24<sup>th</sup>, for publication by the 1<sup>st</sup> week of October. The draft newsletter for upload to the website will be distributed to the Board for review during the last week of September.***
- The job board on the website currently is not functioning.
- Currently we only have static information on the website. Sean wants to shift to a more dynamic and active webpage. This will require revising the whole web page. ***Amanda Maxemchuk, Brett Sovick, Don Nazario, George Molnar, Gina Ferreira and Rich Henry and Sean Bugel are members of the website committee that will be revising the HDC webpage. Sean is the committee chair, and Don is the co-chair Sean will draft what needs to be done and distribute his ideas to the website committee by mid-November.***
- ***Rich Henry and Sean Bugel will contact National to move the HDC URL to the SNA website NOW!!!! This way there will be a sufficient period of time during which the old URL will redirect people to the new URL.***
- ***Amanda Maxemchuk will send updated information on 2007 Fall Workshop to Sean Bugel to post on the website ASAP.***

Membership

- Who are the current and potential members?
- How do we recruit new members?
- What is it going to take to get universities to contribute more?
- What is it going to take to get greater agency membership? ***Gina Ferreira will help develop ideas for increasing membership from government agencies.***

- *Amanda Maxemchuk will send the list of contacts for universities and colleges and the National list of people in the HDC Region to Ron MacGillivray, Peter Brussock and Don Nazario.*
- *Chris Nally will update the email distribution list and put it into a centralized database with help from Don Nazario.*
- How has membership changed geographically and numerically and by sector?  
*Chris Nally will determine how the HDC membership has changed geographically, numerically and by sector.*

#### Corporate Sponsors

- Steve Brown distributed a current list of corporate sponsors and potential sponsors to the Board. Letters for petition will be distributed by the third week of September for 2008-2009 sponsorship. ***Board members should provide Steve Brown with feedback on contacts for corporate sponsors ASAP. Board members should also feel free to contact people that they know for sponsorship.***
- Benefits for sponsors that should be included in the sponsorship letters include:
  - Sustaining Sponsors (\$1,000) = Two free registrations at all meetings
  - Full Sponsors (\$500) = One free registration at all meetings
  - Opportunity to advertise at all meetings (pamphlets, etc.)
  - Opportunity for job posting on HDC website and at all meetings
- Gina Ferreira suggested that NGOs such as the Hudson River Foundation should be contacted for sponsorship.

#### Other

- SETAC NA Endowment Fund: The Board did not approve a HDC contribution. Instead, HDC-SETAC is working to develop ways to support students within HDC region.
- Board Structure & Opportunities for New Board Members: The Board discussed possible cross fertilization or joint meetings with organizations such as Partnership for the Delaware Estuary or the Annual Wetlands & Watersheds Meeting in Atlantic City, NJ, as mentioned above.

## **ADJOURN**

*SETAC's mission is to support the development of principles and practices for protection, enhancement and management of sustainable environmental quality and ecosystem integrity. SETAC promotes the advancement and application of scientific research related to contaminants and other stressors in the environment, education in the environmental sciences, and the use of science in environmental policy and decision-making. The Society provides a forum where scientists, managers, and other professionals exchange information and ideas for the development and use of multidisciplinary scientific principles and practices leading to sustainable environmental quality.*