

TURPA BOD MEETING
April 5, 2011

Present: Bill Judd, Hank Nowick, John Shipps, Linda Markarian, Rick Foote

Meeting called to order: 6:13 pm

- Secretary's Report:
 - Reviewed February BOD Meeting Minutes. January and February meeting minutes approved. Linda to send to John Warms for posting on the website Linda is this done? **DONE.**
 - Linda's signature on Sovereign Bank documents as Secretary with TURPA Corporate Seal to complete change of signatory authority for current Board of Directors. Bill to hand carry signed documents to Framingham branch on Temple St. **DONE.**

- Treasury Report:
 - Treasurer's report as of July 31, 2011: \$5,154.12 at the end of February

 - Which TURPA Member Excel file is now the current file?
(TURPA Membership as of 5-31-2011 JOHN). Which file lists our current members?
John's list is current and he will email BOD new Excel file when revisions are made.

 - Other _____

- Member report:
 - How many members as of 4-5-2011? 56 current members _____

- Program report:
 - Joint meeting with TURI on the upcoming Clean Production Conference on May 5th at the ICC Center in Lowell. The BOD agreed to hold a meeting after the conference (what to cover, cost, food, drink ticket, etc/
 - BOD agreed to provide appetizers and one drink; the meeting will be free. Bill to check into the food options (include a vegetarian option) and pick finger food (Contact: Jennifer Fleming 978-934-6916)
 - Bill has asked Anne Basanese to provide Bill with names of the people attending; Bill will call the people from OTA, DEP folks and invite them to the meeting as a meet and greet and give people to a chance to speak with them _____

 - Discussion of Hank's efforts to secure Lightolier (a meeting and site visit) or California Paint for next meeting (after May meeting with TURI), etc. Lightolier and California Paint both cannot do a site visit at this time.

Hank will try to secure a site visit with California Paint in early September.

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- Other _____
 - Other _____

- TUR Advisory Committee:

- TUR Advisory Committee met on Tuesday, March 29, 2011. The Agenda for this meeting covered: February 8, 2011 Meeting Summary (APPROVED); Executive Director's Report; Tri/Hexavalent Chromium Category – Policy Analysis Update; TURA Fee Options – Update; Priority User Segments – Update; Introduction to Volatile Methyl Siloxanes - HHS Alternative; and Schedule Next Meeting (NOT YET DETERMINED)
- Executive Director's Report has been finalized and can be downloaded from the following URL:
http://www.mass.gov/Eoeea/docs/eea/ota/tur_prog/epp-eo515-annual-report-2010.pdf
- OTA's paper entitled, "The Assessment of Barriers to Toxics Use Reduction, Pollution Prevention, and Resource Conservation" is being revised to include Formaldehyde, Chlorine, and Isocyanates but is not yet complete. The 2008 version can be downloaded from the following URL:
http://www.mass.gov/Eoeea/docs/eea/ota/programs/barriers_to_tur.pdf
- The State regulations for Formaldehyde in Cosmetics are being revised to phase out Formaldehyde and Formalin as sterilization chemicals. New regulations will require DPH approval. Includes proper disposal of spent Formaldehyde.
- A new OTA Fact Sheet on Paint Stripping with Methylene Chloride will soon be available from the following URL:
[http://www.mass.gov/?pageID=eoeegeneric5landing&L=5&L0=Home&L1=Grants+%26+Technical+Assistance&L2=Guidance+%26+Technical+Assistance&L3=Agencies+and+Divisions&L4=Office+of+Technical+Assistance+and+Technology+\(OTA\)&f=Office+of+Technical+Assistance+and+Technology+\(OTA\)_more&sid=Eoeea#top](http://www.mass.gov/?pageID=eoeegeneric5landing&L=5&L0=Home&L1=Grants+%26+Technical+Assistance&L2=Guidance+%26+Technical+Assistance&L3=Agencies+and+Divisions&L4=Office+of+Technical+Assistance+and+Technology+(OTA)&f=Office+of+Technical+Assistance+and+Technology+(OTA)_more&sid=Eoeea#top)
- TURI made some further edits to the decision making document, to incorporate Jim Colman's comments concerning clearer discussion of how TURA provisions are triggered by hazard and not risk. The document will be a living document, with revisions made as needed and posted on the TURI website.
- TURI's grant program is funding a wet cleaning demo site in North Andover. On April 14th there will be a conference to highlight the recipients of the community grant program. The next TURP course begins on March 1.
- TURI will also host an event on May 5th and will also help out with the annual reporting workshops. The Journal of Cleaner Production will include an article on the 20th anniversary of TURA in next month's issue.

- DEP is engaged in quality assessment and control of the most recently collected TURA data. Ninety-five percent of filers did so by electronic means, and most of the remaining 5% who did not, submitted trade secret information on their form. DEP will encourage companies next year that claim trade secret protection to e-file for the non-trade secret portion of their Form S. Form S training is coming up in the spring and dates will be announced soon.
- The Administrative Council has asked the SAB and TURI to provide an expanded description of the preliminary activities and projected program elements to be covered over the next fiscal year.
- Science Advisory Committee:
 - Science Advisory Board (SAB) has completed their “Summary of Policy Analysis and Recommendations to Separate Hexavalent Chromium from the Chromium Compounds Category”. The SAB has recommended that the TUR Administrative Council vote on this issue on Tuesday, April 12, 2011, 9:30 a.m. – 11:30 AM, 100 Cambridge Street, 2nd Floor, Conference Room A, Boston, MA.
 - The SAB is considering alternatives to TCE and Perchloroethylene (PERC) with the purpose of advising companies on preferable TUR alternatives. The SAB reviewed the scientific data for d-limonene and has recommended that it not be listed on the TURA list.
 - The SAB is also reviewing Siloxanes, and will also be looking at Halogenated Hydrocarbons.
- Web Report:

Email sent to Jon Warms on 4-3-2011 requesting “Please provide a brief summary of your 1st quarter activities (also address any issues you have had if any) and an invoice for you services so we can cut you a check Tuesday night. **AS OF 4-4-2011, NO WORD FROM JON WARMS.**
- Old business:
 - TURPA embosser ordered? **YES AND RECEIVED**
 - Don Alger and Brad Russell did not take their TURPA Member Meeting Certificate after last meeting. Bill to email. **DONE**
 - Bill to contact Kurt to close out the PO Box and request a refund for the months not used. **DONE.**_____
 - Hank to purchase portfolios for the speakers from our February membership meeting. **Bill to deliver two folios: Pam Eliason and Rick Reibstein. DONE.**
 - Linda to send out Roles and Responsibilities with meeting minutes. **DONE.**
 - Bill to send John Shipps and Linda forms for bank account. **DONE.**_____

- Bill sent Jon Warms an email requesting that he supply a quick status of the web activities for the BOD members. Bill also invited John to attend any future BOD meeting, either in person or by teleconferencing. **DONE**
- Bill to send Linda corrections to January meeting minutes so she can send out final meeting minutes – **DONE**.
- Rick to look for a conference-calling device to be used by the board. ____ Bought for \$60. **DONE**. Hank will keep the phone amplifier _____
- Bill to email Linda the BOD Attendance Excel spreadsheet to Linda. **DONE**. Linda will populate BOD Attendance Excel spreadsheet with 2010 BOD attendance **(PLEASE ADD 2011 TO DATE TOO)** for the BOD TURPA credits and return to Bill to issue certificates for BOD attendance participation. **DONE**.
- Other: Hank to continue his efforts to organize a Student Grant Project for specific education regarding Toxics Use Reduction. _____
- Other _____
- Other _____

- New business:

- Comments on revised job descriptions for Secretary and other:
 - President _____

 - Vice President _____

 - Secretary _____

 - Treasurer: John requested that he be sent all TURPA Bank Statements for 2011 so that he can update the TURPA Ledger balance; and John also requested the Excel file expense tracking system created by Rick be emailed to him so that he can continue to maintain system. _____

 - Program Chair _____

- Amending TURPA By-Laws. Is it necessary? BOD to review in the future.

- Other: Hank requested that we plan the BOD meetings for when the whole board can be present. _____
- Other: Hank also suggested that we move the meeting around so that each member can have a meeting that is closer to their home. Bill suggested that we meet either in

Marlborough or Worcester. Hank & John to pick a meeting site for Worcester.

- Other _____

Actions:

- Linda to email Bill revised TURPA Attendance Excel file with 2010 and 2011 data. **DONE**
- Bill to contact Paul Walsh to obtain 2.5 CEs (MAX) for TURPA BOD 2010 meetings. **DONE** _____
- Other: Linda to add a page to the back of the by-laws for addendums. **Bill added 9-21-11. DONE.**
- Other: By-Laws - TURPA's mailing address was changed to PO Box 4755, Framingham, MA. 01704. Also there was a link at the tail end of the by-laws that was incorrect that was fixed by Bill _____
- Other: Bill to get two deposit cards for John Shipps and Bill. **DONE.** ____
- Other: Hank will look for the TURPA poster to be used for a membership drive. **DONE.** _____
- Other: Bill to check into the food options and pick some finger food options. **DONE.** _____
- Other: Hank to provide nametags to be worn at the membership meeting so the BOD members can be recognized. **DONE.** _____
- Other: If anyone has any comments to the job descriptions please send them to Linda. Linda will combine comments received and the BOD will vote on the changes at the next BOD meeting. **ALL RECEIVED COMMENTS WERE ADDED AND COMBINED IN HANDBOOK WITH BY-LAWS AND CODE OF ETHICS EMAILED BY BILL ON 5-17-2011. DONE.** _____
- Other: Next meeting is May 5, 2011 after the membership meeting. We need to discuss the next membership meeting to be held in early September. Hank to see if we can get a commitment from California Paint for a site meeting in early September. **BOD MEETING NOT CONDUCTED.** _____
- Other: Linda to remove June from the BOD meeting schedule and from the schedule in the January meeting minutes. **DONE.** _____
- Other _____

Meeting adjourned: 8:17 pm

Next BOD Meeting: 9-13-2011