

SPPC-27

CHEMICAL MANUFACTURERS ASSOCIATION

Special Programs Policy Committee

Record of Meeting #2

June 14, 1985

10:30 a.m.
General Conference Room
CMA Offices

ATTENDEES

Askew, Richard G.
Corless, Harry
McKennon, Keith R.
Cox, Geraldine V.
Herrman, Gary C.
Zoll, David F.
Spurlock, Langley A.

Part-Time

Barton, Wiley L.
Diprose, Gordon
Quance, James F.
Robinson, Thomas A.
Ward, Richard B.

- 1.0 The invited panel representatives discussed their views of Special Programs operations. The following issues were identified:
 - 1.1 All chairmen stated that, in general, the services received from the CMA staff are commendable. All suggestions on services are intended to improve an already good product.
 - 1.2 Chairman Quance stated that the turnover in Division support staff seems high, reducing efficiency. Perhaps a reassessment of support staff job requirements and consideration of merit-based recognition with enhanced position titles, responsibility, and more competitive salaries are options.
 - 1.3 Chairmen Ward and Diprose stated that in the past their panel had experienced lengthy delays in receiving records of meetings. The expansion of compatible computing and word processing facilities and acquisition of additional secretarial help at workload peaks has helped relieve this situation.

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- 1.4 Chairman Ward stated that current charges for Division services are viewed as not unreasonable for large mature programs, as long as efficiency is maintained. Chairman Robinson stated that these full costs are difficult to absorb for some small and new programs. He suggested that these groups may not continue or form at CMA -- a potential loss of future important advocacy integration with the Association. If future cost increases could be contained as much as possible, by increasing efficiencies such as office automation, better retention of support staff, and using support staff to do more of the staff executives' workload, then this objective could be met.
- 1.5 Chairman Barton stated that interpretation of the Board policy prohibiting construction of Material Safety Data Sheets by CMA may inadvertently be hindering panels in their attempts to develop, proactively, chemical safety and handling information. Perhaps the policy should receive further interpretation by the Board, or a reconsideration of policy in light of current conditions.
- 1.6 Chairman Barton suggested that panels would be aided by better information sharing and liaison with foreign companies -- increased focus by domestic companies and CMA on identifying foreign manufacturers and recruiting them for membership in panels.
- 1.7 Chairman Quance stated that panels' efforts are often significantly related to standing committee generic advocacy activities. Communication and coordination between groups are not always optimal. Suggested stronger emphasis on collaboration between panels and committees to maximize mutual advantage of CMA affiliation.
- 1.8 All chairmen indicated that in the past the lack of a simple procedure for airing praise, resolving difficulties, and requesting policy changes within the Association caused difficulties. The chairmen felt that consultation with SPPC is a great improvement. Suggested that SPPC continue chairmen's consultation sessions.

EXECUTIVE SESSION

- 2.0 The minutes of the December 11, 1984 meeting were approved.

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3.0 Drafts of the following documents were reviewed, revised, and cleared for recommendation to the CMA Executive Committee and Board of Directors for approval:

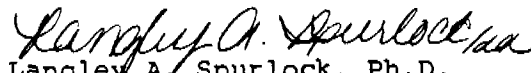
- . Special Programs Operating Principles
- . Special Programs Guidelines
- . Special Programs Policy Committee Charter

Mr. Corless will present his report on SPCC at the Board Meeting on September 9-10, 1985.

4.0 Henceforth, the Committee agreed to meet, at most, twice a year.

5.0 Mr. Corless noted Mr. Askew's departure from the Committee. The Group thanked Mr. Askew for his contributions, and welcomed Mr. McKennon as the new Vice-Chairman.

6.0 The meeting adjourned at 2:00 p.m.


Langley A. Spurlock, Ph.D.
Staff Executive

Subject to Approval