

AIHA Hawaii Local Section  
Executive Board Meeting  
January 27, 2005

Present	Name	Position
X	Shelley Wheeling-Park	President
X	Jim Peck	President-Elect
	Raymond Welch	Past-President
X	Jennifer Shishido	Secretary
	Chris Gongora	Treasurer
	Jas Singh	Director
X	Brant Tanaka	Director
X	Banasha Sadeghi	Director
	Tom Goob	IH Review Course Coordinator
	Archie Yu	Communications
	Danny Tolentino	HI Federal S&H Representative

- I. CALL TO ORDER: The meeting was called to order at 10:19 a.m. by President Shelley Wheeling-Park at the Kaiser Permanente building at 531 Ohohia St in Honolulu. A quorum was present to conduct business.
- II. MINUTES:
1. There was one correction to the minutes of December 20, 2004
  2. Minutes were approved as amended.
- III. REPORTS:
1. Treasurer's Report, Jim Peck:
    - a. Report of 12/20/04 was amended.
    - b. For Report of 1/27/05:
      - Checking account: \$ 3,852.88
      - Savings Account: \$ 2,534.51
    - c. Report of 1/27/05 was accepted as written. (see attached)
    - d. Amended report of 12/20/04, deferred to next meeting.
    - e. Proposed 2005 Budget – distributed to members present, deferred to next meeting.
  2. Membership, J. Shishido: deferred
  3. Safety & Health Alliance, Jim Peck: deferred
  4. Government Affairs, Ray Welch: deferred
  5. SBDC/AIHA/ASSE/HIOSH Seminars, Jim Peck: deferred
  6. Hawaii Federal Safety & Health Council, D Tolentino: deferred
  7. CIH Review Course, T Goob:
    - a. As of 1/18/05, there were 7 paid registrants with 4 pending.
    - b. As of 1/27/05, there were
    - c. Excellent work, Tom. Congratulations on another successful review course!
  8. PCIH 2006, J Singh: deferred
- IV. BY-LAWS:

1. Draft Amended By-Laws, based on national AIHA by-laws which was recently revised, was distributed to Board members earlier by e-mail.
2. Discussion:
  - a. Hawaii Section is not a not-for-profit corporation so “Articles of Incorporation” not necessary.
  - b. The “organization” shall be the Hawaii Section (“the Section”)
  - c. The “Association” is the national AIHA (“the Association”)
  - d. There will be 4 classes of membership: Full, Associate, Student, and Emeritus. No retired, since dues are only \$20 and we want retired members to continue to serve on committees, on the Board and remain active in the IH community.
  - e. Only Full members in good standing can serve on the Board
  - f. Good standing means that current year dues were paid.
  - g. Associate members can vote, serve on committees.
  - h. Student members pay only \$10 and can be full or part-time students.
  - i. Corporate is not a class of member it is a dues “rate – to encourage more membership and prompt payment of dues by corporations.
  - j. Nominations and Election – Nominating committee (Past President is chair + 3 other full members) will solicit nominations from the membership. Nominating committee recommends a slate, ensuring that the nominees are members in good standing and/or members of national AIHA if officer position to the Board of Directors for approval. Board notifies members of slate with deadline for voicing objections, otherwise slate is deemed “selected”. (???)
  - k. Treasurer and Secretary to serve 2 years rather than 1 – for technical continuity purposes – as we don’t have treasurer-elect and secretary-elect.
  - l. Annual Meetings – 20 days notification is usual for due process and notification – keep 20 days at minimum, no need maximum.
  - m. General Membership Meetings – should have minimum of 4 per year – to be held prior to technical presentations.
  - n. Proposed Article IV, Section 8 to be re-worded: “Matters of business for consideration can be presented at any general membership meeting.”
  - o. The governing body shall be the “Board of Directors” (or do we want to call it the “Executive Board”?) – delete reference to Executive Committee – no need – just one body for Hawaii Section. Quorum shall be 5.
  - p. Keep proxy stuff in.
3. Need to revise entire document for approval by Board.

V. CHAMBER OF COMMERCE PUBLIC HEALTH GRANT:

1. Discussion of what application means. Who is grantee and who manages grant if the grant is awarded.

2. Motion made (Shishido) and seconded (Sadeghi) and unanimously approved: "If the application is accepted/awarded by the Chamber of Commerce, it is clarified that the application document clearly indicates that the grantee and responsible organization is the AIHA-Hawaii Section, with Jim Peck handling the day-to-day administration of the grant; and further that any monies received is to be accounted for in accordance with current Hawaii Section fiscal policies."

VI. TELEWEBS.

1. February 16: Toxicological and Occupational Medicine Perspective on Molds and Mycotoxins: Update and Implications.
  - a. DLS offered to host (pay and provide facility), free for AIHA members. DLS would make DLS mold testing brochures available and offer a tour of the DLS labs following the teleweb. Tom Goob wanted to ensure that the Board saw no potential conflict, or ethical/fairness issues with offer.
  - b. Following discussion, the Board (moved, seconded, and approved) thanks DLS for the generous offer, but in the larger picture believes that it is appropriate for AIHA to continue to sponsor some of the Teleweb. Therefore the Board authorized the payment of the teleweb fee and accepts DLS offer to sponsor the site. AIHA will announce the event on the AIHA website with standard free for paid members, and \$20 for members not yet paid and non-members. Following the teleweb, DLS staff may offer attendees the DLS Lab tour.
2. March 11, 2005: Control Banding –
  - a. Discussion that unfortunately, very few members know what Control Banding is. Agreement that it will become very important in near future and is a good tool to determine effective control measures without having to do a lot of monitoring. No vote taken as members had to leave and quorum could not be maintained beyond 12:11 p.m.
3. Other Telewebs - deferred

VII. AIRGAS OSHA HAWAII WORKSHOP IN APRIL:

Because of deadline to submit name and presentation title of AIHA sponsored speaker, with J Singh unable to present, Tom Goob came forward. He will speak on ""

VIII. OTHER BUSINESS:

1. Other agenda items were deferred due to time constraints.

IX. NEW BUSINESS

1. Issue of use of membership roster for private or personal purposes. Item to be placed on next meeting's agenda.
2. Whether Board can meet after work in order to provide more time to finish housekeeping items such as by-laws, proposed 2005 Budget, etc. President to poll other Board members.

AIHA Hawaii Section

Treasurer's Report

Board Meeting 1/27/05

Covering Period 11/30/04 through 12/31/04

CHECKING ACCOUNT BALANCE (as of 11/30/04): \$3466.03

INCOME RECEIVED:

12/31/04 Interest Earned 0.09

EXPENSES PAID:

12/27/04 Phone Bill (for December) 29.47

12/31/04 Cancelled Check Return/Service Fee 1.00

BoH Monthly Service Fee

DEPOSITS:

12/17/04 366.85

12/20/04 20.00

CHECKING ACCOUNT STATEMENT BALANCE (12/31/04): \$3822.50

CHECKING ACCOUNT BALANCE (After 1/22/05 Deposit) \$3663.26

SAVINGS ACCOUNT BALANCE (Per 12/17/04 Deposit Slip) \$2534.51

James M. Peck, Jr.  
AIHA Hawaii Section Treasurer

1/27/05  
Date