

AIHA Hawaii Local Section
Executive Committee Meeting
March 23, 2005

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

- I. **CALL TO ORDER:** The meeting was called to order at 5:19 p.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:**
There were three corrections to the February 23, 2005 minutes. Minutes were approved as amended.
- III. **REPORTS:**
1. Treasurer's Report, C. Gongora, J. Peck:
Deferred.
 2. Membership, J. Shishido:
 - a. New Members: Applications reviewed and approved for
 - Rachel Okoji, AMEC Earth & Environmental
 - Dawne Yates, ENPRO Environmental
 - Christine Hoffmann, White Environmental
 - Russell Charlton
 - Paul Dill, Keck Observatory
 - Ray Benzing, Clayton Group Services
 - b. John L. Jones – status? [Updated info – unable to contact – phone not in service]
 - c. Dues Letter. A draft dues letter was discussed. Purpose of dues letter is to remind members of what the organization does for them and reminder to pay dues. J. Shishido reported that approximately 50 members have paid and about 75 have not. This makes it difficult to send notices to only those who have not yet paid their dues. Shelley will include a short sentence re ignoring letter if already paid dues. Approved with minor corrections. To be sent out to mailing list.

3. Safety & Health Alliance, B. Sadeghi: Banafsheh was unable to attend as she did not get the notice. Meeting was on March 22, 2005.
 - a. Alliance set goals for year
 - b. Working on identifying needs
 - c. Want to establish a website, looking for hosts.
 - d. Holly Chun-Ming volunteered herself and Jim Peck for information dissemination, e.g. how businesses can use S&H information.
 - e. S&H Special Fund. Ray Welch wants to meet with Nelson Befitel, Director of DLIR, to get his support for the special fund, which will be used for S&H training and outreach.
 - f. OTI Special Instructors announced – Rey Burgess, Tracy Lawson, and Dan Vasilach.
 - g. Status of Chamber of Commerce Grant – 90% likely.
 - h. George Mauiola offered the Alliance a booth at the April 8 OSHA Hawaii Workshop.
 - i. Next meeting is June 21. Ray will make sure Banafsheh gets the notice.
4. AIHA Hawaii Government Affairs, Ray Welch: Colleen Meyer’s bill which would have created a HIOSH Special Fund for safety and health training is dead. Will work to get bill for next year.
5. HIOSH Advisory Committee, R. Welch: Next meeting is in May.
6. Hawaii Federal Safety & Health Council, D Tolentino:
 - a. Federal Council is updating the membership list.
 - b. Have website: www.honolulu-pacific.feb.gov
 - c. Council speaker to speak at OSHA-Hawaii Workshop on how safety works at a military installation.
7. CIH Review Course, T Goob:

Discussion on future of course:

 - Tom received call from Steve Levine regarding whether the Hawaii Local Section wants to partner with the NIOSH Training Center (UCLA) in California. They would alternate having the course in LA and in Hawaii. Pros: They would have the staff to handle the logistics. Cons: Would add to cost of course – pay for their staff and for sharing the revenues.
 - In addition, Steve Levine said it would be difficult for him to travel out to Hawaii at the same time of year – prefer summer. If not summer, he suggested a colleague of his. Steve wants to get together at the Anaheim AIHCe to discuss the future of the course.
 - b. Board agreed with Jas that we should remain with Steve Levine as a “name” instructor and that there was little or not benefit to partner with UCLA. Board agreed with Tom to open discussion with Steve Levine on the future of the CIH Prep Course.
8. PCIH 200?, Discussion, J Singh, J Peck. Jim Peck approached many local section leaders at the recent Leadership Workshop. Most indicated they were in support of a future PCIH in Hawaii. At the Montreal PCIH,

survey indicated that 50% of the attendees were willing to go to Honolulu, but a significant number also used the term “boondoggle”. Jim met with Carol Tobin, looking at 2009 at the earliest since the other years are either confirmed or in the works. Marketing to Asia is our best bet. With Archie Yu, Tin Shing Chao and Jas Singh as liaisons for EHS groups in Taiwan, Hong Kong and Malaysia. Next step: Jim needs to get 15 minutes at the Academy meeting in Anaheim.

IV. **GENERAL MEMBERSHIP MEETINGS:**

1. Joint AIHA/ASSE meeting: March 17, 2005 – Construction Ergonomics, J. Shishido: There were approximately 35 to 40 people total. Total of 4 AIHA members paid a total of \$100. All of which is owed to ASSE to cover cost of Hale Ikena, audio equipment, lunch for speaker and assistant. Scott Schneider did a good job. Presentation appeared to be well-received, with a lot of practical information on ergonomic tools. Also brought up evaluation and metrics. J. Shishido to apply for points. J. Shishido made point that we should clarify that even if attendee does not have lunch, there is still a cost to the section, e.g. speaker, A-V, handouts, etc. Also if ever a joint meeting with ASSE again, and ASSE is free and we are charging, we need to make our own flyer. Became confusing as some AIHA members who did not read the fine print, thought that it was free for them too.
2. April 13 Teleweb – Creating Breakthroughs for Safety, Health and Environmental Excellence, Michael Topf, S. Wheeling-Park, J Peck Need location. Shelley sent out a request for possible meeting locations. Received responses from one so far. Jim to check other possible contacts. Need location no later than March 31.
3. AIHCe Hawaii Section Meeting in Anaheim, S-Wheeling-Park. Shelley sent out notice to members asking if they were going to go to the AIHCe. About 12 people said they were going. Rather than formal meeting, agreed to just meet at facility at AIHA hotel.

V. **OTHER:**

1. Leadership Workshop, March 2005, J Peck.
 - a. Hawaii Local section received a plaque for most attendees at the past year’s telewebs. The prior year, we receive a free teleweb. Jim to check if the same this year.
 - b. Other topics covered included:
 - How to get people to attend meetings. Apparently many local sections are having problems, especially those with large geographic area.
 - Nanotechnology – big thing now – hot topic.
 - Control Banding – another big issue.
 - AIHA finances – AIHA finances are good – in the black, lots of reserves.

- Aaron Tripler of government affairs is willing to come out to do a presentation for us on what's happening in Washington D.C.
2. AIHA Fellowship, T Goob. Ken Still received the Fellow Award. Congratulations to Ken. Really puts Hawaii on the map!. Thank yous to Tom Goob, Jas Singh, Jim Peck, Chris Gongora, and Steve Levine – all worked so hard to get the nomination in and get recognition to a deserving individual – Ken Still. Hawaii Local Section will have a meeting, probably a dinner meeting, to honor Ken.
 3. 2005 Goals and Objectives, S. Wheeling-Park.
 - a. 2005 Goals and Objectives were revised based on discussion at February meeting. Moved and seconded to accept revised 2005 Goals and Objectives. Approved by Board. See Attachment A.
 - b. Membership Survey. Proposed drafts for a membership survey were discussed. Shelly to finalize and send out.
 4. OTI Course, S. Wheeling-Park. Shelley received call from Allan Yokoyama of HIOSH indicating that he was offering one seat to AIHA at both courses at end of March. Word went out to all members in good standing asking if interested, and Jay Clayton indicated interest in both courses. One more service for our members.
 5. Website, J. Newberry. [Jim Newberry agreed to be our new Communications Director as Archie Yu has been tapped to be Asia liaison for the PCIH – thank you to both Archie and Jim]
 - a. Jim has started to familiarize himself with website and features.
 - b. Solicited input from Board about what kinds of things to go on website.
 - Format could be more intuitive – right now not always easy to find things.
 - Updated events is most important. Members should be able to find info on upcoming events.
 - Board members – profile
 - News – i.e. the Plaque for teleweb attendance, Ken Still - Fellowship Award winner, CIH Review Course class photo.
 6. Bylaws, S Wheeling-Park
It was agreed to have a separate meeting to update the by-laws.

VI. NEW BUSINESS

Ray Welch announced that the final class on Machine Guarding sponsored by the recycling company will be held May 23 – 26, will be free to interested persons.

Meeting adjourned at 7:30 p.m.

2005 AIHA Hawaii Section Goals and Objectives

Revised 3-15-05

Goal	Specific Measure	How to Attain Goal
Increase membership	Increase by 20% from 2004	<ul style="list-style-type: none"> • Poll membership to determine their needs (special project for someone?) • “Bring a new member” campaign • Tap into Bio-terrorism • Friday night events
Professional Development	<ul style="list-style-type: none"> • Host minimum of 2 teleweb seminars • CIH review course 	<ul style="list-style-type: none"> • Market AIHA teleweb seminars • CIH review course – partner with HIOSH to include review course in core training curriculum of HIOSH inspectors • Events that offer CM points
Meetings	<ul style="list-style-type: none"> • Conduct 4 meetings per year 	<ul style="list-style-type: none"> • Hold variety of meetings such as panel discussions, tours, etc.
Website	Update website at least monthly	<ul style="list-style-type: none"> • Update with job postings, events, minutes
Fundraising	Defer	<ul style="list-style-type: none"> • Identify opportunities to bring in additional revenue • Continue CIH course • Conduct 1-day PDC