

AIHA Hawaii Local Section  
Executive Committee Meeting  
May 18, 2005

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

- I. **CALL TO ORDER:** The meeting was called to order at 5:40 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:**  
March 23 meeting minutes were approved as distributed.
- III. **REPORTS:**
1. Treasurer's Report, C. Gongora, J. Peck:
    - a. December, 2004 report was approved as amended.
    - b. Current Checking Account balance: \$ 7,943.68.
    - c. Current Savings Account balance: \$ 3,028.64
    - d. Budget: S Park prepared a budget based on discussions at previous meetings. Further discussion as follows:
      - We should not count on the IH Review Course as an annual event for fund raising. Perhaps once every 3 years. Market appears close to saturation. Until certification demand is up, should be conservative.
      - Suggestion made to have a CHMM Review course. Military uses it.
      - Suggestion to use survey results to determine what members want and are willing to pay for.
      - Suggestion for a one-day conference on IH. Very successful in areas like Los Angeles.
    - e. 2005 Budget was approved as amended.
  2. Membership, J. Shishido:
    - a. New Members: Applications reviewed and approved for
      - Susan Van Horn, Island Insurance

- Maria CM Valdes, Allied Managed Care
  - Clarence M. Chandler, Naval Health Clinic Hawaii
  - Liese Barnes, HIOSH
- b. No new national members not already local section members.
  - c. Revised Membership application: (S Wheeling-Park) – disseminated to committee members.
  - d. Members not paid dues. No telephone numbers, unable to reach.  
Decision to send “we are missing you letters” by end of June via e-mail

#### IV. **GENERAL MEMBERSHIP MEETINGS:**

1. April 13 Teleweb – Creating Breakthroughs for Safety, Health and Environmental Excellence, Michael Topf, J Peck  
Approximately 16 attended. Total income was \$145, spent \$108.44 for photocopying handouts, so net income was \$36.56. All agreed Michael Topf was a great presenter. Thank you letters were mailed to Sheraton for hosting event. Chris Gongora offered to help out with photocopying. J. Shishido will call people who signed up 1 to 2 days before the event to remind them of the event in order to reduce the number of no-shows.
2. May 5, 2005 Local Section Meeting, Gaylord & Barbara, Visioneers Ltd., J. Peck. ~18 people attended. Great Cinco de Mayo event. Section broke even since we paid for lunch for speakers and screen. J. Shishido to apply for points. Need to send letters of appreciation to Gaylord and Barbara.
3. Awards Function, J. Peck: Still in works for July. Need to start planning dinner, donations for door prizes, etc. Honorees: Ken Still, Jas Singh and others. J. Shishido showed members draft certificate of appreciation for past officers/board members. To work up in better quality paper, etc.

#### V. **NEW BUSINESS:**

1. HIOSH Advisory Committee (HAC) Representative.
  - a. Raymond Welch resigned as AIHA representative.
  - b. Discussion: B. Sadeghi wondered if she could better serve on the HAC, however, other members saw greater potential to benefit AIHA members if she continued to serve on the Alliance.
  - c. Tom Goob agreed to be representative and Chris Gongora agreed to be alternate. Next Meeting is tomorrow, May 19.
2. AIHA Local Section Phone, S. Wheeling-Park
  - a. Phone was disconnected. Should save us about \$300/year.
  - b. For one year, calls will be forwarded to President, S. Wheeling-Park’s number.
3. By-Laws, S. Wheeling-Park
  - a. Committee went over the proposed By-Laws revision, point-by-point. Shelley explained purpose of each revision. Some corrections and amendments were made.
  - b. By-Laws were approved as amended.
  - c. Next step is to clean up and send to AIHA National for a quick review and tentative approval prior to sending to membership for their approval.

Once approved by membership need to formally transmit copy to AIHA-National for their final approval. Then can be posted on website.

Meeting was adjourned at 7: 48 p.m.

### 2005 Budget

Item	Cost	Revenue	
<b>Meetings</b>			
TeleWebs (4) at @ \$235 each	\$ 940.00		
Food for telewebs, photocopies, parking, screen, leis, misc.	\$ 1,000.00		
Membership Dues (52 paid in 2004 @\$20 each)		\$1,040.00	
Food for Board meetings monthly @ \$50	\$ 600.00		
<b>Sub-total</b>	<b>\$ 2,540.00</b>		
<b>Website</b>			
AvaHost - registration hosting provider	\$ 56.00		
Register name on internet - pay every 5 years	\$ 70.00		
Updates from CDIS	\$ 200.00		
<b>Sub-total</b>	<b>\$ 326.00</b>		
<b>Scholarships</b>			
Hawaii Science & Engineering Fair (4 x \$100 awards)	\$ 400.00		
<b>AIHA Leadership Workshop</b>			
Airfare	\$ 600.00		
Taxi Fare	\$ 100.00		
AIHA reimburse \$400 and cover cost of hotel and food	\$ (400.00)		
<b>Sub-total</b>	<b>\$ 300.00</b>		
<b>Miscellaneous</b>			
Bank Service Fees	\$ 12.00		
Booth Fees for conferences (PACRIM) & postage return fee	\$ 700.00		
2005 Tsunami Donation	\$ 100.00		
<b>Sub-total</b>	<b>\$ 812.00</b>		
<b>Grand Total</b>	<b>\$ 4,378.00</b>	<b>\$1,040.00</b>	<b>- \$3,338.00</b>
Checking Account (as of 4/26/05)	7,943.48		
Savings Account (as of 4/26/05)	3,028.64		