

AIHA Hawaii Local Section

MINUTES – Executive Board Meeting

Wednesday, April 30, 2003

Present	Position	Name
	PAST PRESIDENT	Vernon Hoo, CIH
X	PRESIDENT	Tom Goob, CSP
X	PRESIDENT-ELECT	Ray Welch
	SECRETARY	Vacant
X	TREASURER	Jim Peck
X	DIRECTOR	Shelley R. Wheeling-Park
	DIRECTOR	Joel Narusawa
	DIRECTOR	John Ramos

<u>ITEM</u>	<u>DISCUSSION</u>	<u>WHO</u>	<u>ACTION</u>	<u>WHEN/ STATUS</u>
I. Call to Order	The meeting was called to order at 11.30 a.m. at 650 Iwilei Rd, Suite 300	Tom	Called to order	
II. Previous Minutes	Reviewed and approved.	Tom		Closed
III. Treasurer's Report	Account statement - Checking \$3565.09, Saving \$2519.31 No usual transaction	Jim		Closed
IV. Old Business				
A. Website Project	Not all board members have reviewed the recent changes to the web site.	All	Board to submit to Dawn bio, section history info; Shelley will forward the updated info. Tom to send email with suggested changes to site. Tom to check yahoo email account on a weekly basis. Shelley to check voicemail more frequently and update outgoing message. She is going to send out voicemail instruction. Ray made one change in the calendar – link to restart process that was not working. Need to encourage members to check website.	Open
B. 2004 Pac Rim Conference	One registration for both Pac Rim & PDC – require 2-3 rooms.	Tom	Board approved to pursue idea, manage & coordinate PDC & members are welcome to participate	Open

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	<p>Pac Rim kind of like idea for conference. Suggested topics for PDC:</p> <ol style="list-style-type: none"> 1. Mold - local guy, Kevin Queen 2. Multiple Root Cause Analysis - Jas Singh interested – 1 day 3. Ergonomics – Dan MacLeod 4. Industrial Hygiene Motoring for the Non –IH, ½ day 5. Worker Comp – Cost Containment – ½ day 6. EHS Mgmt System – (Shelley to think of someone) 7. FMEA – (Shelley has contacts) 8. Job Hazard Analysis Aiming to draw a lot of people with various backgrounds 		<p>welcome to participate.</p> <p>Tom to talk to Mary Silva regarding number of rooms available. Fee to be decided & number of PDC per day.</p> <p>Board to talk to people, think of possible speakers, ideas/suggestions welcomed, to encourage as many people to volunteer. Have an outline by September</p> <p>Program: Sunday – offer CIH exam Mon/Tues PDC ½ & 1 day Wed/Thurs/Fri Pac Rim Conf.</p> <p>Costs for speakers are negotiable. Free lodging & conference fee waived.</p> <p>Ray was unsuccessful in contacting Carl Dotson, Ergonomics speaker. Board agreed to go with Dan MacLeod as speaker instead.</p>	
C. Student Science Fair	<p>Fair was a success. There were four categories & each students received a \$100 award</p> <p>Judges: Tom & Ray</p> <p>Tom informed Board that upon the ceremony it is not necessary to bring checks & certificates, which can be mailed later to winners.</p>	Tom	Posted on website homepage 4 categories awards	Closed
D. SODEXHO Invoice	Invoice was forwarded and check was issued	Joel/Tom		Closed
E. OSHA Hawaii Workshop.	Bruno Kovacic was key speaker. Attendance was OK. AIHA handouts/brochures were well received (distribute all). Shelley recognized and thanked Tom for setting up &	Everyone	Tom to forward congratulations letter to winners. Winners to receive members fee for upcoming seminar.	Open

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	<p>putting down booth.</p> <p>9 business cards were collected for a raffle. 3 drawings for free 2003 membership dues.</p> <p>Winners: M. Nira Cooray, Consultant, HIOSH, Thomas Gallagher, Engineering Sups., Sodexho, Fred Reyes, P.E., Civil Engineer, State of Hawaii, Dept. of Transportation</p>			
F. Meeting with Director of Labor	Ray set up meeting for Board. The new Director is Nelson Befitel. The meeting purpose was to hear the Director's plan & objectives.	Everyone	<p>Tom, Ray, Jim confirmed to attend meeting</p> <p>Tom to voice the Board's concerns on certain issues and disagreement on the elimination of a few programs. To offer AIHA's assistance, encourage AIHA's memberships</p> <p>Board to ask Dir. Befitel to speak at the next members meeting scheduled late May or early June.</p> <p>Ray to prepare a handout of some educational materials to give to Director of Labor.</p> <p>ASSE/AIHA to meet to discuss outcome of meeting</p>	Open
G. Public Health Training Grant	<p>Board is interested to pursue this issue.</p> <p>Fund can help out finance PDC</p>	Everyone	Tom to investigate the grant's requirement and submit application. Jim to forward Tom the application form.	Open
H. Development of Sub-Committees	Not required	Everyone	Board to decide not to develop any.	Closed
I. Bylaws Revision	Tabled issue for now	Tom		Open
V. New Business				
A. Next GM Meeting and/or Tele Web Seminar	GM Meeting scheduled for late May or early June. Date to be confirmed after meeting with Director of Labor. If he does not agree Board has to decide	Tom	<p>Board to ask Director Befitel to be speaker at meeting.</p> <p>Tom to make reservation at the QMC Conference Centre</p>	Open

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	<p>on another speaker.</p> <p>Tele Web Seminar: Chemical/Biological Terrorism & Crisis Communication: Guidelines for Action.</p> <p>Expect 100+ people with different background.</p> <p>Fee: \$15 member; \$35 non- member</p>		<p>for Tele Web Seminar.</p> <p>Board to ASAP post both meeting & seminar on website site & advertise via newspaper/media.</p> <p>If QMC centre not available to make other alternative.</p> <p>Food not allowed in conference centre. To make other arrangement if possible.</p>	
VI. Announcements	None			
VII. Next Meeting		Informational.	Informational.	
VIII. Adjournment	The meeting was adjourned at 1:10 PM	Informational.	Informational.	