

AIHA Hawaii Local Section

MINUTES – Executive Board Meeting

Wednesday, August 20, 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 11.20 a.m. at 650 Iwilei Rd, Suite 300	Tom	Called to order	
II. Previous Minutes	Reviewed and approved with the removal of the extension program.	Tom		
III. Treasurer's Report	No transactions made. Balance remained roughly the same as last meeting.	Jim	Jim to check into on-line bank service, which is supposedly a free service.	
IV. Old Business				
A. Comprehensive Industrial Hygiene Review Course	<p>Draft copy of flyer was provided for review. A few changes were made upon Steve Levine's suggestions. Tom received from the National the list of email addresses of the presidents of AIHA local section, and he is going to email all the presidents to offer the local section special rate. The Campus Center, UH is open and Ray wanted to clarify some information prior to submitting the registration form. One of the main questions was that a state excise tax permit is required.</p> <p>There will be no room fee, only a minimal charge for food service in the building provided by Marriott.</p>	Tom	<p>Board agreed to reserve a room for 40 people. Ray to submit registration form</p> <p>Flyer to be saved as a PDF file. Tom to have Dawn put flyer on the website, and email the presidents of the local section.</p> <p>Ray and Jim are to look into the requirement for state excise tax permit and advise board.</p>	Open

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B. Directors and Officers Liability Insurance	No further information from National	Tom		Tabled Item for now. Open
C. September GM Meeting	Meeting scheduled for September 3 rd . Reservation made at Pagoda. There is a discrepancy on the contract and verbal agreement, i.e. deposit, fee for number of turn out for lunch. Tom submitted the General Membership communiqué for review and approval. Suggestion was made to make change on the RSVP for those eating lunch because a head count is required 48 hours prior to the event. Tom & Ray will not be able to attend due to other commitments.	Ray		Ray is to meet with the Pagoda personnel this afternoon to clarify, pay the deposit. Room to be confirmed today. Tom to make necessary changes on the communiqué and forward to Dawn to put on website and to email general membership. Jim to provide membership list. Shelley to get lei. Open
D. September Noise TeleWeb Seminar (September 30, 2003)	Reservation confirmed at Queens Conference Center. Registration to start at 7:30 a.m. and seminar at 8:00 a.m. Continental breakfast to be ordered. A small flyer to be developed. Due to other commitment Tom will not be present.	Tom		Tom to email flyer to Dawn to put on website Patricia to follow up on reservation, makes arrangement for the parking validation and speaker phone. Jim to finalize the TeleWeb registration (a copy required by the QMC Conference Center) Ray to make breakfast arrangement Open
F. Succession Planning/Position Nominations	Board to be nomination committee and start the nominations process as soon as possible. To go out to the membership for nomination. A few positions will be vacate, i.e., President Elect, Secretary, 1 or 2 Directors. Nomination via webpage was discussed but it was decided that it will be hard to monitor people nominating more than once. Instead it was decided to do via email. Call for Nomination – early September Election - Oct President-Elect has to be elected and ready to attend the Leadership Seminar in Washington, DC in January 2004.	Tom		Shelley to forward Tom the list of term and job descriptions. Tom to email membership and call for nomination by early September. To check for nominations at next Board meeting. Board to recommend that President-Elect attend the Leadership Seminar in Washington, DC, in January 2004 Open

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V. New Business				
A. AIHA PAC Rim PDCs	PDCs, which were previously approved, are now being questioned by the Pac Rim's Speaker Sub-Committee. The concerns being raised are that the PDCs might be in competition with the Pac Rim, low turn out and the PDCs are not core IH topics. . Tom spoke to Jim Newberry and he is setting a meeting for Tom to meet with the sub-committee to address this concern. Tom emphasized that the meeting has to be set up as soon as possible because he has to finalize the PDCs speakers' agreement.	Tom	Tom to meet with the Speakers Sub-Committee and will keep Board updated.	Open
B. Upcoming TeleWeb Seminar	Tom announced the upcoming seminar 'Leadership, Communication, and Management Skills for the HSE Professional' scheduled for October 21, 2003.	Tom	Board agreed for participation. Tom will work on reserving the facility. Jim to register for the TeleWeb.	Open
VI. Announcements	<p>a. HIOSH Advisory Public Meeting scheduled for Thursday, August 21, 03. It is informational for members that are interested to attend.</p> <p>b. Ray received 'Back to School Hazwoper Sale' Card from Mike Coyle. He was the past AIHA secretary (1999) and he might have the old AIHA record that could not be found. Ray suggested contacting him and query about the record.</p>	Tom	Informational	Closed
		Ray	Informational	Closed
VII. Next Meeting	Next meeting – September 24, 2003, 11:00 am			
VIII. Adjournment	The meeting was adjourned at 12:45 PM	Informational	Informational	