

AIHA Hawaii Local Section

MINUTES – Executive Board Meeting

Tuesday, December 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
X	DIRECTOR	Joel Narusawa
X	DIRECTOR	John Ramos
	GUEST	Jas Singh
X	GUEST	Chris Gongora
	GUEST	Archie Yu

<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 11.05 a.m. at 650 Iwilei Rd, Suite 300 Tom welcomed members to his last meeting as President of AIHA	Tom	Called to order	
II. Previous Minutes	Reviewed and approved	Tom		
III. Treasurer's Report	Checking Account Balance (as of 12/23/03) - \$5337.56 Savings Account Balance (as of 12/23/03) - \$2525.00	Jim		
IV. Old Business				

<u>ITEM</u>	<u>DISCUSSION</u>	<u>WHO</u>	<u>ACTION</u>	<u>WHEN/ STATUS</u>
A. Comprehensive Industrial Hygiene Review Course	<p>Registration Count: Number increased to 10 people.</p> <p>Board agreed to look at number registrants and if number is over 12 people, decision will be made if AIHA will host a small reception or provide coffee/tea/juice, pastries, parking pass.</p> <p>UH Parking: Ray made arrangement for parking tickets; \$15 per car per week.</p> <p>Binders & CD: Diagnostic Laboratory Services is donating the binders and CDs. CDs already been burned.</p> <p>Layout of Binder:</p> <p>Course CD at front cover of binder; Printed materials separated by 5 tabs (day to day outline); 2004 SKC Comprehensive Catalog & Sampling Guide at back cover of binder.</p> <p>Hotel: Package to be prepared for paid registrants. To include in the package, map of campus with parking map, parking ticket & hotel information.</p> <p>Training room available from 7:30 am to 4:30 PM.</p> <p>Steve Levine will be staying at the Double Tree Hotel in Waikiki. Tom offered to transfer him from/to hotel. Tom asked if members that are attending the course would be interested to help out with transportation. Otherwise he is still committed to provide transportation from hotel to UH and back to hotel.</p>	Tom	<p>As soon as number of registrants requiring parking pass is confirmed AIHA will obtain and prepay for the parking pass and registrants are to refund AIHA upon arrival.</p> <p>Copy of completed binder/CD will be presented to Board at next meeting.</p> <p>Chris to prepare package with the help of Patricia. Package to be out by January 15.</p>	Open
B. PacRim Conference & Pre-Conference PDCs	<p>Webpage: Tom informed Board that he has received all courses information except for one. Tom to discuss with Dawn next how to set up web page with PDCs information.</p> <p>CM Point Application: Tom offered to submit</p>	Tom	<p>Tom to meet with Dawn to set up page on website. He will try to meet with her prior to January 15.</p> <p>Board members to start marketing the PacRim & PDCs.</p>	Open

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	<p>application to ABIH for approval of CM Point.</p> <p>Synergist: To have it advertise in Synergist.</p> <p>There was no PacRim Planning Committee meeting because of the holidays, therefore there are no updates.</p>		PacRim & PDCs.	
C. End of Year/New Year Social - Update	<p>Board agreed to go ahead with the function, which will be held on Friday, January 9 from 5:00 – 8:00 PM at Dave & Busters.</p> <p>Board suggested to invite the following personnel to function:</p> <p>Jennifer Shishido Jim Newberry Barbara Goto Nira Cooray Andrew Cruise Mary Silva Director Bifetel Senator Sloan</p>	Tom	<p>Jim to extend invitations to the mentioned invitees.</p> <p>Tom to confirm head count to Dave & Busters three days prior to the event.</p> <p>It will be an informal event. Highlights of what happened during year 2003. Welcome new board members and give goals and objectives for 2004.</p>	Open
D. AIHA Fellow Award Nomination - Update	<p>Kenneth Still was nominated for the AIHA Fellow Award Nomination. Board was informed that documentation has already been submitted to National.</p>	Tom		Closed
E. New CIH congratulations	<p>Ray was to forward congratulations to the new CIHs. Unfortunately, since he was absented from last meeting he was unaware of it.</p> <p>Archie was to coordinate with Dawn to have the names posted on the website. No updates.</p>	Tom	<p>Board decided to closed item. New CIHs to be congratulated at the function on Friday.</p>	Closed
F. January 23, TeleWeb, “Current Threat: IH Role in Terrorism Response”	<p>Board was informed of low number of registrants for the upcoming TeleWeb Virtual Seminar on January 23 ““Current Threat: IH Role in Terrorism Response, Board decided to cancel TeleWeb Seminar.</p>	Board	<p>Patricia to cancel reservation with QMC Conference Center.</p>	Closed
G. SBDC/AIHA/ASSE/HIO	<p>The Workcomp & Safety one-day workshop was scheduled for February 5th and February 26. Jim</p>	Jim	<p>Jim to advice of any changes in case of cancellation so that Tom can have the</p>	Open

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SH Seminars	<p>informed Board that it looks like workshops are more likely to take place.</p> <p>Next step is for associations involved to meet with Director Bifetel.</p>		reservation cancelled at the QMC Conference Center.	
V. New Business				
A. Strategic Alliance – Hawaii OSHA Training Institute	<p>Ray informed Board of meeting with the Strategic Alliance. The WestTec (new OSHA training center in California) representatives were present and they are interesting to bring OSHA training to Hawaii and trained the Safety and Health Professional in Hawaii to be OSHA certified trainer. WestTec preferred a smaller campus compared to a larger campus. They have talked to a few institutions and have shown great interest to work with Chaminade, and that at this point Chaminade had shown great interest.</p> <p>WestTec requested to have a booth at the PacRim.</p> <p>For those interested, a written proposal needs to be submitted.</p>	Ray	Ray to keep Board updated with new development. Ray emphasized that only Safety & Health professionals are behind this project and AIHA is not endorsing it.	Closed
B. Consultants List	<p>Tom informed Board that jointly AIHA & ASSE decided to compile a consultants list for its members that can be provided to interested parties; interest been shown. AIHA does not want to endorse any individuals. Thus far only a small number of people have shown interest to have their name listed in Joint AIHA/ASSE Hawaii Health & Safety Consultants Directory. Individuals have to be AIHA/ASSE members. List is to be provided at the PacRim. He encouraged Board to talk to members to take advantage of such a good service and it would be at no cost to them.</p>	Tom	Tom to follow up with members and advertised the consultants Directory. List to be posted on AIHA website.	Open
C. Outreach Speakers List	<p>Thus far only one person responded for the outreach Speakers List. Tom again encouraged Board members to participate.</p>	Tom	Board agreed and a number of members volunteered.	Open

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D. November HIOSH Advisory Committee Meeting - Update	<p>Jim attended the meeting. He had not much to report. Jennifer went over Sharp.</p> <p>Forum is opened to everyone and people can raise issues and get more information about HIOSH.</p>	Jim	Jim encouraged members to attend quarterly meeting if possible. The meeting is very informative.	Closed
E. Other	<p>Tom asked Board if AIHA is interested to exhibit at the Pac Rim Conference this year. He gave Board two options. To either obtain its own booth (with expenses involved), or shared booth space with Diagnostic Laboratory, and it will be no cost to AIHA.</p> <p>Board decided to get its own booth (\$600). Next month Board to decide where to put booth and other details.</p> <p>Shelley asked Board if AIHA will participate again in the Science Fair. The prizes are four \$100 Scholarships. The categories are very similar to last year (Junior, Senior, Display and Open Category). The Award presentation is on April 7th at 4:30 PM, Judging on April 5th & 6th. Members are welcome to be judges.</p>	<p>Tom</p> <p>Shelley</p>	<p>Ray to reserve booth from AIHA National. To have the booth available from April 14 thru April 26.</p> <p>Board agreed to invest and provide to the future and help the community and participate. A few members volunteered to be judges.</p>	<p>Open</p> <p>Open</p>
VI. Announcements	None			
VII. Next Meeting	Next meeting – Thursday, January 15, 2004, DLS Central, Small Conference Room	Informational	Informational	
VIII. Adjournment	The meeting was adjourned at 12:50 PM	Informational	Informational	