

**AIHA Hawaii Local Section**

**MINUTES – Executive Board Meeting**

Wednesday, June 25, 2003

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

<u>ITEM</u>	<u>DISCUSSION</u>	<u>WHO</u>	<u>ACTION</u>	<u>WHEN/ STATUS</u>
<b>I. Call to Order</b>	The meeting was called to order at 11.30 a.m. at 650 Iwilei Rd, Suite 300	Tom	Called to order	
<b>II. Previous Minutes</b>	Reviewed and approved.	Tom		Closed
<b>III. Treasurer's Report</b>	Statement up to 5/31. Checking \$2213.78, minus June charges approx. \$30, Saving \$2519.41, plus a small interest.	Jim		Closed
<b>IV. Old Business</b>				
A. Website Project	Tom informed Board that he sent Dawn an update to be done for the operation outreach page.  He suggested of posting Board Minutes for 2003 on website  Shelley suggested putting a job link page.	Everyone	Because the website is a living and ongoing project, Board decided to close this item and provide updates as frequent as new information is received.  Board agreed to post Board Minutes and to look into creating a job link page for both prospective employers and employees.	Closed
B. 2004 Pac Rim Conference	There was a steering committee last Friday. Tom is Chair for the Moderator Sub Committee and Jim is a member of the Speaker Sub Committee.  The 2004 Pac Rim will have various tracks, one of which will	Tom	Tom encouraged Board members to get involve in sub committees.  Board decided to close this item and to periodically report	Closed

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	be an Industrial Hygiene Track. Jim, through the Speaker Sub Committee, will work as the liaison to the local section board on developing the track.		updates.	
C. AIHA Pac Rim PDCs	<p>Tom still working on budget. Tom suggested paying an Honorarium to speakers per session, e.g. \$100 for 10-15 registers, and above that pays \$10 per additional register. This will be base per session/class and not by per speaker.</p> <p>Tom wants to finalize everything by September, i.e. letter of intent for speaker must be firmed up and budget approved.</p> <p>Shelley confirmed the participation of Theodore Millon, which will be sponsored by Kaiser. She informed Board that the session he did was very good, because he designed it according to participants with work groups activities.</p>	Tom	<p>Board agreed but decided to look at the budget first before agreeing to pay speaker honorariums.</p> <p>Tom to present budget.</p>	Open
D. Director of Labor GM Meeting	Board agreed that it went fine.	Everyone	Board decided to close it.	Closed
E. July 15, TeleWeb Seminar	<p>Tom informed Board the deadline for registered is coming close.</p> <p>Tom will be on vacation from July 3-14. The handout is to be emailed to Tom.</p> <p>However, even after June 27 people can still register. The only reason there is a deadline is for head count so that food can be ordered.</p>	Everyone	<p>Tom to arrange for parking validation.</p> <p>Expenses are only \$200 for register and the rest for food about \$3 per head.</p> <p>Patricia to check Tom's email to retrieve handout and make copies.</p>	Open
F. Public Health Training Grant	<p>Tom informed Board that he confused the dead line for submitting application June 16 with last year's form, which was in August.</p> <p>Jim suggested that Tom could try and contact Phyllis at Kaiser in case that they are not too</p>	Tom	Tom to contact Phyllis. If permitted he will submit form. The December 16 deadline will not work because it would be too late by the time a decision is made for the upcoming PDCs in April 2004	Open

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	strict.															
G. Comprehensive Industrial Hygiene Review Course	<p>Tom informed Board that the Steve Levine agreed to the offer for conducting the course and he has made travel plan to come last week of January 2004 (Jan 26-30). He already made his travel arrangement and the flight ticket was \$702. Steve Levine requested that he is reimbursed for the ticket at the time of purchase.</p> <p>Jim suggested talking to speaker concerning unexpected cancellation.</p> <p>Board discussed about payment for course up front and has a cancellation policy, such as cancellation at a certain date, only half of the fee will be returned.</p>	Tom	<p>Board agreed to reimburse ticket at the time of purchase.</p> <p>Jim prepared reimburse check and handed over to Tom to forward to Steve Levine.</p> <p>Tom to talk to Patricia to create a marketing flyer.</p> <p>Estimated budget:</p> <p>Facility – possibly free at UH</p> <table> <tr> <td>Stipend</td> <td>\$2500</td> </tr> <tr> <td>Hotel</td> <td>\$120x6 = \$ 720</td> </tr> <tr> <td>Food</td> <td>\$50 x 6 = \$ 300</td> </tr> <tr> <td>Taxi (to/from airport)</td> <td>\$ 100</td> </tr> <tr> <td>Air Fare</td> <td>\$ 702</td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$4322</b></td> </tr> </table> <p>Board agreed with the following fee:</p> <p>AIHA Member - \$400 Non AIHA Member - \$800</p> <p>Board agreed to try and market the course to the right people to at least make a little saving. Encouraged members to pay their dues to benefit the membership fee.</p>	Stipend	\$2500	Hotel	\$120x6 = \$ 720	Food	\$50 x 6 = \$ 300	Taxi (to/from airport)	\$ 100	Air Fare	\$ 702	<b>Total:</b>	<b>\$4322</b>	Open
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H. Tax Forms		Jim	Jim took care of the tax forms	Closed												
I. Directors and Officers Liability Insurance		Tom	Board is waiting for information from National.	Open												
<b>V. New Business</b>																
A. www.aihahawaii.com Events Calendar	Board discussed about posting other people/organizations events on the AIHA website.	Everyone	<p>Board agreed to do it as informational only. There will be some sort of criteria on type of events to post, e.g. Government sponsored, non-profit organizations or non-regulatory requirement events.</p> <p>Jim agreed to do the posting. Tom to provide him with the instruction how to do it.</p>	Closed												
B. Director of Labor Public Statement and Follow-up	Jim informed Board of his concerns about Director Befitel's actions may be anti-business in	Jim	Board agreed that Jim could forward his email as a member of the AIHA Board of Directors	Open												

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	<p>the long run than pro-business in regards to reducing occupational injuries and illness, and secondly about his hesitation to sign the necessary agreement for the \$23,000 funds from HIOSH which will be used for the Pac Rim Conference. Dir. Befitel has until June 30 to do so, or else he will lose the funding. He phoned the Governor's office to see if there is something that can be done at a higher level. He managed to talk to both Catherine Rice and Margaret Toba at the Hawaii Governor's office and he thinks he got a good response from Ms. Rice. He wants to follow up his phone conversation with an email and informational handouts to Catherine Rice and Margaret Toba.</p>		<p>to the two personnel at the Hawaii Governor's office. However, AIHA is to use their official stationery to forward a nice, official, concise letter to Dir. Befitel and copy to personnel at Hawaii Governor's office &amp; HIOSH to advocate AIHA's views &amp; stands on having on-going consultation and outreach program that HIOSH helps sponsor. AIHA will encourage him that the use of the funding is fundamental for Hawaii</p> <p>Jim is to draft letter and forward to Tom and Board will decide on the content of letter that is to be forwarded by the latest end of this week.</p> <p>The second issue about regulatory/enforcement of ergonomics, Board decided to wait for the outcome of their effort for the first issue about the funding prior to taking any other action.</p>	
C. Other	None			
<b>VI. Announcements</b>	None			
<b>VII. Next Meeting</b>	Next meeting – July 30, 2003, 11:00 am			
<b>VIII. Adjournment</b>	The meeting was adjourned at 12:55 PM	Informational	Informational.	