

**AIHA Hawaii Local Section**

**MINUTES – Executive Board Meeting**

Wednesday, May 28, 2003

<b>Present</b>	<b>Position</b>	<b>Name</b>
	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>
<b>I. Call to Order</b>	The meeting was called to order at 10.40 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 covering period 4/1 through 5/28. April statement not included. Checking \$1781.91, Saving \$2519.41  Statement attached.	Jim		Closed
<b>IV. Old Business</b>				
A. Website Project	Only the board is authorized to go on website to make any changes. Suggestions made to have Dana add the database to the website.	Everyone	Board reviewed site and is happy.  Ray to check yahoo email account.  Tom suggested creating an instruction booklet for the voice mail, email account and any other valuable information.  Board to send Dana the membership data base and have her use the same access code.	Open
B. 2004 Pac Rim Conference	Proposed PDCs: <u>Monday, April 19, 2004</u> 1. Mold: Health, Science,	Tom	Tom & Jim on steering meeting. Sub committees are being created to help the steering committee. Tom encouraged Board to get involved. Sub	Open

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	<p>Engineering &amp; Law, by Kevin Quinn, MPH, CIH, CSO, Philip Haisley, ArchD, AIA, Ajit Arora, MD, PhD, Stan Manuia, Esq (1 day)</p> <p>2. Failure Modes &amp; Effects Analysis, by Theodore Millon from Kaiser Permanente, CA (1/2 day – free)</p> <p>3. Multiple Root-Cause Analysis, by Jas Singh, PhD, CIH (1/2 day)</p> <p>4. Ergonomics: Back Safety &amp; Carpal Tunnel Syndrome, by Vert Mooney, MD (1 day – free)</p> <p><u>Tuesday, April 20, 2004:</u></p> <p>1. Ergonomics: Conducting Assessment, by Dan MacLeod, MPH, CPE (1 day)</p> <p>2. Industrial Hygiene for the Non-Hygienist, by Shelley R. Wheeling-Park &amp; others (team work - 1/2 day)</p> <p>3. Effective Safety Supervision, by Representatives from St Paul Insurance(1/2 day)</p> <p>4. Worker's Compensation: The Cost Continuum, by Jim Peck, MPH, MBA (1/2 day)</p> <p>5. Empowering Employees – A Safety &amp; Health Competitive Advantage, by William Guillory, PhD</p> <p>Projected Expenses: 3 rooms x 2 days x \$250 = \$1500 2-night room for speaker =</p> <p>Projected Revenues: \$75 for ½ day class \$150 for 1 day class</p> <p>Tom made projection on 50, 25, 15 or 10 people per session.</p>		<p>committees are: Speaker Comm., Finance Comm., Program Comm., Exhibit Comm., Moderator Comm., PR &amp; Marketing Comm., sponsorship comm., etc...</p> <p>One member on Steering Committee feared that AIHA is being territorial (competing with Pac Rim). Tom explained that having PDCs provide people with the chance to attend a more detailed course other than a 45-minute brief session with Pac Rim.</p> <p>Tom will encourage PDCs' speakers to participate on a brief session at Pac Rim.</p> <p>Exam is to be changed to computer literate after 2004 Pac Rim. The cost of exam will go up \$100 additional to normal \$250 fee.</p> <p>Board to decide on number of rooms for required PDCs and need to confirm by October.</p> <p>Speakers will receive 2 complimentary nights at Sheraton. Ray suggested making some sort of lunch arrangement for 1-day speaker at the hotel.</p> <p>Letter of intent forwarded and returned by October. (1 for PDC &amp; 1 for Pac Rim). It is still in draft form.</p> <p>To cover the Exam room fee (\$300), Tom asked the board if AIHA should pay for the room, or make arrangements for a free room off site. Ray proposed to go to ABIH and request help.</p> <p>Tom prepared a budget and will email to other Board member later.</p>	

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C. OSHA Hawaii Workshop Feedback/ winners Letter		Tom	Tom forwarded congratulations letter to winners. Winners received member's fee for upcoming seminar.	Closed
D. Director of Labor GM Meeting	<p>Director Nelson Befitel is speaking at GM Meeting. It is not a Q &amp; A meeting.</p> <p>Schedule:  10:30 am – Arrival of Board  11:15 am – Serve Lunch  11:30 am – Speaker Dir Befitel</p> <p>29 people RSVP.</p>	Everyone	<p>Ray made arrangement for meeting venue, parking space of Dir. Befitel and food. He requested additional to menu a salad bar, punch bowl and white board</p> <p>Meal cost (cost/tax/tips) per person: \$16:11</p> <p>Shelley to pick up one lei</p> <p>Jim to bring receipt book, copy of membership application &amp; list of members that has paid dues. Jim to prepare hand outs.</p> <p>Board agreed for this one time only for members to pay \$10 and non-members to pay \$26 (\$10 for membership and \$16 for lunch).</p> <p>Guest will not pay for the only one time, however, will have to pay member or non-member fee thereafter.</p> <p>Everyone has to pay prior to go in.</p> <p>Tom to announce the following topics at meeting:</p> <ol style="list-style-type: none"> <li>Deadline for exam application – 6/1</li> <li>2004 Pac Rim</li> <li>Dues</li> <li>Request for recommendation for officers by Oct</li> <li>Website</li> <li>TeleWeb Seminar 7/15</li> </ol>	Open
E. July 15, TeleWeb Seminar	QMC Auditorium is confirmed. Flyer is completed and approved. It will be saved as a PDF file and Board will start to announce and market.	Everyone	<p>Jim to distribute NIOSH booklet to first 25 people.</p> <p>Tom to share with risk managers, emergency response personnel, health &amp; medical personnel, communications personnel, and health &amp; Safety educators.</p> <p>Tom to coordinate food.</p>	Open

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F. Public Health Training Grant	Tom informed Board that the deadline for submitting application is on June 16 and Dec 16. A decision is made in 6-month	Tom	Board decided to submit application on the June 16 deadline. Board would use the grant for the PDCs at 2004 Pac Rim Conference.  Ray suggested raising the cost of PDCs and has the grant covered the price, that way interested parties would pay the PDCs at a much lower fee. Good marketing for AIHA.	Open
G. Bylaws Revision	Tom informed Board that the national bylaws are being rewritten and the local section model bylaws are scheduled to be rewritten by early 2004.	Tom	Board decided to hold off from updating the bylaws and wait until next year when the model bylaws are rewritten by National.	Closed
<b>V. New Business</b>				
A. Policy on attending GM Meetings & not eating	Some members are concerned about attending meeting and do not desired to eat.	Tom	Board decided to have members pay a flat fee of \$1:00 for speaker fee. However, bringing their own food to the meeting facility is not authorized.  It has to be specified however, that members RSVP's and request lunch are responsible to pay the lunch/speaker fee even if they do not turn up.	Open
B. Meeting with Dr. Bruce Anderson	Tom requested a meeting with Dr. Anderson. Board wants to know his plan, objectives.	Tom	Tom received a reply that he will be available to meet with board mid June. Shelley, Ray & Jim are interested to attend meeting. They are to email their availability for mid June schedule by June 3-4 and Tom is to coordinate with Dr. Anderson to schedule the meeting.	Open
C. Comprehensive Industrial Hygiene Review Course	There is some interest for this course, which normally take about 8-10 instructors and would not be cost effective. Tom has done some research and he found two potential sources for the course.  1. Steve Levine, University of Michigan, has a similar course he conducted in Korea. He is	Tom	Board agreed for Tom to pursue with the project. The purpose is to gather cost, number of people required for the course to take place and offer to members prior to the 2004 Pac Rim Conference, sometime in December/January.	Open

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	<p>conducted in Korea. He is interested. The course comes with CDROMS.</p> <p>2. Two individuals in California, a 2-man show course. Tom emailed and is still waiting for a response.</p>			
D. Dept. of Commerce Registration & Group Exemption form	Tax form required to be filed by June 1.	Tom	Jim to file the tax form	Open
E. Directors & Officers Liability Insurance	As of April 30, 2003 Local Section is no longer covered under the National Insurance. Several options were given but were unsatisfactory. Local Section suggested for National to pay for their insurance. National is to review and come back with some other satisfactory options.	Tom	Board to wait for National to come back with new options.	Open
F. Other	<p>Students emailed (Award winner) and want to present their project at local section meeting.</p> <p>Jim suggested giving Shelley a brief description meeting outcome with Director of Labor since she was not present for the meeting. Ray informed Board that the meeting went OK and Director of Labor is happy to work in hand with AIHA.</p>	Everyone	Board agreed.	Open
<b>VI. Announcements</b>	<p>Shelley announced that Toby receiving fund for Isolation Rooms for facilities. A team of mechanical engineer, industrial hygienist, Dept of Health (indoor quality) is being created. Team is to inspect every single isolation rooms available on Oahu and neighboring islands and it is to be completed by end of summer.</p> <p>Tom was invited to speak on behalf of AIHA on a 2-day Mold Seminar on June 17-18. The seminar is being organized by the Hawaii Institute for Mold Control.</p>		<p>Shelley is participating. Tom is very interested.</p> <p>Tom as speaker</p>	Open
<b>VII. Next Meeting</b>	Next meeting - June 25		Ray will not be available	
<b>VIII. Adjournment</b>	The meeting was adjourned at 12:15 PM	Informational.	Informational.	