

AIHA Hawaii Local Section

MINUTES – Executive Board Meeting

Wednesday, October 29, 2003

Present	Position	Name
	PAST PRESIDENT	Vernon Hoo, CIH
	PRESIDENT	Tom Goob, CSP
X	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>
I. Call to Order	<p>The meeting was called to order at 11.10 a.m. at 650 Iwilei Rd, Suite 300</p> <p>Patricia informed Board that Tom was unavailable to attend the meeting, however, he passed information to Patricia to convey to Board.</p>	Ray	Called to order	
II. Previous Minutes	Reviewed and approved	Ray		
III. Treasurer's Report	<p>Checking Account Balance - \$1972.21</p> <p>Savings Account Balance - \$2524.17</p> <p>Received payment from Department of Health – two personnel that attended the July TeleWeb Seminar.</p> <p>Received 1 membership form & fee from David Leigh. He will be forwarding his fee for the IH Review course shortly.</p> <p>No other transaction to report. Treasurer report to be submitted at next meeting.</p>	Jim		

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IV. Old Business				
A. Comprehensive Industrial Hygiene Review Course	<p>Registration Count: 6 people has registered and received payment from 3.</p> <p>Other Updates/Items: Ray to sort out parking at UH.</p> <p>It was conveyed to Board that Tom received the course materials and CD from Steve Levine and DLS will provide the course binders as donation.</p>	Ray	Ray to see if he can obtained parking pass for each attendee.	Open
B. September 30 Noise TeleWeb Seminar	The seminar was considered as successful. It was well received by all.			Closed
C. Nominations	<p>Confirmation of Board Appointments:</p> <p>President: Ray Welsh Past President: Tom Goob President Elect: Shelley Wheeling-Park Directors: John Ramos, Jas Singh & Brant Tanaka Treasurer: Jim Peck Secretary – Chris Gongora</p> <p>Board was informed that Archie Yu does not want to cause a run off election, however, he is still interested to be involved.</p> <p>Upon Tom’s suggestion, Board discussed of developing a position for Archie to assist with the web site, communicate to the Web Page Master.</p> <p>Board Transition: It was agreed that there should not be any problem since most members are currently involved. To announce and present Board Appointees at next membership meeting.</p>	Ray	<p>The suggestion was well received. Board agreed to nominate Archie Yu as the Communications Officer.</p> <p>Shelley confirmed that she will be attending the seminar in Washington, DC in January 2004.</p>	Closed
D. PacRim Conference & Pre-Conference PDCs	Board was informed that Tom submitted the list of PacRim IH Track Speakers to the PacRim Speakers Sub-Committee.	Ray		Open

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PDCs	Tom will be sending out the PDCs Speaker's letter within the next two week.			
E. October 21, TeleWeb Seminar	The TeleWeb Seminar 'Leadership, Communication, and Management Skills for the HSE Professional' was considered well received and successful because the objective is to educate people. Received payment from 7 people. \$80 deficit.	Ray		Closed
F. Directors & Officers Liability Insurance	Emailed was received that local section in covered under AIHA National.	Ray		Closed
G. December 11, TeleWeb Seminar	Board agreed that it is not a good idea to participate in the upcoming TeleWeb Seminar 'Sustainability Toolbox: Sample Tools that add value in Making Sustainability Decisions", because December is a busy month and a good turn out cannot be guaranteed.	Board	Board agreed not to participate at this upcoming December seminar. However it was discussed that AIHA should continued to participate next year in the TeleWeb Seminar Series.	Closed
H. End of Year Social Party	Tom & Jim visited Dave & Busters and Board was informed that there are different rooms available. It was conveyed that Tom thought the best area to reserve a portion of the Rooftop Bar. There is different type of buffet that ranged from \$12 (pupus) to \$36 (full dinner). The only thing to consider is that Dave & Busters has a policy that any reservation made for December; an expense of \$2000 has to be generated. Discussion was opened for the best time to hold the party. Last Friday of November was decided to be inconvenience. It was suggested to combine the party with the membership meeting to introduce the new board members.	Board	Board to discuss at next meeting the date to hold the party within the first three weeks of January 2004 (week of 5 th -9 th or 12 th -16 th) and to discuss payment from members (prepaid) and the amount. Ray look at other venue as well, such as KCC.	Open
V. New Business				
A. AIHA Fellow Award Nomination	Board discussed about the National Award for person with 15 years experience in IH and that has contributed to the profession.	Board	Item was tabled until next meeting. Ray to research and find members with CIH and gather more information from Tom whether nominee has to be member of National or local section.	Open

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B. 2004 Dues Notification	It was agreed that notification has to be out by mid November. Deadline to when have the due in was discussed. Suggestion was made that dues received early, meal at membership meeting can be waived as an incentive. Also when sending out the notification to include a comment/suggestion note for members to comment on what they like so far and what they would like to see done. Late payment should not be prorated.	Ray	Board agreed to have the new secretary, Chris Gongora send out the notification.	Open
C. Other	<p>CIH: Congratulations to Tom!</p> <p>Board agreed to find out all other personnel that took and passed the CIH exam. It was agreed unanimously that AIHA will send letter of congratulations to the new CIH and have their names posted on the AIHA website.</p> <p>Board commented that there have been a lot of activities/events ongoing this year. More than anyone has ever seen in the past.</p>		Ray to get the name of those that passed the CIH exam.	Open
VI. Announcements	None			
VII. Next Meeting	Next meeting – November 26, 2003, 11:00 am			
VIII. Adjournment	The meeting was adjourned at 12:30 PM	Informational	Informational	