

AIHA Hawaii Local Section

MINUTES – Executive Board Meeting

Wednesday, September 24, 2003

Present	Position	Name
	PAST PRESIDENT	Vernon Hoo, CIH
X	PRESIDENT	Tom Goob, CSP
X	PRESIDENT-ELECT	Ray Welch
	SECRETARY	Vacant
	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 11.15 a.m. at 650 Iwilei Rd, Suite 300	Tom	Called to order	
II. Previous Minutes	Reviewed and approved	Tom		
III. Treasurer's Report	No report was provided due to the absence of the Treasurer	Jim		
IV. Old Business				
A. Comprehensive Industrial Hygiene Review Course	<p>Room: Ray received confirmation for room at UH for 40 seating.</p> <p>Tax Forms: Ray informed Board that UH did not asked for the state excise tax permit.</p> <p>Marketing: Flyer is posted on AIHA website. Tom emailed the presidents of local section. He received immediate response.</p>	Tom	<p>Board to decide on the setting of tables in room.</p> <p>Jim to obtain information for the state excise tax permit.</p> <p>Board to market course.</p> <p>Steve Levine is forwarding the course CD to Tom.</p>	Open

<u>ITEM</u>	<u>DISCUSSION</u>	<u>WHO</u>	<u>ACTION</u>	<u>WHEN/ STATUS</u>	
B. September 3 GM Meeting – Feedback	GM meeting was considered successful. Guests were disappointed that Carolyn Pearl was unable to speak. Due to the last minute cancellation, Board was unable to inform members of the change of speaker. Last minute arrangement was made for James Decker to speak instead.	Ray/Shelley		Closed	
C. September 30 Noise TeleWeb Seminar	Room 203 is confirmed at Queens Conference Center. Registration to start at 7:30 a.m. and seminar at 8:00 a.m. A small flyer to be developed. Registration: Copy of seminar registration to be forwarded to QMC Conference Center. Food: Continental Breakfast to be arranged. Head Count: To date 11 Registrants Due to other commitment Tom & Shelley would be unable to attend.			Patricia to pick up speaker phone and parking validation tickets at Telecomm. Ray to arrange for food and check yahoo email account. Shelley to check voice mail.	Open
D. Nomination – 2004 Election	Tom informed Board that he received a number of nominations for 2004 Election. The nominees are as follow: President Elect: Shelley R. Wheeling-Park Directors: Jas Singh, Brant Tanaka & Archie Yu Secretary: Chris Gongora Treasurer: Jim Peck	Tom		President Elect: Shelley accepted the nominee as President Elect. She was advised to prepare to the upcoming seminar in Washington, DC in January 2004. Directors: Tom is to talk to John Ramos to confirm his position as director for 2004, which is a 2-year rotation. Number of Director positions required to filled will be confirmed and decision will be made whether a vote is required or not, depending on number of positions. Secretary: Letter of confirmation was forwarded and Tom is waiting for reply. A vote will be conducted at next meeting	Open

<u>ITEM</u>	<u>DISCUSSION</u>	<u>WHO</u>	<u>ACTION</u>	<u>WHEN/ STATUS</u>
E. PacRim Conference & Pre-Conference PDCs	<p>Tom met with Jim Newberry and PacRim's Speaker Sub-Committee. Concerns were raised that the PDCs might be in competition with the Pac Rim, low turn out.</p> <p>The following was agreed upon:</p> <p>5 PDCs , & a PacRim Industrial Hygiene Track.</p> <p>PacRim IH Track Speakers: Tom forward email for call of speakers. He received a number of interested replies. The following proposals were selected:</p> <p>Speaker 1: Capt Kenneth Still</p> <ol style="list-style-type: none"> 1. Risk Assessment considerations in Occupational Safety & Health 2. Understanding Toxicology Data <p>Speaker 2: Barb Faville</p> <ol style="list-style-type: none"> 1. Applying Ergonomics in Industry <p>Speaker 3: Jas Singh, PhD</p> <ol style="list-style-type: none"> 1. Qualitative IH Risk Assessments 2. Multiple Root-Cause Analysis <p>Speaker 4: Shelley R. Wheeling-Park</p> <ol style="list-style-type: none"> 1. IH for non IH <p>Note: PDCs speakers would be involved in the track as well</p> <p>Tom informed Board that AIHA would be responsible for their own registration. The only charges that would go to the ASSE, is the hotel charges. AIHA would refund ASSE for their share. Reason to that is because the special rate provided was negotiated upon number of rooms.</p>	Tom	<p>Treasurer: Jim agreed to remain as treasurer.</p> <p>Tom presented a revised PDC offering and Budget.</p> <p>PDCs:</p> <p><u>Monday, April 19, 2004</u> Mold: Health, Science, Engineering & Law, Instructors – Kevin Quinn, MPH, COH, CSP; Philip Haisley, ArchD, AIA; Ajit Arora, PhD; Stan Nanuia, Esq; 1-day</p> <p>Ergonomics: Back Safety & Carpal Tunnel Syndrome, Instructor – Vert Mooney, MD, 1-day</p> <p><u>Tuesday, April 20, 2004</u> Ergonomics: Conducting Assessments, Instructor – Dan MacLeod, MPH, CPE – 1-day</p> <p>Failure Modes & Effects Analysis, Instructor – Representative from Kaiser Permanente, CA, ½ day</p> <p>Multiple Root-Cause Analysis, Instructor – Jas Singh, PhD, CIH, ½ day</p> <p>PDC Budget:</p> <p>Break Out Room Rental \$250 per room per day x 4 = \$1000</p> <p>Speaker Honorarium \$150 x 2 & \$300 x 3 = \$1200</p> <p>Room/Hotel Credit (full day speaker = \$180; half day = \$90, registration volunteers = \$360) \$90 x 12 = \$1080</p>	Open

<u>ITEM</u>	<u>DISCUSSION</u>	<u>WHO</u>	<u>ACTION</u>	<u>WHEN/ STATUS</u>
				<p><u>Draft speaker Letter of Intent</u> Board agreed on the content. Tom is to forward letter to PDC speaker.</p> <p>Board agreed on selection of speakers for PacRim. Tom to forward speakers' information to PacRim Speakers Sub-Committee.</p>
F. October 21, TeleWeb Seminar	Tom remind Board of the next TeleWeb Seminar 'Leadership, Communication, and Management Skills for the HSE Professional' scheduled for October 21, 2003.	Tom	Board agreed to obtain feedback regarding having the seminar. If positive to go ahead with it.	Open
G. Directors & Officers Liability Insurance	Board was unsure if any information was issued regarding the Directors & Officers Liability Insurance.	Tom	Tom to obtain more information and will report to Board at next meeting. Tabled item until next meeting.	Open
V. New Business				
A. December 11, TeleWeb Seminar	Tom announced the upcoming TeleWeb Seminar on December 11, 2003 'Sustainability Toolbox: Sample Tools that add value in Making Sustainability Decisions	Tom	Board to decide if they will have this seminar.	Open
B. Other	Year End Social Party: Tom suggested of holding a year end social party (informal) to welcome new Board. It was well received by Board.	Tom	Board to discuss further at next meeting	Open
VI. Announcements	None			
VII. Next Meeting	Next meeting – October 29, 2003, 11:00 am			
VIII. Adjournment	The meeting was adjourned at 1:00 PM	Informational	Informational	