



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

ASSP Hawaii Chapter Officer Executive Council (EC) Meeting Minutes; 18 Sep 2019

11:05 am- The virtual and telephonic meeting was called to order by President Joey Garza. Quorum met at 11:05 am

Attendees

Executive Committee Members:

Joey Garza, President
Rob McCarthy, Vice President
Jeremy Nixon, Secretary
Mary Browne, Member at Large
Terri Watkins, Delegate

Appointed Members:

Arthur Chang, Student Affairs Chair and Membership Chair
Scott Ebert, PacRim Chair

Approval of Minutes

The meeting minutes from the 14 Aug 2019 EC meeting were approved with minor administrative corrections.

Chapter Operations

Surveys- Arthur Chang briefed the ASSP membership survey results

- (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS).
 - Joey Garza will send an email notifying all members

Student Council- Arthur Chang

- The leadership positions are currently vacant
 - New appointments are in work

Budget- Joey Garza requested a volunteer to establish a budget and align codes with accounting procedures

- Rob McCarthy volunteered to take on this task

Update to by-laws- Joey Garza

- No new information; awaiting response from region POC

Fall ROC, 24-25 Oct 2019 in Anchorage, AK- Joey Garza

- Joey Garza will attend for chapter presidents meeting

Spring ROC, 2-3 Apr 2019 in Kapolei, HI at the Hampton Inn- Joey Garza



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Internal financial audit- Joey Garza

- Joey Garza, Jeremy Nixon, and Joaquin Diaz will conduct the audit for 2017, 2018, and 2019
- The document review will be completed on 7 Oct 2019.
- The results will be briefed at the next EC meeting

Professional Development at HCC- Joey Garza

- Arthur Chang will contact last year's POC for information about curriculum

Report Outs were conducted for the following roles

- Treasurer/Accountant- Joey Garza briefed for Joe Albinio
 - The OSHA one day course loss money due the course not being full
 - Marketing should be increased for future events to ensure the courses are full
 - Pac Rim 2018 would have loss money if it was not for the refund resulting from the hotel workers strike
 - Original receipts are required for all reimbursements
 - A reasonable time requirement needs to be created to address financial transactions
 - Motions should match the expenses and detail why the money was spent
 - (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS).
 - Bank for the accountant to process payments
- Secretary
 - A communications guide is going to be developed to standardize the who, what, when, why, and how of ASSP HI mass communications
- Delegates
- Government Affairs
 - Develop relationship with HIOSH for access to future grants and to conduct business
- Membership/Student Affairs
 - Upcoming meeting at Chulee's class to talk about ASSP
- Communications/Newsletter
 - Update on LinkedIn



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- WISE
 - WISE supporting general meeting and pau hana
 - ASSP is supporting the Susan Komen Race is 10/13
 - Zoe Williams is taking volunteers for the mentoring program
 - Sandbar adventure will take place in the 3rd quarter
 - Luncheon will take place in the 4th quarter
 - An ASP study group

- Pac Rim 2020 – Scott Ebert
 - Meeting for Sheraton complete. Dates are reserved, awaiting contract that is in work
 - (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS).
 - Committee chairs being assembled
 - Exhibitors: Tristan
 - Facilities: Dale
 - Speaker: Mary Silva
 - Other volunteers are still needed for awards and moderator chairs
 - (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS).
 - Next Pac Rim Meeting in 30 days and every month after
 - All are invited to attend

- Foundation
 - Scholarships will start on 15 Sep 2019

Due Outs

- Send congratulatory email to all ASSP members stating Joe Dumapit was the winner of the \$100 ASSP Store gift card; Joey Garza
- Contact last year's Professional Development at HCC POC for information about curriculum; Arthur Chang
- Communications plan; target date next EC meeting; Jeremy Nixon
- Correct budget cost codes; target date next EC meeting; Robert McCarthy
- Conduct research on benefits and potential negative side effects of past president automatic transfer to delegate; target date next EC meeting; Joey Garza
- Internal financial audit; document review scheduled for 7 Oct; Joey Garza, Jeremy Nixon, and Joaquin Diaz
- Send ASSP funded travel policy to members; Joey Garza

Motions




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- 19-011 Motion made by Joey Garza to approve (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS). for accounting services billed on 3 Sep 2019. Approved 5 Aye, 0 Nay, 0 Abs.
- 19-012 Motion made by Joey Garza to approve transfer (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS). Approved 5 Aye, 0 Nay, 0 Abs.
- 19-013 Motion made by Joey Garza to pay (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS). Approved 5 Aye, 0 Nay, 0 Abs.
- 19-014 Motion made by Joey Garza to approve payment (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS). Approved 5 Aye, 0 Nay, 0 Abs.
- 19-015 Motion made by Joey Garza to approve payment of (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS). Approved 5 Aye, 0 Nay, 0 Abs.
- 19-016 Motion made by Joey Garza to approve (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS). Approved 5 Aye, 0 Nay, 0 Abs.
- 19-017 Motion made by Joey Garza to approve contract (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS). Approved 5 Aye, 0 Nay, 0 Abs.

The next ASSP HI general meeting is scheduled for 24 Oct 2019. The next EC meeting is scheduled for 9 Oct 2019.

Adjournment

Joey moved that the meeting be adjourned and it was agreed upon at 12:12 pm.



Jeremy R. Nixon
Secretary, ASSP HI Chapter

9 Oct 2019

Date Meeting Minutes Approved