



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## **ASSP Hawaii Chapter Officer Executive Council (EC) Meeting Minutes; 9 Jan 2020**

11:30 am- The virtual and telephonic meeting was called to order by President Joey Garza.  
Quorum met at 11:30 am

### **Attendees**

#### Executive Committee Members:

Joey Garza, President  
Rob McCarthy, Vice President  
Tristan Aldeguer, Past President  
Jeremy Nixon, Secretary  
Joe Albinio, Treasurer  
Mary Browne, Member at Large  
Adam Cotton, Delegate

#### Appointed Members:

Cesar Contreras, Communications Chair  
Jon Archambeau, Website Administrator

### **Approval of Minutes**

The meeting minutes from the 13 Nov 2019 EC meeting were approved.

### **Chapter Operations**

Survey Results – Joey Garza

- Meeting completed with Kapili Like, MOU being drafted to showcase what the partnership will look like: Providing access to instructors, administrative costs to complete the class. Needs to be completed by Feb 1<sup>st</sup> and approved to be included in the grant

Chapter Budget- Rob McCarthy

- Created accounting class codes to itemize and that organize like items for record-keeping and audits
- The class codes will be sent to the EC for review

Updating the By-Laws for Delegate Position- Joey Garza

- No change in changing the By-Laws to allow the Past President to be a Delegate; awaiting the rewrite

Region 1 Operating Committee (ROC), April 2-3, 2020; Kapolei, HI- Joey Garza

- 10 members are confirmed for attendance
  - An additional push for attendance will come from the region
- ASSP President, Diana Stegall, will attend
- EC members need to notify Joey Garza if they plan on attending



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- Open positions will be offered to the general membership

### ASSP HI Website- Joey Garza

- Jon Archambeau was appointed as the Website Administrator
- Rob McCarthy, Joey Garza, and Jeremy Nixon also have administrator rights
- Training for website management was provided by Mark Huelskamp for everyone with access

### Internal Financial Audit- Joey Garza

- The internal financial audit was completed on 31 Oct 2019 by Joey Garza, Jeremy Nixon, Joe Albinio, and Joaquin Diaz
- Joaquin Diaz completed the audit report
- No major discrepancies, only minor administrative issues and recommended areas of improvement were identified
- Joe Albinio will create a checklist for financial transactions to ensure proper procedures and best practices are accomplished

### ASSE to ASSP Name Change- Joey Garza

- No change in status, awaiting Region 1 coordination with the Society on the good standing issue

### Cvent Renewal- Tristan Aldeguer

- (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS).
- The EC needs to review the system's capabilities and the chapter's needs to ensure the benefit is worth the cost before September
- Arthur Chang and Terry Watkins were granted superuser rights

### Global Safety Institute (GSI) Sponsorship for Pac Rim 2020- Joey Garza

- Discussion of the pros and cons to provide the GSI survey as a contest during Pac Rim
  - (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS).
- List of participating companies due by Feb 2020
- An additional meeting will be scheduled with Bill Sims to better explain the benefits of the survey and then the EC will need to vote the best course of action moving forward

### Chapter Safety Professional of the Year Award- Joey Garza

- One nomination submitted

### Records Retention Standard Operating Guidelines (SOG)- Tristan Aldeguer



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- A SOG for financial electronic records retention was drafted and ready for review by the EC
- Folders were created on the chapter's Google Drive account to electronically store the records

Report Outs were requested for the following roles

- Treasurer/Accountant
- Secretary
- Delegates
- Government Affairs
- Membership/Student Affairs
- Communications/Newsletter
- WISE
- Pac Rim
- Foundation

## Due Outs

- MOU to be drafted and sent for review and approval of EC for the partnership with Kapili Like to provide OSHA 10 classes- Joey Garza
- Complete the budget class codes and send it to the EC for review- Rob McCarthy
- Notify Joey Garza if planning to attend the upcoming ROC in Kapolei- All EC
- Create a checklist for financial transactions to ensure proper procedures and best practices are accomplished- Joe Albinio
- Review the Cvent system capabilities and the chapter's needs before September to ensure the benefit is worth the cost- All EC
- Schedule a meeting with Bill Sims to better explain the benefits of the GSI survey to the EC- Joey Garza
- Review and provide feedback on the SOG for financial electronic records retention- All EC
- Email EC on their availability to move the EC meetings to the 3<sup>rd</sup> Wednesday each month- Joey Garza
- Complete chapter communication plan by the next EC meeting- Jeremy Nixon

## Motions

19-024 Motion made by Joey Garza to pay for accounting services (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS). Seconded Jeremy Nixon. Ayes- Jeremy Nixon, Joey Garza, Mary Browne, and Adam Cotton, Nays- 0, Abs- 0, Approved.

19-025 Motion made by Joey Garza to reimburse (REMOVED) for the chapter's HI GET payment (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS). Seconded Jeremy Nixon. Ayes-



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Jeremy Nixon, Joey Garza, Mary Browne, and Adam Cotton, Nays- 0, Abs- 0, Approved.

19-026 Motion made by Joey Garza to pay (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS). Seconded Jeremy Nixon. Ayes- Jeremy Nixon, Joey Garza, Mary Browne, and Adam Cotton, Nays- 0, Abs- 0, Approved.

19-027 Motion made by Joey Garza to reimburse (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS). Seconded Jeremy Nixon. Ayes- Jeremy Nixon, Joey Garza, Mary Browne, and Adam Cotton, Nays- 0, Abs- 0, Approved.

The next ASSP HI EC meeting is tentatively scheduled for 12 Feb 2020.

### Adjournment

Joey moved that the meeting be adjourned and it was agreed upon at 12:57 pm.

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Jeremy R. Nixon  
Secretary, ASSP HI Chapter

25 Mar 2020

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Date Meeting Minutes Approved