



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

ASSP Hawaii Chapter Officer Executive Council (EC) Meeting Minutes; 18 Feb 2020

11:37 am- The virtual and telephonic meeting was called to order by President Joey Garza. Quorum met at 11:37 am.

Attendees

Executive Committee Members:

Joey Garza, President

Jeremy Nixon, Secretary

Adam Cotton, Delegate (Proxy vote for Tristan Aldeguer)

Appointed Members:

Alexis Pangilinan, Government Affairs Chair

Jon Archambeau, Website Administrator

Approval of Minutes

The meeting minutes from the 9 Jan 2020 EC meeting were not sent ahead of this meeting and were not approved. They will be approved at the next meeting.

Chapter Operations

Youth Outreach Partnership- Joey Garza

- An MOU was created for the Kapili Like Hawaii partnership. It will be sent to the EC for review
 - A statement is needed to address the ASSP President change during the year
- After the EC review, the MOU will be sent to Kapili Like and ASSP HQ for their review

ROC- Joey Garza

- Agenda sent to the EC

ASSP Hawaii Website- Joey Garza

- Website is being updated with job opportunities
- Training courses being shared for ASSP members hosting events
 - A standardized process needs to be developed to limit workload when updating website, possibly have the requestor fill out a form with the required information

ASSE to ASSP Hawaii Name Change- Joey Garza

- The good standing statement received

PacRim 2020- Joey Garza

- (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS)



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Chapter Safety Professional of the Year- Joey Garza

- Submitted to Region, no word back

Records Retention SOG- Joey Garza

- Updated version to incorporate feedback in work

Report Outs were requested for the following roles

- Treasurer/Accountant – New contract with the accountant will have a small increased cost
- Secretary – Communication plan was completed and sent out for feedback. Need to work with Communications Chair, Website Administrator, and President to fine-tune the details
- Delegates -none
- Government Affairs -none
- Membership/Student Affairs -none
- Communications/Newsletter -none
- WISE – Co-chair needed for the mentorship program
- Foundation scholarship window still open

Due Outs

- Send Kapili Like MOU to EC, Kapaili Like, and ASSP HQ for review- Joey Garza
- An updated version of Records Retention SOG- Tristan Aldeguer
- Coordinate Communications Plan with Communications Chair, Website Administrator, and President for final review- Jeremy Nixon
- Send 9 Jan 2020 Meeting Minutes for review and vote for approval- Joey Garza
- Develop a standardized process to update training on the website that limits workload, possibly have the requestor fill out a form with the required information- Jon Archambeau

Motions

19-028 Motion made by Joey Garza to pay (REMOVED) for accounting services; invoice (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS). Seconded Jeremy Nixon. Ayes- Joey Garza, Jeremy Nixon, Adam Cotton, Tristan Aldeguer (Proxy), 0 Nay, 0 Abs, Approved.

The next EC meeting is tentatively scheduled for 18 March 2020.

Adjournment

Joey moved that the meeting be adjourned and it was agreed upon at 12:40 pm.



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SAFETY PROFESSIONALS

Jeremy R. Nixon

Jeremy R. Nixon
Secretary, ASSP HI Chapter

25 Mar 2020

Date Meeting Minutes Approved