



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## **ASSP Hawaii Chapter Officer Executive Council (EC) Meeting Minutes; 15 April 2020**

3:00 pm- The virtual and telephonic meeting was called to order by President Joey Garza. Quorum met at 3:00 pm.

### **Attendees**

#### Executive Committee Members:

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

#### Appointed Members:

Arthur Chang, Membership and Student Affairs Chair  
Jon Archambeau, Website Administrator  
Dale Brito, PacRim Facilities Chair  
Alexis Pangilinan, Government Affairs Chair  
Tarra Laverty, WISE Chair (In place for Zoey)

### **Approval of Minutes**

The meeting minutes from 3/25/20 was motioned for approval by Joey Garza, Second by Rob McCarthy, Aye – Mary Browne, Adam Cotton, Jeremy Nixon, Rob McCarthy, Joey Garza, Nay – none. Approved

### **Chapter Operations**

Budget- Rob McCarthy

- The email with the file plan was not delivered due to a system error
  - A new email will be sent for the EC's review

Updating By-Laws- Joey Garza

- Update need for online elections due to COVID-19
  - The issue is being worked with the society
  - A volunteer is needed to set up a committee for the By-Laws update

ROC- Joey Garza

- April 2, 2020, ROC was accomplished as a webinar and attended by Joey Garza and Rob McCarthy
- The minutes were shared with the EC.
- Regional online elections are upcoming
- Washington state will host the Fall ROC



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- The Hawaii Chapter will host the Spring 2021 ROC tentatively scheduled for 8-9 Apr 2021
  - Plan to hold the ROC back-to-back with PACRIM and reuse this year's ROC plan that was moved to an online venue due to COVID-19
  - Dale Brito is going to get a quote to add the ROC with the PacRim contract with Sheraton
    - A room for 50 people with breakfast and lunch

## ASSP Hawaii Website- Joey Garza/Jon Archambeau

- Directions for posting jobs and training need to be added to the communications SOP
  - Joey, Jon, and Jeremy need to meet and work on the details

## Internal Financial Audit – Joe Albino

- Update on remaining open items
- A reminder that authorized members name needs to be printed next to their signature for payments

## CVENT Renewal – Arthur Chang/Joey Garza

- Power-user training completed
- Additional support is available to walk through the set-up for PacRim
- The app service for PacRim will cost extra
- The EC needs to continuously review the benefits of CVENT to ensure the chapter is getting an adequate return on investment

## Record Retention SOG/Update - Joey

- Recommendations and revision due to EC for approval at the next meeting

## Report Outs were requested for the following roles

- Treasurer/Accountant – None
- Secretary – Communications SOP needs to be finalized and voted on
- Delegates – None
- Government Affairs – Provided information about OSHA working from home and resources will be emailed out
- Membership/Student Affairs – Tracking the rates of students with a one-year free membership that become regular members
- Communications/Newsletter – Joey Garza owes Cesar stories to release newsletter
- WISE – COVID-19 has disrupted plans and group will make a silver rating unless the criteria are changed to take into account the consequences of the pandemic
- PacRim – Date changed to Apr 5-7, 2021 due to COVID-19 affecting sponsorship, exhibitors, and attendance
  - Sheraton contract amended with new dates with no extra costs



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- Foundation scholarship – None

## Due Outs

- Confirm timeline for MOU- Joey Garza
- Send communications chair stories for newsletter- 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
  - 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
- Send updated budget file plan for EC review- Rob McCarthy
- Find a volunteer to head a committee for By-Laws update- Joey Garza
- Get a quote from Sheraton for the ROC- Dale Brito

## Motions

19-033 Motion made by Joey Garza to pay (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS). Seconded Joe Albinio. Ayes- Joey Garza, Adam Cotton, Rob McCarthy, Joe Albinio, Jeremy Nixon, Mary Browne, 0 Nay, 0 Abs, Approved.

## Open Discussion

Joey Garza:

Awards- New awards program should be established with monthly awards similar to WISE model and create a new chair to run oversee the program

Financial audit- Next audit due in May

Technical Sessions- Subject ideas are needed for the June technical sessions

The next EC meeting is scheduled for 20 May 2020 at 1500.

## Adjournment

Joey moved that the meeting be adjourned and it was agreed upon at 4:04 pm.

  
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Jeremy Nixon  
Secretary, ASSP HI Chapter

20 May 2020  
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Date Meeting Minutes Approved