



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## **ASSP Hawaii Chapter Officer Executive Council (EC) Meeting Minutes; 20 May 2020**

3:00 pm- The virtual and telephonic meeting was called to order by President Joey Garza. Quorum met at 3:02 pm.

### **Attendees**

#### Executive Committee Members:

Joey Garza, President  
Rob McCarthy, Vice President  
Tristan Aldeguer, Past President  
Jeremy Nixon, Secretary  
Adam Cotton, Delegate

#### Appointed Members:

Arthur Chang, Membership and Student Affairs Chair  
Jon Archambeau, Website Administrator

### **Approval of Minutes**

The meeting minutes from 4/15/20 was motioned for approval by Joey Garza, Second by Jeremy Nixon; Aye – Adam Cotton, Jeremy Nixon, Rob McCarthy, Joey Garza, Tristan Aldeguer; Nay – none; Abs - none. Approved

### **Chapter Operations**

Student Engagement- Kapili Like Hawaii

- No update on the timeline
- Four OSHA instructors are needed
  - ASSP members will have priority
- If online classes are required due to COVID-19, two personnel will be required so one person can manage the slides

Budget- Rob McCarthy

- The email with the file plan was not delivered due to a system error
  - Rob will try to use Google Drive or another method to distribute the document for the EC review

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
  - Awaiting list of required information need and updated communications SOP

Cvent Renewal – Arthur Chang

- Additional training ongoing



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- It was agreed that Cvent will be retained through PacRim and evaluated to ensure the chapter is getting an adequate return on investment

## Record Retention SOG/Update - Tristan

- Update the SOG to have the accountant scan financial documents into the electronic file

## Report Outs were requested for the following roles

- Treasurer/Accountant – Annual financial report conducted by accounting is required during EC transition
- Secretary – Communications SOP needs to be updated and voted on
- Delegates – None
- Government Affairs – None
- Membership – Two new members
- Student Affairs – Joey to transition to the position after EC elections
- Communications/Newsletter – Joey Garza owes Cesar stories to release newsletter
- WISE – Pau Hana was successful; received feedback that the PacRim date change requires more marketing to ensure all members are aware
- PacRim – None
- Foundation scholarship – None

## Open Discussion

### Joey Garza:

- The Chapter Operations Management Tool (COMT) is due to the society on 31 May. Rob and Joey will work on it together

### Tristan Aldeguer:

- ASSP Bylaws allow for electronic voting
  - Ballots will be submitted 26 May
  - Requires 15-day validation and to allow new nominations
  - The new EC will be identified on 9 June
  - 17 June the website needs to be updated with new EC member's information

## 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



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- 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
- Update the ASSP HI website with new PacRim date- Jon Archambeau
- Send email to all ASSP HI members with the new PacRim date- Joey Garza
- COMT- Joey Garza and Rob McCarthy
- Request OSHA Instructors for Kapili Like Hawaii partnership- Joey Garza

## **Motions**

19-034 Motion made by Joey Garza to pay (FINANCIAL DATA REMOVED FROM PUBLIC VERSION. CONTACT ASSP HI EC FOR MORE DETAILS). Seconded Jeremy Nixon. Ayes- Joey Garza, Adam Cotton, Rob McCarthy, Jeremy Nixon, Tristan Aldeguer; 0 Nay, 0 Abs, Approved.

The next EC meeting will be the transition meeting and is scheduled for 18 June 2020 at 1500. The BIA is reserved.

## **Adjournment**

Joey moved that the meeting be adjourned and it was agreed upon at 3:52 pm.

  
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Jeremy Nixon  
Secretary, ASSP HI Chapter

10 Aug 2020  
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Date Meeting Minutes Approved