



ASSE Hawaii Chapter

Executive Committee Agenda
2/13/2015 (Big City Diner)

Joaquin Diaz – President	Deni Eber – Communications Chair
Elston Stephenson – President Elect (phone)	Steve Kalani – Newsletter
Tracy Lawson – Treasurer	Mari Aldover – Membership Chair
Mary Sullivan – Secretary	Richard Gallarde – Student Section President
Lucia Indelicato – Delegate	Tristan Aldeguer – Member-at-Large
Jim Newberry – Past President/Delegate	Other attending members

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Called to order at 11:20, Yellow highlight indicates attendance

1. Continuing Business;
 - a. Feedback about 990 form training. Good discussion, clarification on proper terminology, greater understanding of requirements and limitations
 - b. ASSE Meeting 2/19/15 – TL set up webex, 15 accepted the invite already
 - c. Update on future ASSE Meeting presenters – dates confirmed 3/19, 4/16, 6/18
 - d. March visit to Rail site – TL working on it
 - e. AG non-profit exemption form needs one signature (TL) and will be ready to be mailed.
2. Guam and Student Section Updates
 - a. Letter was sent to Guam membership regarding Guam Section being closed per society protocol
 1. Need to transfer funds if no one objects to closing section
 - b. Activities with Student Section – lack of response to queries, no participation
 1. JD to send email to student section asking for a meeting to discuss participation and management of the section, collection of funds from Rayce
3. Financial Updates
 - a. Invoice approvals – 2 e-motions prior to meeting
 - b. PacRim Closeout – let TL know if changes need to be made in spreadsheet – meeting to be scheduled by TL with JD, JN, TA and Michelle Nakayama, before audit team meets
 - c. Audit – ES, MB and Brian Souza to meet next week, review records with TL and MN, and close audit by 3-15-15
 - d. Money transfer to be discussed with JD, TL and MN for action
4. PacRim and OSHA Hawaii Updates
 - a. Submit "Save the Date" flyer for OSHA Hawaii
 - b. Location is confirmed.
 - c. PacRim Location (HI Convention Center or Sheraton)
 1. Awaiting BAFO from Sheraton

2. HI Convention Center dates are filling up
 3. Wait for BAFO from Sheraton before deciding
5. New Business
- a. Dates for chapter meetings and joint sessions with other organizations.
 1. NAEP will talk about upcoming conference
 2. AIHA would like joint technical sessions (one day, half day) and participate in PACRIM (ask for representative from AIHA)
 - b. Confirm the HIOSH Advisory Committee Representative is the ASSE Hawaii President, let HAC know
 - c. Annual Chapter Leadership – filing date is 3/31 for financial, 5/31 for leadership activities
 - d. Update calendar to include meetings – ask Deni to update
 - e. Membership is down, we should send an exit interview/survey for those who left, and send a welcome letter to new members. Send query to existing members about what they would like to see, what has value.
 - f. Non-members are posting resumes on the website, JD will remove non-members
 - g. Nominations and Elections Update – president elect must run for president, should we look at having the transition be longer to keep continuity. New EC will conduct a by-law revision for elections section
 - h. Member Recognition (Chulee and Mary Silva) – invite to OSHA Hawaii workshop
 - i. Emails for official business and non (email chains can become confusing).
 1. Subject Line – Official Action and Business – (Use Flagging or Follow Up)
 2. Subject Line – Motion for
 3. Second Motion
 4. Subject Line – Vote for Motion on..... (I will begin to use the vote feature on Outlook)
 5. Subject Line – Unofficial Action/Suggestion/Discussion

Adjourned at 12:53pm