



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## ASSP Hawai'i Chapter EC Meeting Minutes

**Date/Time:** Thursday August 19, 2021 @ 1:00 pm

**Location:** In-person at BIA and Teams Meeting

**Attendees:**

	Executive Committee (voting)		Appointed Positions (non-voting)
X	Jeremy Nixon, President	X	Joey Garza, Pac-Rim Chair
X	Jon Archambeau, VP		Terra Laverty, WISE Chair
X	Cesar Contreras, Secretary		Peter Evans, Communication Chair
	Traci Revilla, Treasurer		Mary Silva, Student Affairs Chair
X	Rob McCarthy, Past President	X	Joey Garza, Program Chair
X	Terri Watkins, Delegate	X	Jon Archambeau, Website Admi
	Adam Cotton, Member at Large	X	Mark Behrens, Awards/Honor Chair
			Kayla Johnson, Social Media Chair
		X	Rob McCarthy, Government Affairs
			Terra Laverty, Government Affairs
			Jay Alcantara, Membership Chair
			Open, Foundation Chair

**Call to Order:** @ 1:05 pm

**Motion to Approve Prior Meeting Minutes:** Jeremy made a motion to approve the minutes for our July meeting minutes. 2<sup>nd</sup> by Terri. All Present approved. No Nays or abstains.

Jeremy makes a motion to approve Jay Alcantara as the Membership Chair. Terri 2nds vote. All present ayes. No abstains or Nays.

**Motions to Approve expenses:**

Motion #	Content of Motion	2nd	Aye	N	A
21-032	Jeremy motions to pay invoice #5300 for \$340.31	TW	RM, CC, JA, JN	0	0



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21-033	Jeremy motion to pay invoice #5324 for \$204.19	RM	TW, CC, JA, JN	0	0
21-034	Jeremy motions to pay C-Vent invoice # 4110050695 for \$745.59	TW	RM, CC, JA, JN	0	0
21-035	Jeremy motions to approve Jay Alcantara as the Membership Chair.	TW	RM, CC, JA, JN	0	0
21-036					

<b>Treasurer/Accountant Report:</b>	<ul style="list-style-type: none"> <li>- No treasurers report. Have not received ASSP dues paperwork. Jerry will send the dues paperwork to Traci Revilla.</li> </ul>
<b>Secretary:</b>	<ul style="list-style-type: none"> <li>- No report.</li> </ul>
<b>Delegates:</b>	<ul style="list-style-type: none"> <li>- House of delegates will have a virtual meeting Sept. 28, 2021 that Rob and Terri will attend.</li> </ul>
<b>Members-at-Large:</b>	<ul style="list-style-type: none"> <li>- No report</li> </ul>
<b>Government Affairs:</b>	<ul style="list-style-type: none"> <li>- HIOSH having a meeting Terra attending today. Told to mention PAC Rim and ask for sponsorship.</li> <li>- HIOSH is still lockdown. They are out doing COVID complaint inspections.</li> </ul>
<b>Membership:</b>	<ul style="list-style-type: none"> <li>- New Chair- Jay Alcantara</li> <li>- 308 Total members</li> <li>- 1 new membership in the last 30 days</li> <li>- 8 Memberships expired in the last 30 days</li> </ul>
<b>Student Liaison:</b>	<ul style="list-style-type: none"> <li>- Student section could not get an EC together last year</li> <li>- School starts again next week. Student liaison will try to assemble the student EC 2021-2022</li> </ul>
<b>WISE:</b>	<ul style="list-style-type: none"> <li>- No report</li> </ul>
<b>Pac Rim/Programs:</b>	<ul style="list-style-type: none"> <li>- Planned events held at the BIA</li> <li>- 9/16/2021, 1 pm - 3 pm - Fall protection basics and drop demo, Bob Barker, 3M</li> <li>- 10/21/2021, 1 pm - 2 pm - Fall protection anchor points and regulatory considerations, Tracy</li> </ul>



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	<p>Lawson, Lawson, and Associates - and she will be hosting at her facility.</p> <ul style="list-style-type: none"> <li>- November - BCSP - Meet the board event - still pending information</li> <li>- 12/16/2021, 6 pm - 8 pm - As allowed, per covid restrictions, holiday party</li> <li>- 1/20/2022, 1 pm - 2 pm, Tour Schnitzer Steel recycling plant</li> <li>- Try to drop in on HIOSH training in February for a technical session</li> <li>- 4/2022 - Pac Rim</li> <li>- Check with AirGas to tour their dry ice facility</li> <li>- Check with H-Power for a tour</li> <li>- Pac Rim approved a budget for the event. E-mail with update was sent to Jeremy</li> <li>- C-Vent invite will be going out for members to sign up</li> </ul>
<b>Foundation:</b>	<ul style="list-style-type: none"> <li>- No Report</li> </ul>
<b>Awards and Honors:</b>	<ul style="list-style-type: none"> <li>- February 1<sup>st</sup> critical date to send out call for the nominations for all awards and honors</li> <li>- Cesar to get with Mark to catch up on working together</li> <li>- Mark to send John the list of categories</li> </ul>
<b>Communications/Newsletter:</b>	<ul style="list-style-type: none"> <li>- No Report</li> </ul>
<b>Social Media:</b>	<ul style="list-style-type: none"> <li>- No Report</li> </ul>
<b>Website Administrator:</b>	<ul style="list-style-type: none"> <li>- Jon reports website is up to date</li> <li>- Looking at the website color scheme to match the national ASSP</li> </ul>

## Old Business:

- Newsletter to go out soon. Jeremy will get with Peter to get it out.
- Joey has a newsletter format that we could use.
- Communication Plan
- Foundation Chair Position
- Operational Plan Submitted in COMPT
- Annual Budget
- BCSP Visit in November
- HCC Sponsorship



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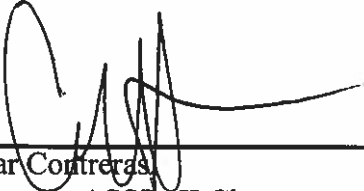
- Pau Hana – thanks Joey for setting up the event.
- Update bank signatories – Jeremy to send minutes over to be able to write checks.
- Michelle Take over CPB Merchant Account Owner – Jim Newbury needs to go update account manager to change the point of contact.
- Financial Audit

## **New Business:**

- Jon A. to send out a survey to send in input for the house of delegates.
- C-Vent invoice for \$745.59 due 29 august.
- ASSP leadership event in October.
- Trade show looking trainers.
- Rob announced there is a GS12 position for safety at Marine Corp Base. Salary is about \$84k a year.

## **Open Discussion/Around the Room: None**

**Closing/Meeting Adjournment:** Jeremy makes a motion to close the meeting at 2:17 pm. Cesar Contreras 2<sup>nd</sup>. All present aye no Nays or Abstains.

  
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Cesar Contreras  
Secretary, ASSP HI Chapter

  
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Date Meeting Minutes Approved