



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## ASSP Hawai'i Chapter EC Meeting Minutes

**Date/Time:** Thursday March 17, 2022 @ 11:45 pm

**Location:** Teams Meeting

**Attendees:**

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

**Call to Order:** Jeremy called the meeting to order at 1145pm. Jon A. 2nds the call to order.

**Motion to Approve Prior Meeting Minutes:** Rob McCarthy motions to approve April meeting minutes. Jon Archambeau. 2<sup>nd</sup> All Present in favor.

**Motion to Approve Expenses:**

Motion #	Content of Motion	2nd	Aye	N	A
21-054	Motion to approve to pay Michelle Nakayama Invoice number #5399 for \$157.07	RM	JA, CC, JN, AC	0	0
21-055	Motion that we approve the transfer of \$50,000 from the FHB savings account to the FHB checking account.	RM	JA, CC, CA, TW	0	0



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<b>Treasurer/Accountant Report:</b>	<ul style="list-style-type: none"><li>○ Michelle Nakayama Invoice Statement<ul style="list-style-type: none"><li>▪ Invoice #5399 for \$157.07</li></ul></li></ul>
<b>Secretary:</b>	No Report
<b>Delegated:</b>	<ul style="list-style-type: none"><li>○ Renamed advisory group members</li></ul>
<b>Membership:</b>	<ul style="list-style-type: none"><li>○ 281 Total members</li><li>○ 5 new membership in the last 30 days</li><li>○ 10 Memberships expired in the last 30 days</li></ul>
<b>Government Affairs:</b>	<ul style="list-style-type: none"><li>• Rob has not had heard from Terri Watkins</li><li>• Need to establish contact with HIOSH to set up designated representatives.</li></ul>
<b>Membership-at-Large:</b>	No Report
<b>Student Liaison:</b>	Were not able to hold elections before school ended. May will hold one in the fall.
<b>WISE:</b>	No Report
<b>Pac Rim/Programs:</b>	<ul style="list-style-type: none"><li>- Registration is live we have not announced it</li><li>- Committee getting ready to open registration formally</li><li>- have all the speaker proposals</li><li>- By the 1<sup>st</sup> week of June we will know who our guest speaker will be.</li><li>- Mark needs 3 people to do the site evaluations</li><li>- Peter and Cesar to contact Mark to volunteer for awards committee</li><li>- Committee unaware of where exhibitors are at</li></ul>
<b>Foundation:</b>	<p>Jon –</p> <p>SKC wants to do a partnership the day before PACRIM</p> <p>Rob can arrange venue at the officer's club in the Marine Corps Base.</p> <p>Rob needs to know 30 days in advance to get the ball-rolling</p>



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<b>Awards and Honors:</b>	2 months out to start assessing companies  Hold award ceremony during lunch at PACRIM
<b>Communications/Newsletter:</b>	Newsletter went out for May
<b>Social Media:</b>	Facebook Election 2021 post (5/16)  Facebook Name Change? Assp Assp
<b>Website Administrator:</b>	Jon needs newsletter and signed minutes to post and update the website.  Check website administrators and clean past authorizations.

## New Business:

- ASSP Hawaii election ballots sent on May 17
- Fall ROC meeting in Hawaii
  - Sheraton meeting room cost too high
    - Hotel rooms available at PacRim price
  - Other meeting options (2-days 50 people) looking for a spot
    - KROK Center
    - BIA
  - Secretary position needed
    - Sheri Sikes
    - Steven Kalani
  - Transition meeting needs
    - One thing you will do next year to improve our chapter

## Old Business:

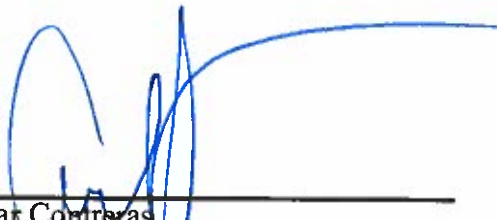
- Sheraton 3r Pac Rim Deposit \$38,017 due 7 June
  - Michelle to use Bill Pay
- Financial Audit: Activity from June 2021
  - Schedule before 30 June 2022
  - Jon, Cesar, and a non-EC member
- Leadership Report – Due May 31
- COMPT – Due June 30
- Financial Report – Due May 31
- Foundation Chair Position – No Nominations



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**Open Discussion/Around the Room:**

**Closing/Meeting Adjournment:** Motion adjourn 1240. Rob McCarthy. 2<sup>nd</sup> the motion all presents in favor. General meeting May 19, 2022 1240pm

  
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Cesar Contreras,  
Secretary, ASSP HI Chapter  
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Date Meeting Minutes Approved