



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## Hawaii Chapter Officer EC Meeting/Transition Meeting Minutes

HDCC Conference Room, 605 Kapiolani Blvd, 4:30 -7:30 pm

Outgoing Elected Positions, until June 30, 2018	
President	Mary Sullivan
Vice President	Tristan Aldeguer
Secretary	Alexis Naito
Treasurer	Dan Kauai
Delegate	Adam Cotton
Delegate	Joaquin Diaz
Member At Large	Zoe Williams

Incoming Elected Positions, as of July 1, 2018	
President	Tristan Aldeguer
Vice President	Joey Garza
Secretary	Mahea Villanueva
Treasurer	Dan Kauai
Delegate	Adam Cotton
Delegate	Zoe Williams
Member At Large	Johnnie Clark

### 4:30 pm- Call Meeting to Order, Meeting began at about 4:48 PM

Attendees: Tristan Aldeguer, Joey Garza, Dan Kauai, Adam Cotton, Zoe Williams, Mahea Villanueva, Marie Aldover, Jason Collins (student ASSP Outgoing President), Michelle Perez (Student Chapter ASSP Incoming President), Kelsey Barbosa-Grogan (Student Chapter ASSP Incoming Treasurer), Alexis Naito (via phone during discussion on Government Affairs position)

### Quorum

Four (4) out of seven (7) Outgoing EC Members present.

**Discussion:** Transition meetings are a powerful way to ensure the new board has the information and tools they need to continue to serve and grow chapter members.

### Open EC Meeting:

**Motion to Open Meeting:** Dan Kauai; Second: Zoe Williams- *Passed*

### Vote for new EC members by previous board

**Motion to accept current Incoming Elected Positions:** Tristan Aldeguer, Second: Zoe Williams- *Passed*



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## Review roles & responsibilities

- Position description review- Attached-ASSP Website
  - Each Member is encouraged to review the roles and responsibilities, including Student Section
  - Joey created a spreadsheet on Roles, Consolidated job descriptions to one document including key dates for key items to be completed
  - We would like to input chapter meeting dates from July 2018 to June 2019, with as consistent a meeting schedule as feasibly possible. Planning ahead of time for Topics and dates, with times fluctuating
- Required reports deadlines & other ASSP key dates-Attached Report Deadlines
  - Current EC Ends June 30, Chapter Operations Management Tool will be completed by Mary Sullivan (to meet with Tristan), We are a couple points short of Platinum, but are definitely in Gold for the year 2017-2018
  - In the next two weeks: Get everyone on the signature sheet and cards (for the bank account at American Savings Bank, Main Branch 1001 Bishop Street)
  - July 1, new EC begins. ROSTERS will be reported to us, accessible through ASSP
  - July-Sept: Financial Audit Team: Jim N, Joe A, Tristan A, Joaquin D- DUE END OF JULY. Money Received and Money Paid, submit by August 1 (Report by August Chapter Meeting)
  - Getting everyone on signature sheet and cards, within two weeks
  - October (First Week): Leadership Conference, looking to send Joey and Mahea
  - October 9 & 10 2018: Pac Rim
  - November: Society Professional of the Year (SPY) Award. Fellow Honor, Outstanding Safety Educator Award... Zoe/WISE to solicit?
  - Is EC Managing SPY for PacRim... Will go over the applicants/applications.
  - Zoe: Five companies are in for Excellence in Safety Award, SPY is under them as well. May review with EC Via Email. Tristan: Some people nominated for SPY are past EC members, you can't be a current EC member
  - December: House of Delegates Tristan and Adam going to ROC, Holiday Party (Plan)
  - End of the Year: Regional Society voting, submission of elections
  - June 2019, ASSP Safety in New Orleans
- SOG 8.10: Maintenance of Chapter Charter Requirements review (from [website](#)):

The following minimum requirements must be complied with, to maintain the chapter's charter.

1. Member Value Requirements: the experiences that members are provided by the chapter will deliver the member value described above
  - EC Meetings 6 times a year, with at least one being strategic planning
  - Cooperate with Society in advancing the mission and strategic areas of focus, for the organization
  - Develop leadership skills
  - Attain certifications and earn CEUs



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

- Expand their local network of Safety Professionals
  - Expand their technical knowledge
2. Operational Activity Requirements: operational items required to effectively deliver the member value described above
- Maintain Chapter Incorporation and Affiliate Agreements with Society Headquarters
  - Nominate and elect chapter officers and delegate(s) according to Chapter Bylaws. The President and President-Elect must be a Professional Member or Member of ASSP for at least one year prior to election.
  - Establish and maintain current Bylaws conforming in principle to the current ASSP Model Chapter Bylaws and approved by the Regional Vice President (RVP) for the chapter and each section of the chapter.
  - The chapter will have an online presence that minimally includes a website that has been updated within the last 90 days with current chapter content.
  - The chapter will ensure a representative attends the ROC/AOC at least once per year.
3. Reporting Requirements: verification that your Chapter has met the defined requirements and provide feedback on the tools and resources needed to provide the member value described above
- Submit a completed Officer & Delegate Report Form to ASSP Headquarters by May 31.
  - Submit a completed Annual Chapter Operations Plan (ACOP) to your RVP and Society Headquarters by August 15.
  - Submit a completed Chapter annual report to your RVP and headquarters by June 30. See the ASSP Officer Central website for current criteria and report form.
  - Submit a copy of the Chapter's tax return, proof of filing, or proof of extension to ASSP HQ by August 15. Chapters outside the US are subject to local tax laws and requirements and are required to provide proof of compliance.
  - Submit a completed Chapter Financial Report to ASSP HQ by May 31 (U.S. Chapters only). See the ASSP Officer Central website for a blank copy.
- Review professional Code of Conduct (from [website](#)): Section 6.52

## **CODE OF PROFESSIONAL CONDUCT**

**I. INTRODUCTION-** The Society's Code of Professional Conduct (hereinafter referred to "the Code") is the foundation for defining professionalism in matters involving the membership.

**II. MISSION-** The primary mission of the Code is to: Foster a common vision for professional conduct for the members Act as the basis for determining when an individual member's conduct is



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

outside acceptable limits Be the code for which a member affirms acceptance as a condition of membership.

**III. PURPOSE-** The American Society of Safety Professionals has an obligation to its membership and the profession to define the acceptable limits for professional conduct. It is upon this definition that the Society, through the Committee on Professional Conduct, has a basis for attempting to maintaining the highest qualities of professionalism among its membership.

**IV. REVISIONS-** The Code may be revised at any time. The primary unit responsible for recommending changes is the Committee on Professional Conduct. Recommendations from this committee are made to the Board of Directors, who must affirmatively act on such recommendations.

## IV. THE CODE

- Membership in the American Society of Safety Professionals evokes a duty to serve and protect people, property and the environment. This duty is to be exercised with integrity, honor and dignity. Members are accountable for following the Code of Professional Conduct.
- Serve the public, employees, employers, clients, the Society, and the profession with fidelity, honesty, and impartiality.
- In professional relationships, treat others with respect, civility, and without discrimination.
- Abstain from behavior that will unjustly cause harm to the reputation of the Society, its members, and the profession.
- Continually improve professional knowledge, skills, competencies, and awareness of relevant new developments through training, education, networking, and work experiences.
- Consider qualifications before undertaking any professional activity and perform only those services that may be handled competently.
- Make informed decisions in the performance of professional duties that adhere to relevant laws, regulations, and recognized standards of practice.
- Inform all appropriate parties when professional judgment indicates that there is an unacceptable level of risk of injury, illness, property damage, or environmental harm.
- Maintain the confidentiality of information acquired through professional practice that is designated or generally recognized as non-public, confidential, or privileged.
- Accurately represent professional qualifications including education, credentials, designations, affiliations, titles, and work experience.
- Avoid situations that create actual, potential or perceived conflicts between personal and professional interests, and if a potential conflict of interest arises disclose applicable facts to potentially affected parties.
- As a member of the American Society of Safety Professionals, I shall comply with these provisions of the "Code of Professional Conduct" and understand that failure to do so may result in censure up to and including membership termination as found by the Committee on Ethics.



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## \*\*\*Additional notes on the topic\*\*\*

- Be respectful in texts, phone calls, open discussions. If conflicts cannot be resolved, bring it up with Tristan. We can agree and disagree outside of our meetings, personal conflicts are out the door when we are in our meetings. Heat discussions that should be private, keep them private.
- Joey suggests using WhatsApp? or Quick Texts for general (group) communication, and better control over notifications due to overwhelming text notifications.
- Tristan emphasized on, "Avoid situations that create actual, potential or perceived conflicts between personal and professional interests, and if a potential conflict of interest arises disclose applicable facts to potentially affected parties," stating that falling short in this area is a reflection of the board. Exercise discretion, we are not to discuss incidents openly.
- Incorporate ASSP filings from ASSE
  - o Complete by August 1, Submit taxes by August 15
  - o Tristan: we are ASSP, accounts are ASSE on Tax ID No. Going to start the filing process to file as ASSP. Checks may be written to ASSE (from W-9 standpoint, ASSE up until October, License for ASSP will be running and Tax guys will transfer... transfer money to ASSP, get list of items and create a new Tax ID for ASSP)... All on Michelle. Keep sponsor checks written to ASSE. Tristan has Checkbook, two signatures required.
- Appointed Committee:
  - o Government Affairs- **Alexis Naito** volunteering, will reach out to see what meetings she is to attend, (to attend annual webinar meeting with chair and staff liaison), Share updates from ASSP National, Any Government affair efforts, help to lead chapter involvement in local Government Affairs, to pass on info to EC as she gets it
  - o Nominations/Elections- **Mary Sullivan** to Chair for upcoming 2019-2020 year
  - o Student Affairs- currently **Mark Behrens**
  - o IH Liaison- **\*OPEN\*** Tristan to ask AIHA incoming president *Jon Archambeau*, this individual is to attend AIHA meetings and bridge information between AIHA and ASSP. *Arthur Chang* held this position last. Joey suggest we speak to Nira and ask for support.
  - o Pac Rim 2018 Chair- **Marie Aldover**
  - o Chapter Historian/Foundation- **\*OPEN\*** Coordinates activities with ASSP Foundation, particularly scholarship opportunities. Tristan to ask Jim Newberry, participate to provide insight... Add our History to the website. Current and previous chapters and presidents, history tab.
  - o Social Media- **Currently- FB: Joey, Twitter: Tristan, E-mail and website updates: Marie**



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

- Joey suggests we combine this position/team with “Webmaster”. Get Mahea in the game with position for communications with the chapter, Tristan mentions Johnnie may be able to help redo banners and photos. Marie to set up with Mark H. by July 15, Johnnie and Mahea will need access to the website. Tristan to e-mail Mark.
- o Webmaster- see Social Media

## Review Chapter Activities

- Chapter strategic plan-See 2017-2018 Plan- Create 2018-2019
- Chapter operational plan-See Attached Target DUE date is August 1, to submit by August 15. Joey please add this to the calendar. Add into the discussion: bullet notes to meet and add input.
  - o GOALS-
    - Zoe: more member involvement, ask Marie for lay out of where our long distance members are located
    - Joey: Participate in more outreach programs to other industries, current goals are still relevant, we are not really engaging safety fields other than construction, have a membership campaign, update our website with current meeting information, raise our current average of 20 attendees to maybe 35, utilize Go-To meeting as a primary way to attract members, we can continue using FB Live and have them comment for attendance, we are not announcing our meetings enough ahead of time, many members are off island and would like to attend, many can't break away from work. ASSP Gmail Account can send calendar invites to the roster, will work on this with Tristan and will check out Magnet. We'd like to increase Technical meetings to 30 in attendance (15-25% increase)... work on relationship with AIGH, be interactive, LIVE recordkeeping online technical session,
    - Marie: is there any way for us to do conference calling (for meetings), some are accustomed to having meeting dates and times set with a consistent schedule. If members opted out of certain emails, they may not be receiving the invites.
    - Jason: we should use Calendar meeting invites, where attendees can receive reminders and we can see who is RSVPing to attend. Suggestion on Rigging Technical Session (maritime and general industry as well) or OTI class for rigging
    - **GOALS IN REGARDS TO STUDENT PROFESSIONAL DEVELOPMENT SESSIONS**
      - Michelle: Please have our Student Professional Development sessions KEEP the mock interview portion
      - Jason- really liked the soft skills presentation, and things that ARE NOT taught in the curriculum. Find something we aren't learning and use that to support the students. Find someone to come in and speak to student section about this to supplement, such as trades workers



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

- Tristan- Let's do another session this fall, try for during a school night, how to navigate an OSHA inspection
- Joey- do in an advanced class where more students may be ready for this kind of activity, Job Fairs for OESM classes as far as Community Outreach, sending people and info. How to navigate an MSHA inspection
- Adam: Technical trainings for construction could include: hydraulic, from the working professionals, confined space monitoring, checklists, etc.
- Zoe: Facilitation Skills, presentation and interpersonal (what to say, what not to say,
- Other than construction: investigation, recordkeeping, respiratory protection info for volcanic activities, hands on stuff, air monitoring for H2S, dust monitor that can do sulfur dioxide at the same time (Joey to talk to Nira)
- Schedule of chapter events - **Each Member provide three topics they would like for Chapter Events**
- Chapter budget - Create Chapter Budget- Joey to send out, discussed sponsorship goals. Jason informed us that the Student Section currently has no budget.
- Transfer of relevant documents – Google Docs- Joey to send out invite for us to access in Google Drive
- Chapter Foundation Information and Donation- We'd like to have a check to donate at ASSP Safety 2019, even if we could collect donations from members, or set up a donation collection box at PacRim
- Update by-laws: electronic voting \*See attached, sent out by Tristan on Monday, June 25, 2018

## **Student Chapter-** Jason Collins handing this over to Michelle Perez

- Student Goals- somewhat mixed above in discussion on Student Professional Development session
- PACRIM

## **Transfer of chapter accounts**

- Mailing information, post office key
- Bank signatories- Signature Cards
- Log in for online accounts: website, email, PayPal, Google Drive, Poll Daddy, etc.

## **Training**

- Leadership Conference attendance-2 members: Joey Garza and Mahea Villanueva
- Required on-line trainings from ASSP
- Sharing best practices & lessons learned- nothing outgoing or new to present/discuss

## **Chapter Culture/Goals**

**Working together for a safer, stronger future. | [www.assp.org](http://www.assp.org)**



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

- Member interests & expectations-Do a survey on what members want in regards to meeting times and interests. Jason suggest that Google forms works great. EC Meetings should be no more than an hour.
- Social Media/Webmaster
- Providing personalized & welcoming environment-Membership Reach Out
- Send in a SPY Nominee

## Installation ceremony-If required.

- Date, time, & location
- Flow of program

## Future meetings

- EC meetings
- General meetings
  - o 10 meetings
    - July
    - August- Tristan to ask about a Form-Work guy doing a presentation
    - September
    - November
    - January
    - February
    - March
    - April
    - May- OSHA 1-day
    - June- Review of PDC by whoever attends

## Suggested Chapter Technical Topics: also discussed above in Goals for Chapter Operational Plan

Polish up your Presentation for Impact

NFPA 70-E

How to Navigate an OSHA inspection

OSHA 10hr or 30-hr General Industry

Are you covered by MSHA?

**Motion to Close Meeting:** Tristan Aldeguer, Second: Joey Garza- *Passed*, 7:18 PM

Next EC Meeting:

Date: Wednesday, July 11, 2018

Time: 4:30 PM - 5:30 PM

Location: TBD

See Action Plan, next page





# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Action Plan			
No.	Owner	Action Item	Target Date
1	Tristan	Financial Audit with Team: Jim Newberry, Joe Albinio, Tristan Aldeguer, Joaquin Diaz	Due end of July, Submit by 08/01/18
2		Incorporate ASSP filings from ASSE	Complete by 08/01/18, Submit by 08/15/18
3		Chapter Operational Plan	Complete by 08/01/18, Submit by 08/15/18
4	Joey	Get on ASB Signature Card	07/06/18
5	Dan	Get on ASB Signature Card	07/06/18
6	Mahea	Get on ASB Signature Card	07/06/18
7	Marie & Mahea	Get info for Webmaster Duties	07/15/18
	ALL	Review Bylaws (Tristan's email from 06/25/18) and provide Feedback	