



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Hawaii Chapter Officer EC Meeting Minutes

HDCC Conference Room, 605 Kapiolani Blvd, 4:00 -5:00 pm

Executive Committee, as of July 1, 2018		
✓	President	Tristan Aldeguer
✓	Vice President, WISE Co-Chairperson	Joey Garza
✓	Secretary	Mahea Villanueva
✓	Treasurer	Dan Kauai
✓	Delegate	Adam Cotton
	Delegate, WISE Co-Chairperson	Zoe Williams
	Member At Large	Johnnie Clark
✓	Past President	Mary Sullivan
	-----non-voting-officers present-----	
✓	Government Affairs	Alexis Naito

✓ denotes attendance

4:15 pm- Meeting called to Order

Quorum has been established

Open EC Meeting:

Chapter Planning:

Jerry set us up for IRS Corporations (Tristan, Joey, Jim)

SOG Elections: bylaws allows electronic means to vote, need an SOG to use electronic voting. How do we acquire this and go through the process for the 2019 Elections? (Mary) Will see what other chapters are doing, will have a status by December.

Social media:

Johnnie and Mahea need login information for Magnet and Smail, (Marie) will contact Mark. Remove email addresses of people who are no longer members.

Update website: member's Consultant businesses, update officer's page with current information, get new headshots (Tristan to discuss with Johnnie).

PacRim: Update the Link for PacRim and ensure it works properly, HIOSH would like to send a letter out that includes the link. *Side idea: Tristan thought of getting an exhibitor who can take headshots for PacRim attendants who may want to update their head shot.*



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Student Chapter:

Requesting current officer information for Website: Names, Headshots, Contact information.

Discuss newsletter section on Student Chapter: letter from the past president discussing last years activities, incoming officers, activities, goals, etc.

Hawaii Construction Career Day:

ASSP will participated in September and October, they have asked us to donate \$500. Hawaii ASSE has previously donated to this, but lately we have been participating without making donations. urrently this is not a budgeted item. Delegates currently have not put in for reimbursement for their HOD Meeting in June at ASSP SAFETY (\$3800, some to roll over for to 2018 Leadership Conference Budget), so we may have room in our budget for this. Will discuss in budget.

DONATION to be voted on in August EC Meeting

Strategic Plan:

Three Goals

- Hold and conduct workshop May 15, 2019
- Raise Technical Meeting attendance by 25%, use social media
- Increase incoming donations to go towards awarding foundation scholarship, chapter recognition

Future meetings

- EC meetings- Dates TBD, aiming for the Second Wednesday of each month
- General meetings
 - 10 meetings
 - July 26, 7:30 am
 - August 16, 2-4 pm: Technical Session with Pau Hana to follow
 - September 20, 7:30 am: Tentative Topic: Root Cause Analysis
 - October: NO MEETING DUE TO PACRIM
 - November: NO MEETING
 - December: Holiday Party, date TBD
 - January 17, 1 pm: Topic TBD
 - February 14, 7:30 am: Topic TBD (How I love Safety?)
 - March: Date TBD (15 or 18), Tentatively planning for a Site Visit, Location TBD
 - April: Date TBD
 - May 15 Time and Topic TBD: including N&E Prep for Voting, OSHA 1-day
 - June: Date TBD



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Actively Engaging Members:

Officers to call members, invite them to meetings and to view the website, cover important information, etc. Roughly 270 current members. Develop script or points to cover (Tristan), make call list for each officer (Tristan/Joey/Mahea)

Newsletter:

Due August 1- (Mahea)

- Gather pictures from ASSP SAFETY 2018 (anyone who attended)
- President Letter (Tristan)
- Student Section article (Jason as outgoing president, cover key points from last year, Michelle as incoming president, cover plans for this year)
- Include PacRim Flyer
- Introduce New Members

Motion to Close Meeting: Daniel Kaii, Second: Mahea Villanueva- *Adjourned*, 5:39 PM

Next EC Meeting:

Date: TBD

Time: TBD

Location: TBD

See Action Plan, next page



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Action Plan			
No.	Owner	Action Item	Target Date
1	Tristan	Financial Audit with Team: 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	Marie	Contact Mark to get login for Mahea and Johnnie	August 1, 2018
5	Mahea	Gather information from Student Section and Tristan for HI ASSP Newsletter, complete, and publish to website	August 1, 2018
6	Marie, Mahea, Johnnie	Update Website: <ul style="list-style-type: none"> • Add registration link to PacRim page • Update any areas where Mary's name is mentioned as President • Update contact information for job/resume postings • Update WISE contact information • Update Chapter History • Update Consultants and Resources 	August 1, 2018
7	Mary	Find out on setting up SOG for Electronic Voting for our 2019 Elections, see what other chapters are doing	December EC Meeting 2018
8	Tristan, Johnnie	Discuss and consider taking professional headshots for our Officer's page	August EC Meeting
9	Tristan, Joey, Mahea, Marie	EC To engage members, contact them via phone Tristan: Draft key point to cover (PacRim, meetings, etc.) Tristan, Joey, Mahea, Marie: Look through membership list and make list of members for each EC officer to contact (Roughly 270 members)	August EC Meeting
	Joey	Get on ASB Signature Card	COMPLETED



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	Dan	Get on ASB Signature Card	COMPLETED
	Mahea	Get on ASB Signature Card	COMPLETED
	Marie & Mahea	Get info for Webmaster Duties	COMPLETED
	ALL	Review Bylaws (Tristan's email from 06/25/18) and provide Feedback	COMPLETED