



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Chapter Annual Planning Report 2018-2019

Chapter Name: ASSP Hawaii Chapter

Chapter goals for the 2018-2019 chapter year: (include 1-3 goals – select/edit/include your chapters goals - ideas included in the [Chapter Operations Planning Guide](#))

- Working with Students members to continue mock interviews and soft skill training.
 - Conduct a PDC in 2018.
 - Recognize members by submitting a Regional SPY nominee.
 - Contact members who are not attending meetings for input.
 - Update website - communicate with members via social media and facebook live
 - Complete an annual internal audit and external audit as required.
-
1. Hold and conduct OSHA Hawaii Workshop on May 15, 2019

 2. Raise attendance to technical meetings to increase 25% by using Go-to Meeting, Facebook Live and Social media.

 3. Increase participation in the donations to and awarding of Foundation scholarship and Chapter Recognition award process.

What activities will your Chapter offer/participate in for the 2018-2019 year: (review items included for COMT points)

Charter Requirements

Objective	Action Item	Due Date	Owner	Status	COMT POINTS
Complete annual reports and other charter maintenance requirements in SOG 8.10 . Key dates located in Community Leader Resources .	Leadership Report Financial Report Financial Checklist Annual Planning Report	May 31 May 31 May 31 August 15	Tristan Aldeguer Dan Kauai Tristan Aldeguer Tristan Aldeguer	On going	Required Required Required Required
Student Professional Development Meeting with HCC	Coordinate with Student Section	November 2018	Joey Garza and Mark Behrens/Student Leaders	Ongoing	
Chapter Meeting Topics ISO 45001 What's New Meet the ASSP Board at PACRIM Formwork Safety Electronic Record Keeping How to Navigate a OSHA Inspection	Select Dates with BIA	November May 15, 2019	Tristan and Joey	Ongoing	Required (bonus points available)

OSHA One Day Workshop 2019		May 15, 2019			
ASSP Chapter Meeting -How to create Presentation for Impact	Complete Training on how to polish up your presentation for impact.	August 15, 2018 2:00 pm to 4:00 om	Zoe Williams as Presenter		

Objective	Action Item	Due Date	Owner	Status	COMT POINTS
Engage members Welcome New Members/Call	Entire EC	September 3, 2018	EC Members		
SMS and ASP Workshop that will also offer CEU's.	Dan Snyder is conducting a SMS/ASP Workshop	October 11-13, 2018	Tristan	Set Date	
Recognize members for their service to Chapter/PS/CIG/ASSP – (ex: Publish in newsletter/website; meeting; ASSP long service certificates available in October.) Fred Nakamura Service Award Chapter SPY	Zoe Williams	November 2018	Zoe William and Nominations team	October 2018	
Recruit members /PACRIM Focus on current members. (ex: Plan out activities that will help you achieve this goal - participate in Member-Get-A-Member Campaign/Region Challenge; contact local business; exhibit at local events.)	Have a ASSP and WISE booth to recruit members.	October 2018	Joey and Zoe/Alexis		

Communicate timely and relevant communications to members: ASSP Hawaii Chapter Newsletter	Mahea and Tristan	August 1			
Maintain chapter website Chapter Webmaster Mahea and Johnnie (ex: appoint Chapter Webmaster; keep content fresh; members input; ASSP Chapter Web team; offer job link & post local positions or direct to ASSP job listings)	Review/Update website Mahea/Johnnie	Quarterly Monthly	Mahea/Johnnie		Required
Strengthen relationship with Section/Student Section – Complete two mock interviews with HCC Student Section. Add professional development course to include soft skills. : Appoint chapter liaison for sections/student sections and discuss ideas. Invite section leaders/students to chapter meetings/events)	Tristan/Joey/Student Leaders	April 2019 April 2019	EC Team/ Student Section		

Chapter Member Engagement & Communications

Community Outreach

Objective	Action Item	Due Date	Owner	Status	COMT POINTS
Promote/communicate safety (ex: partner with local organizations; conduct a Safe + Sound event; participate in career events; support ASSP Foundation scholarships) Support ASSP Foundation Scholarships Construction Career Day Activities Susan G Komen	Hawaii Construction Career Day	September	Tristan	Ongoing	
	Susan G Komen		Zoe	Ongoing	
	Jim Newberry to assist with Hawaii Chapter				

Leadership & Leadership Training

Objective	Action Item	Due Date	Owner	Status	COMT POINTS
Ensure leaders participate in leadership training and Conference.	Budget is set at \$4500 in 2018 for Joey and Mahea to attend Leadership Course in Chicago.	October 2018	Joey/ Mahea	Get travel arrangement cost.	
ROC-September in Spokane, Washington	Tristan Aldeguer and Adam Cotton to attend ROC in Spokane. Budget set at \$1200.00	September 26, 2018	Tristan/ Adam	Get travel arrangement cost.	
HOD-Zoe and Adam-PDC (ex. attend Leadership Conference; take online trainings from ASSP; take additional trainings)	Zoe and Adam to attend HOD in New Orleans Budget: \$ 3400.00	June 2019	Adam/ Zoe	Ongoing	
Provide transition activities for incoming leaders (Transition meeting complete	Tristan	June 26, 2018	Tristan	Complete	

Leverage succession planning practices (ex. planned discussions at meetings; small-scale volunteer opportunities; training for potential officers)	Joey	Ongoing	Tristan/Joey	Ongoing	
Coordinate and plan out for EC meetings					