



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Elected Positions, as of July 1, 2018

President	Tristan Aldeguer
VP	Joey Garza
Secretary	Mahea Villanueva
Treasurer	Dan Kauai
Delegate	Adam Cotton
Delegate	Zoe Williams
MAL	Johnnie Clark

Hawaii Chapter Officer EC Meeting

2:00 pm- Call Meeting to Order

Quorum met at 2:12 pm

Discussion: September 12, 2018 EC Meeting to review monthly and quarterly agenda.

Open EC Meeting:

Chapter Operations

- DCCA Status-Follow up-Joey Michelle and CPA informed us to proceed with ASSE Filing for taxes, we filed for and received approval on an extension. The challenge is that we started accepting money for PacRim in May when we weren't officially ASSP. We decided to extend using ASSE, then convert to ASSP after the PacRim. Companies need W-9's to issue checks to us. We have never filed a DCCA registration in HI, it is filed in Illinois. We are currently on hold waiting for guidance to move forward.
- Hawaii Construction Career Day-Kauai September 21, 2018 and Oahu - October 25 & 26, 2018 Rochelle and Chiquita are willing to help out on Kauai. Still looking for volunteers to help out on Oahu.
- Internal Audit was started on August 10, 2018-Tristan Follow up An internal audit is done to ensure audit motions, budget, and all money is accounted for. Auditors ensure invoices match with motion numbers and checks. We anticipate doing another audit before the new year starts on July 1, 2019. We may be up for a forensic audit as well depending on how much will be earned from PacRim. Recommendation for a forensic audit is every 3-5 years.
- October 9th ASSP Hawaii Chapter Presidents Meeting 5:00 pm to 6:00 pm This will be our October Chapter meeting event. Agenda and invite will be sent out, business attire. This event is immediate following PacRim's Tuesday events. Light Pupus, no-host bar, HI ASSP President and ASSP President, Board of Directors, meet and greet. All members will be invited, free to attend.
- Holiday Event-Harbor Restaurant Budget for light pupus, looking for Friday evening, December 14, 2018, No-Host bar
- September 20th is General Membership Meeting Will give update on status, ask for Construction Career Day help and budget, ask for help with moderators at PacRim, ask for support with the HCC Student on-campus event.



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Chapter Financial SOG – Original receipts vs scanned receipts

Accountant is asking for clarification to see if we are going to change the SOG to allow for scanned receipts or keep as stated and enforce submitting original receipts.

Student Chapter

- Set Date and Time for Professional Development Training November In email from Joey dated 09/18/18: HCC Professional Development Day and Mock Interviews, 11/20, 5-7:50 pm: We are looking for volunteers to participate in 15-30 min talks about relevant topics around being a safety professional and to participate in a panel that will hold mock interviews for the students. We got rave reviews doing this last semester to support our HCC students and are hoping to other interested members involved. Please contact Taldeguer@hdcc.com or [myself](#) (Joey) if you are interested in volunteering.

PACRIM Update:

Motions and Update will make formal motion to pay for the for the balance on invoice for facilities. VIP reception-*All EC members to participate* Scheduled for October 8. Formal Business attire for Day 1 of PACRIM

Newsletter: Next Due Date: December 5th

Chapter Meetings

- EC meetings
- General meetings- September 20 and October 9 (Presidents Meeting) 5-6.
- Student event November 20
- Holiday Party: Tentatively December 14

Open Discussion

Joey would like us to preplan January through June to set up CEU's earned for General Meeting Technical Sessions, Field Trip, and any other Technical Topics for the rest of the year.

Action Plan			
No.	Owner	Action Item	Target Date
1	Tristan	Seek Guidance on updating SOG 6 on scanned receipts at the ROC, may be up for vote by October.	October or January (the following EC Meeting)
2	Mahea	Update History page on website	October 2018
3	Mahea	Send Minutes to EC Members and post to website	1 week



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			turnaround
4	Mahea	Publish 2nd Quarter Newsletter: search for content, stories from members to showcase any certificates, Different industries (food, hotel, general construction, or having members contribute to a topic), Member Spotlight	12/05/18
5	HOD	Look into how we can get out the information on what they are voting on.	January 2019
6	Joey/ Tristan	Look into voting system to gather feedback, check if ASSP has a mechanism in place, or look into using google forms	Discussion in upcoming EC Meetings