



**HAWAII CHAPTER  
BOARD & GENERAL MEMBERSHIP MEETING MINUTES  
Wednesday, January 13, 2016  
Outrigger Waikiki Beach Resort**

**Collect/Pledge of Allegiance – Carol Lopes-Shane**

**Call to order – Hao Tanacsos**

The general meeting was called to order by President Hao Tanacsos. Hao thanked Mr. Robert McConnell, General Manager and Ivy Kwok, Executive Housekeeper, hosts of today's meeting. Hao thanked everyone for attending. Hao also introduced our guest speaker, Mr. Gene Davis.

**Guest Speaker – Mr. Gene Davis, Public Relations Manager for Ronald McDonald House Charities of Hawaii**

Mr. Davis informed us of the operations of the Ronald McDonald House Charities of Hawaii which began in Hawaii in 1987 by Maurice Sullivan of Foodland. The 3 sites on Oahu – one home on Judd St., one home on Oahu Ave. and a Family Room at Kapiolani Medical Center have served more than 11,000 families since inception. 90% of the families served are from Hawaii with the remaining 10% from the Pacific Rim and the mainland.

Each year the charity needs to raise \$ 1.4 million dollars to operate the facilities. The McDonald Restaurant cash boxes raise a lot of money along with the McFun-raiser coupon booklets. The charity partners with local businesses/corporate sponsors such as Outrigger and Speedy Shuttle. Volunteers also make up a large part of the charity as well. For more information about the charity, please log on to [www.ronaldhousehawaii.org](http://www.ronaldhousehawaii.org).

**Secretary's Report – Teresa Calabrese**

Teresa stated that November's meeting minutes were emailed to all members listed on our roster. If you have not received, please see Teresa after the meeting to update your contact information, or email [t.calabrese60@gmail.com](mailto:t.calabrese60@gmail.com)

**Treasurer's Report – Carol Lopes-Shane**

Carol reported on the financials for November. Please see attachment. Our ending balance for November was \$ 18,805.45. December financials were unavailable at this time as the bank statement was not ready.

**Committee Reports**

**Membership – Ivy Kwok**

Ivy reported we have a total of 115 members.

**Hospitality – Marissa Cacacho/Jo-Ann Yonamine**

We had a total of 49 people attend the meeting, 46 members and 3 guests. The guests were Howard Fisher, Thomas Dang from Halekulani and Kaipo Henrikson of Ritz Carlton Residences Waikiki.



### **Community Service – Gary Nushida**

Gary stated that the next 100<sup>th</sup> Battalion Clean-Up will be sometime during the month of February and will be sending out a notice for volunteers shortly.

### **Public Relations/Website – Shelly Awaya**

1. Shelly discussed that she, Madeline and Jess will be brainstorming for our newsletter, which will be a smaller edition than previous and will come out in July.

### **Ways & Means – Shelly Awaya**

1. McFun-raiser Coupon Booklets. The booklets are being sold for \$ 5.00 each. IEHA-Hawaii Chapter earns \$ 2.00 per booklet. The \$ 3.00 cost price supports the Ronald McDonald House Charities of Hawaii. We will continue to sell the booklets during 2016 as well. Please contact Teresa Calabrese for booklet purchases.
2. During the month of December, we sold a total of 100 calendars which earned our chapter \$ 300.00. Thank you to Teresa Calabrese for donating the calendars

### **Old Business – Hao Tanacsos**

1. Donation receipts –As a reminder, members are welcome to contribute a donation to our chapter. A box has been provided for donations along with receipts you fill out yourself.
2. Vendors, please contact Teresa Calabrese or Hao Tanacsos to schedule your time slot for our Vendor Member Moment.

### **New Business – Hao Tanacsos**

1. Employment Opportunities
  - a. Hale Koa Hotel is looking for a housekeeping supervisor.
2. Director at Large –Madeline Chang
  - a. Madeline informed us that our IEHA President Mr. Michael Patterson will be coming to the island in October to administer the CEH & REH exams to our members as well as non-members. Michael holds IEHA's highest designation of "Master Registered Executive Housekeeper". Michael works for Walter Reed National Military Medical Center.
  - b. The review and exam dates will coincide with our annual Bosses Night event in October. The exam will take place before the event and will climax with an award presentation to all certified CEH & REH members and non-members.
  - c. Please register online as soon as possible. The study review material can also be obtained online. Please contact Madeline with any questions: [madeline.chang@aquaa-ston.com](mailto:madeline.chang@aquaa-ston.com) or by phone 931-5461.
3. Review of 2015
  - a. We had a great 2015 and had so many achievements!
    - i. We implemented Vendor Member Moment.
    - ii. We opened a PO Box for the chapter.
    - iii. We secured meeting space at the hotel expo in July.



- iv. We have a lei sponsor for all our meeting – The Orchid Lei Company.
  - v. We filed our taxes.
  - vi. We paid our insurance.
  - vii. We have a healthy bank balance.
  - viii. We instituted our newsletter.
4. 2016 Goals
- a. Branch out our organization to neighbor islands.
  - b. Seek great leadership speakers.
  - c. Hold housekeeping operation workshops 3 times per.
  - d. CEH & REH certification classes online anytime or workshop 3 times per year.
  - e. Bosses Night event. Our premium tables are already sold out. Reserve good seating for our vendors and corporate VIP's.
  - f. Encourage members to raise funds to attend annual IEHA convention by selling McFun-raiser coupon booklets.
  - g. Meaningful community service – helping "Next Step" provide job training and feeding the homeless during holidays.
  - h. Our next chapter meeting will be held on Wednesday, March 9<sup>th</sup>, 2016 at Embassy Suites Waikiki Beach Walk. Our guest speaker is pending.

Meeting adjourned at 11:20 AM.

Respectfully submitted,

Teresa Calabrese  
Secretary  
IEHA Hawaii Chapter

Hao Dang Tanacsos  
President  
IEHA Hawaii Chapter

**INCOME CATEGORIES****AMOUNT****EXPENSE CATEGORIES****AMOUNT**

November 30, 2015 Financials

BOSSES NIGHT/CREDIT CARD-SILENT AUCTION  
 CHAPTER MEETING PAYMENTS  
 CHAPTER MEETING DONATIONS  
 COMMUNITY SERVICE  
 EDUCATION  
 PROGRAMS  
 PUBLICITY/PR DEVELOPMENT  
 MEMBERSHIP  
 WAYS & MEANS  
 MISCELLANEOUS DONATIONS

**TOTAL****TOTAL INCOME****PRIOR MONTH END BALANCE**

ADD TOTAL INCOME  
 LESS TOTAL EXPENSES

**\$19,759.03**

\$0.00  
 (\$188.60)

ADMINISTRATIVE SUPPLIES/MISC.  
 AWARDS & CERTIFICATES  
 CHAPTER MEETING EXPENSES  
 EDUCATION/INFO/RESOURCES  
 HOSPITALITY MEMBERSHIP  
 DONATIONS  
 GENERAL LIABILITY INSURANCE (ANNUAL PAYMENT)  
 CONVENTION EXPENSES  
 BOSSES NIGHT EXPENSES (SA FUNDS TRANSFER)  
 WAYS & MEANS  
 CHAPTER MEMBERSHIP  
**TOTAL**

(\$188.60)

(\$188.60)

**TOTAL EXPENSES**

(\$188.60)

**PRIOR MONTH END BALANCE****\$19,759.03**

PLUS - TOTAL DEPOSITS/CREDITS  
 LESS TOTAL CHECKS

\$0.00  
 (\$188.60)

**TOTAL OUTSTANDING DEPOSITS**

\$0.00

**OUTSTANDING CHECKS**

#1279 The Orchid Lei Company

(\$15.00)

#1280 Ronald McDonald House Charities

(\$750.00)

**TOTAL OUTSTANDING CHECKS**

(\$765.00)

**ENDING BALANCE****\$19,570.43****RECONCILIATION OF ACCOUNT-BANK STATEMENT****\$18,805.43***Hao Dang Tanassos*

President's Signature

*Derrick De Mello*

Treasurer's Signature

Income Categories	Amount	Expense Categories	Amount
Bosses Night-Credit Card-Silent Auction		Administrative Supplies/Misc.	\$ (7.80)
Chapter Meeting Payment		Awards & Certifications	
Chapter Meeting Donations		Chapter Meeting Expenses (X-mas luncheon reimbursement)	\$ (240.00)
Community Services		Education/Info/Resources	
Education		Hospitality Membership	
Programs		Donations	
Publicity/PR Development		General Liability insurance (annual payment)	
Membership		Convention Expenses	
Ways and Means		Bosses Night Expenses (SA Funds transfer)	
Miscellaneous Donations		Ways and Means	\$ (1,800.00)
		Chapter Membership	
<b>TOTAL</b>	\$ -	<b>TOTAL</b>	\$ (2,047.80)
		FHB Merchant Fees	\$ (7.80)
		Ronald McDonald House Charities	\$ (1,800.00)
		X-mas luncheon reimbursement to Ivy Kwok	\$ (240.00)
<b>TOTAL INCOME</b>	\$ -	<b>TOTAL EXPENSES</b>	\$ (2,047.80)
<b>Financial Statement</b>			
<b>Prior Month End Balance</b>	\$ 19,570.43	<b>Prior Month End Balance</b>	\$ 19,570.43
		Plus - Total Deposits/Credits	\$ -
Add - Total Income	\$ -	Less - Total Checks	\$ (2,047.80)
Less - Total Expenses	\$ (2,047.80)		
		<b>Outstanding Deposits</b>	\$ -
		<b>TOTAL OUTSTANDING DEPOSITS</b>	\$ -
		<b>Outstanding Checks</b>	\$ -
		Ck#1279 The Ochid Lei Company	\$ (15.00)
		<b>TOTAL OUTSTANDING CHECKS</b>	\$ (15.00)
<b>Ending Balance</b>	\$ 17,522.63	<b>Reconciliation of Account - Bank Statement</b>	\$ 17,507.63

Hao Dang Taracosos

PRESIDENT'S SIGNATURE

Derrick De Mello

TREASURER'S SIGNATURE