



**HAWAII CHAPTER  
BOARD & GENERAL MEMBERSHIP MEETING MINUTES  
WEDNESDAY, March 9, 2016  
Embassy Suites Waikiki Beach Walk**

**Collect/Pledge of Allegiance – Derrick De Mello**

**Call to order – Hao Tanacsos**

The general meeting was called to order by President Hao Tanacsos. Hao thanked Carol Lopes-Shane, Executive Housekeeper of Embassy Suites Waikiki Beach Walk. Carol in turn introduced Mr. Bob Yeoman, General Manager of Embassy Suites Waikiki Beach Walk, hosts of today's meeting. Hao thanked everyone for attending. Hao also thanked Agnes Bayudan of Crestek for providing the buffet breakfast.

**Introduction of Guest Speaker – Madeline Chang**

Madeline introduced our guest speaker – Dr. Richard A.K. Lum

**“Understanding Futures Planning and Its Significance in the Cleaning Industry – Dr. Richard A.K. Lum**

**Secretary’s Report – Teresa Calabrese**

Teresa stated that January’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 [secretary@hawaii-ieha.org](mailto:secretary@hawaii-ieha.org).

**Treasurer’s Report – Derrick De Mello**

Derrick reported on the financials for January & February. Please see attachments. Our ending balance for February was \$ 21,587.09.

**Committee Reports**

**Membership – Ivy Kwok**

Ivy reported we have a total of 132 members.

**Hospitality – Jo-Ann Yonamine**

We had a total of 52 people attend the meeting, 44 members and 8 guests.

**Community Service – Gary Nushida**

Gary thanked all volunteers that supported with the clean-up of the next 100th Battalion. Our next community service will be a donation drive.

**Public Relations/Website – Shelly Awaya**

Shelly discussed that she, Madeline and Jess will be brainstorming for our newsletter, which will come out in July. The PR committee will be soliciting vendor members to advertise in the newsletter.



### **Ways & Means – Derrick De Mello**

Our primary fundraiser will continue to be the 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. Please contact Teresa Calabrese for booklet purchases.

### **IEHA Updates/Education – Madeline Chang**

1. IEHA Convention will be held in Chicago on October 23 – 27, 2016
2. Two year re-accreditation to maintain CEH or REH designation is in effect as of March 1, 2016. The annual fee will be \$50.00. A total of 30 professional credits during the two-year cycle will be required. This supersedes the previous re-accreditation of 3 years. A list of approved CEU's will be posted on the website.
3. Life Term Member Accreditation – Any accreditation member who has reached the age of sixty five will be deemed accredited for life. The member will no longer be required to report nor will continuing education be required.
4. Hawaii's Boot Camp is scheduled in October to coincide with our annual Bosses Night. More information will be forthcoming.
5. For those interested in obtaining your CEH or REH, please log onto IEHA.org for more info. Madeline will be happy to assist with any information, please contact Madeline at 808-931-5461 or via email: [madeline.chang@aquaston.com](mailto:madeline.chang@aquaston.com).

### **Bosses Night – Derrick De Mello**

Bosses Night is tentatively scheduled for Friday, October 7, 2016. Volunteers are needed for all aspects of the event. Please contact Derrick De Mello at 808-489-7783 or [bosses-night@hawaii-ieha.org](mailto:bosses-night@hawaii-ieha.org).

### **Vendor Member Moment**

Vendor Member Moment is a segment of our meeting in which vendor members are featured. Each vendor member has 10 minutes to discuss their business, products, etc. We encourage vendor participation. Presentation will be scheduled on first-come, first-served basis. Those vendor members interested in presenting during this segment, please contact Hao Tanacsos or Teresa Calabrese.

1. ALSCO-Derrick De Mello  
Derrick discussed ALSCO's First Aid Kits.
2. Green Home Solutions – Chason Ishii  
Chason discussed a safe, cost effective solution for mold and odors.

### **Best Practices – Hao Tanacsos**

Hao's best practice was on "training". Hao had three volunteers come to demonstrate why training is so important. We are not born with common sense, employees need training. If employees need help – give help.

### **Old Business – Hao Tanacsos**

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. We received \$ 100.00 in donations today.



**New Business – Hao Tanacsos**

1. Employment Opportunities
  - a. Inspectress on Maui with Aston-Aqua properties.
  - b. Ritz Carlton Residences Waikiki has openings in the housekeeping, concierge and pool departments.
2. Halekulani La Mer's Bar was recognized in Hotel Magazine's Mogul List as the best in the country for aperitifs.
3. As members, if you need to leave our meeting early, it is OK. If you come to our meeting late, that too is OK. Please know you are welcome. We appreciate that you continue to RSVP.
4. Our next chapter meeting will be held on Wednesday, May 11, 2016 at Aston Waikiki Beach Hotel.

Meeting adjourned at 11:48 AM.

Respectfully submitted,

Teresa Calabrese  
Secretary  
IEHA Hawaii Chapter

Hao Dang Tanacsos  
President  
IEHA Hawaii Chapter

| Income Categories                       | Amount              | Expense Categories                                | Amount              |
|---|---------------------|---|---------------------|
| Bosses Night-Credit Card-Silent Auction | \$ 780.00           | Administrative Supplies/Misc.                     | \$ (23.03)          |
| Chapter Meeting Payment                 |                     | Awards & Certifications                           |                     |
| Chapter Meeting Donations               | \$ 65.00            | Chapter Meeting Expenses                          | \$ (15.00)          |
| Community Services                      |                     | Education/Info/Resources                          |                     |
| Education                               |                     | Hospitality Membership                            |                     |
| Programs                                |                     | Donations   |                     |
| Publicity/PR Development                |                     | General Liability insurance (annual payment)      |                     |
| Membership                              |                     | Convention Expenses                               |                     |
| Ways and Means                          | \$ 300.00           | Bosses Night Expenses (SA Funds transfer)         |                     |
| Miscellaneous Donations                 | \$ 40.00            | Ways and Means                                    |                     |
| Direct Deposit                          | \$ 0.23             | Chapter Membership                                |                     |
|   |                     |   |                     |
|   |                     |   |                     |
| <b>TOTAL</b>                            | <b>\$ 1,185.23</b>  | <b>TOTAL</b>                                      | <b>\$ (38.03)</b>   |
|   |                     |   |                     |
| Bosses Night RSVPs                      | \$ 725.00           | FHB Bank Merchant Fees                            | \$ (9.80)           |
| Silent Auction                          | \$ 55.00            | January Meeting Lei                               | \$ (15.00)          |
| Light up cups                           | \$ 60.00            | Deposit Adjustment                                | \$ (10.00)          |
| McFund-Raiser Coupons                   | \$ 240.00           | Deposit Correction Fee                            | \$ (3.00)           |
| Christmas luncheon (ULS)                | \$ 40.00            | Funds Transfer (PAYPAL)                           | \$ (0.23)           |
| PAYPAL                                  | \$ 0.23             |   |                     |
| January meeting donations               | \$ 65.00            |   |                     |
|   |                     |   |                     |
|   |                     |   |                     |
| <b>TOTAL INCOME</b>                     | <b>\$ 1,185.23</b>  | <b>TOTAL EXPENSES</b>                             | <b>\$ (38.03)</b>   |
| <b>Financial Statement</b>              |                     |   |                     |
| <b>Prior Month End Balance</b>          | \$ 17,522.63        | <b>Prior Month End Balance</b>                    | \$ 17,522.63        |
|   |                     | Plus - Total Deposits/Credits                     | \$ 1,185.23         |
| Add - Total Income                      | \$ 1,185.23         | Less - Total Checks                               | \$ (38.03)          |
| Less - Total Expenses                   | \$ (38.03)          |   |                     |
|   |                     | <b>Outstanding Deposits</b>                       | \$ 3,270.00         |
|   |                     |   |                     |
|   |                     | <b>TOTAL OUTSTANDING DEPOSITS</b>                 | <b>\$ 3,270.00</b>  |
|   |                     |   |                     |
|   |                     | <b>Outstanding Checks</b>                         | \$ -                |
|   |                     | Ck#1279 The Ochid Lei Company                     | \$ (15.00)          |
|   |                     | Ck#1284 Ronald McDonald Charities                 | \$ (300.00)         |
|   |                     | Ck#1285 Elaine Simon                              | \$ (29.94)          |
|   |                     | <b>TOTAL OUTSTANDING CHECKS</b>                   | <b>\$ (344.94)</b>  |
|   |                     |   |                     |
| <b>Ending Balance</b>                   | <b>\$ 18,669.83</b> | <b>Reconciliation of Account - Bank Statement</b> | <b>\$ 21,594.89</b> |

*Derrick De Mello*

PRESIDENT'S SIGNATURE

TREASURER'S SIGNATURE

| Income Categories                       | Amount             | Expense Categories                                    | Amount             |
|---|--------------------|---|--------------------|
| Bosses Night-Credit Card-Silent Auction |                    | Administrative Supplies/Misc.                         | \$ (37.74)         |
| Chapter Meeting Payment                 |                    | Awards & Certifications                               |                    |
| Chapter Meeting Donations               |                    | Chapter Meeting Expenses                              |                    |
| Community Services                      |                    | Education/Info/Resources                              |                    |
| Education                               |                    | Hospitality Membership                                |                    |
| Programs                                |                    | Donations   |                    |
| Publicity/PR Development                |                    | General Liability insurance (annual payment)          |                    |
| Membership                              |                    | Convention Expenses                                   |                    |
| Ways and Means                          | \$ 3,270.00        | Bosses Night Expenses (SA Funds transfer)             |                    |
| Miscellaneous Donations                 |                    | Ways and Means  | \$ (300.00)        |
|   |                    | Chapter Membership                                    |                    |
|   |                    |   |                    |
| <b>TOTAL</b>                            | <b>\$ 3,270.00</b> | <b>TOTAL</b>  | <b>\$ (337.74)</b> |
|   |                    |   |                    |
| Bosses Night RSVPs                      |                    | FHB Bank Merchant Fees                                | \$ (7.80)          |
| Silent Auction                          |                    | Chapter website hosting fees (reimburse Elaine Simon) | \$ (29.94)         |
| Light up cups                           | \$ 120.00          | Ronald McDonald House Charities                       | \$ (300.00)        |
| McFund-Raiser Coupons                   | \$ 2,950.00        |   |                    |
| Christmas luncheon (Team Clean)         | \$ 200.00          |   |                    |
|   |                    |   |                    |
|   |                    |   |                    |
| <b>TOTAL INCOME</b>                     | <b>\$ 3,270.00</b> | <b>TOTAL EXPENSES</b>                                 | <b>\$ (337.74)</b> |
| <b>Financial Statement</b>              |                    |   |                    |
| <b>Prior Month End Balance</b>          | \$ 18,669.83       | <b>Prior Month End Balance</b>                        | \$ 18,669.73       |
|   |                    | Plus - Total Deposits/Credits                         | \$ 3,270.00        |
| Add - Total Income                      | \$ 3,270.00        | Less - Total Checks                                   | \$ (337.34)        |
| Less - Total Expenses                   | \$ (337.74)        |   |                    |
|   |                    | <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>                       | <b>\$ (15.00)</b>  |
|   |                    |   |                    |
| <b>Ending Balance</b>                   | \$ 21,602.09       | <b>Reconciliation of Account - Bank Statement</b>     | \$ 21,587.09       |

*Derrick De Mello*

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TREASURER'S SIGNATURE