



**HAWAII CHAPTER
BOARD & GENERAL MEMBERSHIP MEETING MINUTES
WEDNESDAY, September 14, 2016
OHANA East Waikiki Hotel by Outrigger**

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 Yuet Oy (Ella) Au, Executive Housekeeper of OHANA East Waikiki Hotel by Outrigger. Ella in turn introduced Mr. Niel Mason, General Manager of OHANA East Waikiki Hotel by Outrigger, hosts of today's meeting. Hao thanked everyone for attending.

Introduction of Guest Speaker – Hao Tanacsos

Hao introduced our guest speaker – Mr. Alan Yamamoto, Hawaii OSH Advisor, Consultation & Training.

The Topic of Discussion: Housekeeping Safety & Health: Your Guide to HIOSH – Mr. Alan Yamamoto

Secretary's Report – Teresa Calabrese

Teresa stated that July'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. Information about our chapter is on our website www.hawaii-ieha.org.

Treasurer's Report – Derrick De Mello

Derrick reported on the financials for July & August. Please see attachments. Our ending balance for August was \$ 22,544.99.

Committee Reports

Membership – Ivy Kwok

Ivy reported we have a total of 122 members. Ivy welcomed new member Michelle de Peralta of Sysco Guest Supply and Gary Takemoto from Premium, Inc.

Hospitality – Marissa Cacacho

We had a total of 41 people attend the meeting, 37 members and 4 guests.

Community Service – Ivy Kwok for Gary Nushida

We will be conducting a linen drive in November, details will be forthcoming.

Public Relations/Website – Shelly Awaya

The newsletter was printed and handed out at the Expo in July. The website has the newsletter posted along with updated information on our chapter. As a reminder our website is www.hawaii-ieha.org.



Ways & Means – Shelly Awaya

Our primary fundraiser will continue to be the McFun-raiser Coupon Booklets. The booklets support the Ronald McDonald House Charities of Hawaii. The recent Ronald McDonald House Newsletter featured an article on Embassy Suites Waikiki and their donation of linen to the Ronald McDonald house. Please contact Teresa Calabrese or Derrick De Mello for booklet purchases.

IEHA Updates/Education – Madeline Chang

1. IEHA Convention will be held in Chicago on October 23rd – 27th, 2016. Registration is online at www.ieha.org. Headquarters is still accepting last minute registration for the convention.
2. Rose Galera will be conducting a Clean Talk Workshop on Friday, September 16th at McKinley High School. Please contact Rose at galerar002@hawaii.rr.com for more details.
3. Hawaii's Boot Camp is scheduled for Tuesday, October 4th from 7:30AM – 4:30PM at Aston Waikiki Sunset conference room and Wednesday, October 5th from 7:30AM to 2:00PM with the exam to follow.
4. IEHA President, Michael Patterson, REH, will review the study guide information on these two days. The afternoon of the second day is when the test will be administered. Results will be known within the next 24 to 36 hours. Certificates and pins will be presented at our Annual Bosses Night Celebration at Ala Moana Hotel on October 7th.
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@aqua-aston.com

Bosses Night – Derrick De Mello

Bosses Night is scheduled for Friday, October 7th, 2016 at Ala Moana Hotel in the Hibiscus Ballroom. The theme is "Celebrating the Many Faces of Aloha". Ethnic costumes are encouraged. Our entertainment will again be "Da Braddah's". We will have a silent auction as well as a photo booth. The price of \$ 65.00 per person remains the same as last year.

Best Practices – Hao Tanacsos

Hao's best practice was on "Elevator and Escalator Safety". Train and give escalator key to public area attendants. As you get into the elevator cart, always check the number of the cart.

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 \$ 33.00 in donations today.

New Business – Hao Tanacsos

1. Employment Opportunities – Hao Tanacsos
 - a. Housekeeper Manager – The Kahala Resort & Spa.
2. Hawaii Lodging & Food Service Expo
 - a. Thanks to John Yamamoto for providing the banner for our booth.



3. Hao shared the full page newspaper article which appeared in the Star Advertiser on Labor Day featuring Marissa Cacacho & Aqua-Aston Hospitality team members.
4. We will have our first **"Do You Know??"** Mini Session after our next chapter meeting. The meeting will feature question and answer sessions along with an exchange of ideas. All members are welcome.
5. Christmas Luncheon
 - a. Will be held on Thursday, December 8th at Beijing Restaurant in the Royal Hawaiian Shopping Center beginning at 11:30 AM. The per-person price is \$ 20.00 for a wonderful dim sum menu.
6. Our next chapter meeting will be held on Wednesday, November 9th, 2016 at Ala Moana Hotel - Ilima Room beginning at 10:00 AM.

Meeting adjourned at 11:45 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		Administrative Supplies/Misc.	\$ (73.76)
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		Bosses Night Expenses	\$ (833.02)
Miscellaneous Donations		Ways and Means	
		Chapter Membership	
TOTAL	\$ -	TOTAL	\$ (906.78)
		FHB-Merchant Fee	\$ (7.80)
		Express Copy (BN invitations, RSVP cards, envelopes & flyers)	\$ (94.17)
		Express Copy (IEHA Digest printing)	\$ (738.85)
		Aiea Copy Center (IEHA HI Chapter banner)	\$ (65.96)
TOTAL INCOME	\$ -	TOTAL EXPENSES	\$ (906.78)
Financial Statement			
Prior Month End Balance	\$ 20,594.52	Prior Month End Balance	\$ 20,594.52
		Plus - Total Deposits/Credits	\$ -
Add - Total Income	\$ -	Less - Total Checks	\$ (906.78)
Less - Total Expenses	\$ (906.78)		
		Outstanding Deposits	
		TOTAL OUTSTANDING DEPOSITS	\$
		Outstanding Checks	
		1295 - ECAN RMS USA CO. LTD. (May & July meeting lei)	\$ (30.00)
		1297 - Teresa Calabrese (reimbursement for flowers sent to member Cori Haena)	\$ (64.91)
		TOTAL OUTSTANDING CHECKS	\$ (94.91)
Ending Balance	\$ 19,687.74	Reconciliation of Account - Bank Statement	\$ 19,592.83

Derrick De Mello

PRESIDENT'S SIGNATURE

TREASURER'S SIGNATURE

Income Categories	Amount	Expense Categories	Amount
Bosses Night-Credit Card-Silent Auction	\$ 4,600.00	Administrative Supplies/Misc.	\$ (7.80)
Chapter Meeting Payment		Awards & Certifications	
Chapter Meeting Donations	\$ 45.00	Chapter Meeting Expenses	\$ (30.00)
Community Services		Education/Info/Resources	
Education		Hospitality Membership	
Programs		Donations	\$ (64.91)
Publicity/PR Development		General Liability insurance (annual payment)	
Membership		Convention Expenses	\$ (601.00)
Ways and Means	\$ 375.00	Bosses Night Expenses	
Miscellaneous Donations	\$ 65.96	Ways and Means	\$ (150.00)
		Chapter Membership	
TOTAL	\$ 5,085.96	TOTAL	\$ (853.71)
Meeting Donations (July 2016)	\$ 45.00	FHB-Merchant Fee	\$ (7.80)
Bosses Night Payments	\$ 4,600.00	McFund-Raiser Coupon booklet purchase	\$ (150.00)
Banner Donation (John Yamamoto)	\$ 65.96	Convention registration (Shelly Awaya)	\$ (601.00)
McFund-Raiser Coupon booklets	\$ 375.00	Delivery fee for lei (May 2016 & July 2016 Chapter meetings)	\$ (30.00)
		Flowers for Cori Haina (reimbursement to Teresa Calabrese)	\$ (64.91)
TOTAL INCOME	\$ 5,085.96	TOTAL EXPENSES	\$ (853.71)
Financial Statement			
Prior Month End Balance	\$ 19,687.74	Prior Month End Balance	\$ 19,687.74
		Plus - Total Deposits/Credits	\$ 5,085.96
Add - Total Income	\$ 5,085.96	Less - Total Checks	\$ (853.71)
Less - Total Expenses	\$ (853.71)		
		Outstanding Deposits	
		TOTAL OUTSTANDING DEPOSITS	\$
		Outstanding Checks	
		1300 - IEHA (Convention lodging for Teresa Calabrese)	\$ (1,375.00)
		TOTAL OUTSTANDING CHECKS	\$ (1,375.00)
Ending Balance	\$ 23,919.99	Reconciliation of Account - Bank Statement	\$ 22,544.99

Hao Dang Tanacsos

PRESIDENT'S SIGNATURE

31-Aug-16

Derrick De Mello

TREASURER'S SIGNATURE