



**HAWAII CHAPTER
BOARD & GENERAL MEMBERSHIP MEETING MINUTES
WEDNESDAY, November 9, 2016
Embassy Suites by Hilton 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 by Hilton Waikiki Beach Walk and host of today's meeting. Hao also thanked everyone for attending.

Secretary's Report – Teresa Calabrese

Teresa stated that September'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.

Treasurer's Report – Derrick De Mello

Derrick reported on the financials for September & October. Please see attachment. Our ending balance for October was \$25,952.98.

Committee Reports

Membership – Ivy Kwok

The Hawaii chapter welcomes the following new members:

Jennifer Agdeppa – Hokulani Waikiki by Hilton Grand Vacations

Lita Domingo – Aqua Lotus

Our new members were welcomed generously donated by The Orchid Lei Company. We have a total of 118 members.

Hospitality – Marissa Cacacho/Jo-Ann Yonamine

We had a total of 37 people attend the meeting, 33 members and 4 guests.

Community Service – Ivy Kwok on behalf of Gary Nushida

1. Our next linen drive will be taking place late December or early January.
2. Thanks were also given by Hao for those members who participated in the recent amenity donation drive for HUGS.

Public Relations/Website – Shelly Awaya

The website will be down for maintenance for several weeks during the latter part of December and early January as updating needs to take place.

Ways & Means – Shelly Awaya

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. So far this year, we have earned \$1,846.00 in profits from the sale of the McFun-raiser booklets. A big Mahalo to Keala Benz of Team Clean for their continued support of our fundraiser. Please contact Teresa Calabrese or Derrick De Mello for booklet purchases.



Bosses Night – Derrick De Mello

1. Bosses Night was great! Our largest attendance ever – 420 people. We have had so much positive feedback from attendees. The silent auction raised more than \$3,000.00!
2. For those members interested in participating for 2017 Bosses Night committee, please see Derrick De Mello who again will be the Bosses Night Chairperson.

IEHA Convention Re-Cap – Madeline Chang/ Carol Lopes-Shane/Teresa Calabrese

1. Madeline
 - a. The 50th Annual Convention held at the Holiday Inn Mart Plaza in Chicago was a great success. We heard from our knowledgeable past leaders of our association. Their topics were very educational and also gave excellent best practices we can use in our daily workplace.
 - b. President Michael Patterson shared information regarding the pending merger between IEHA & ISSA.
 - i. IEHA will remain separate from ISSA with IEHA, maintaining its own identity and branding, office staff, financials and current governance structure.
 - ii. The operational structure of IEHA will remain the same for IEHA members. IEHA members will have new resources and programs afforded them through ISSA and the proposed new partnership.
 - iii. IEHA will continue to operate its own annual conference and convention in conjunction with ISSA/InterClean.
 - iv. ISSA will extend resources to help IEHA continue to improve its education, marketing and membership offerings.
 - v. ISSA & IEHA will offer dual membership; one fee for membership in both associations.
 - vi. IEHA Board of Directors are extremely excited by the opportunities presented by this new partnership and believe it will greatly enhance the value of membership for both associations while giving IEHA the resources it needs to help it meet its goal of increasing membership next year.
 - vii. IEHA/ISSA are currently in the process of developing a contractual agreement. The merger is contingent upon the approval of the contractual agreement.
2. Carol – Was so happy to have Reuben Nakagawa, Embassy Suites Waikiki Beach Walk maintenance director along with her. Reuben is also an IEHA – Hawaii Chapter member. During one of the conferences Carol attended, she learned about warranties and how they could be voided by using the wrong chemicals on products. Carol also discussed DISC training and how this training can be applied to customers and guest complaints.
3. Teresa – thanked everyone for the opportunity to represent our chapter at the convention. Teresa talked about IEHA keynote speaker Ada Baldwin's speech "Whoosh – Leading your Team to Victory" and the key phases that stuck with her; *Invest in your employees potential, Encourage others to take*



the initiative and Integrity is the MOST important part of leadership! Teresa also reported on the business session and the updates & changes that happened throughout the fiscal year.

Best Practices "Vacuum Cleaners" – Kerry Nishimoto of Premium, Inc.

Old Business – Hao Tanacsos

1. Donation receipts – today's meeting donations totaled \$100.00. 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. Hao thanked Mike Wilkin of Clean Island Breathing for making the trip from Maui to attend our meetings. Hao also thanked Ken Kanter for being in attendance and for giving us a booth space and meeting room at July's Expo free of charge. Lastly Hao thanked Ivy Kwok for her donations of food at our meeting.

New Business – Hao Tanacsos

1. Employment Opportunities
 - a. Hilton Waikiki Beach Hotel – Housekeeping Manager
 - b. Outrigger Hotels & Resorts – Executive Housekeeper and Assistant Housekeeper
 - c. Four Seasons Ko Olina Resort – Director of Housekeeping
 - d. Hawaii Prince Hotel – Numerous positions in all departments
 - e. Ala Moana Hotel – Maintenance Positions
 - f. Hampton Inn – Housekeepers and Housemen Positions
2. Christmas Luncheon
 - a. Our annual Christmas luncheon will be held on Thursday, December 8th, 2016 at Beijing Restaurant.
3. 2017 is an election year for our chapter, Hao encouraged members to consider running for office.
4. Our first "Do You Know" Session will be held after today's adjournment. The topics of discussion will be: Productivity Numbers and Linen Inventory.
5. Our next chapter meeting will be held on Wednesday, January 11th, 2017.

Meeting adjourned at 11:30 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	\$ 23,045.00	Administrative Supplies/Misc.	\$ (7.80)
Chapter Meeting Payment		Awards & Certifications	
Chapter Meeting Donations	\$ 33.00	Chapter Meeting Expenses	
Community Services		Education/Info/Resources	
Education		Hospitality Membership	
Programs		Donations	
Publicity/PR Development		General Liability insurance (annual payment)	
Membership		Convention Expenses	\$ (2,823.00)
Ways and Means	\$ 180.00	Bosses Night Expenses	\$ (12,396.01)
Miscellaneous Donations	\$ 2,000.00	Ways and Means	
		Chapter Membership	
TOTAL	\$ 25,258.00	TOTAL	\$ (15,226.81)
Meeting Donations (September 2016)	\$ 33.00	FHB-Merchant Fee	\$ (7.80)
Bosses Night Payments	\$ 23,045.00	Convention Lodging (Teresa Calabrese)	\$ (1,375.00)
McFund-Raiser Coupon booklets	\$ 180.00	Convention registration/airfare (Teresa Calabrese)	\$ (1,448.00)
Sobel-Westex Donation	\$ 2,000.00	Ala Moana Hotel Deposit	\$ (10,000.00)
		Honolulu Cookie Company	\$ (940.52)
		Anthony Silva	\$ (1,455.49)
TOTAL INCOME	\$ 25,258.00	TOTAL EXPENSES	\$ (15,226.81)
Financial Statement			
Prior Month End Balance	\$ 23,919.99	Prior Month End Balance	\$ 23,919.99
		Plus - Total Deposits/Credits	\$ 25,258.00
Add - Total Income	\$ 25,258.00	Less - Total Checks	\$ (15,226.81)
Less - Total Expenses	\$ (15,226.81)		
		TOTAL OUTSTANDING DEPOSITS	\$ 3,405.00
		Outstanding Checks	
		1302 - ECAN RMS	\$ (15.00)
		1305 - IEHA, INC. (Ken Kanter membership)	\$ (150.00)
		1307 - Trophy House	\$ (501.57)
		1308 - Express Copy	\$ (504.00)
		1309 - Ala Moana Hotel (BN balnace due)	\$ (15,405.78)
		1310 - Honolulu Cookie Company	\$ (235.15)
		1311 - Shelly Awaya (reimbursement for chapter website fee paid)	\$ (29.94)
		1312 - Cash (Lynette/Bulla Eastman & Jess Cruz)	\$ (250.00)
		1313 - Ala Moana Hotel (BN bar bill)	\$ (2,112.92)
		TOTAL OUTSTANDING CHECKS	\$ (19,204.36)
Ending Balance	\$ 33,951.18	Reconciliation of Account - Bank Statement	\$ 18,151.82

Derrick De Mello

PRESIDENT'S SIGNATURE

TREASURER'S SIGNATURE

Income Categories	Amount	Expense Categories	Amount
Bosses Night-Credit Card-Silent Auction	\$ 7,766.00	Administrative Supplies/Misc.	\$ (37.78)
Chapter Meeting Payment		Awards & Certifications	
Chapter Meeting Donations		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		Bosses Night Expenses	\$ (19,009.42)
Miscellaneous Donations		Ways and Means	
		Chapter Membership	\$ (150.00)
TOTAL	\$ 7,766.00	TOTAL	\$ (19,212.20)
Bosses Night Payments	\$ 5,405.00	FHB-Merchant Fee	\$ (7.84)
Silent Auction proceeds (direct deposit)	\$ 2,361.00	ECAN RMS	\$ (15.00)
		Ken Kanter membership	\$ (150.00)
		The Trophy House	\$ (501.57)
		Honolulu Cookie Company	\$ (235.15)
		Internet Domain Service	\$ (29.94)
		Express Copy	\$ (504.00)
		CASH (Lynette/Bulla Eastman & Jess Cruz)	\$ (250.00)
		Ala Moana Hotel	\$ (15,405.78)
		Ala Moana Hotel	\$ (2,112.92)
TOTAL INCOME	\$ 7,766.00	TOTAL EXPENSES	\$ (19,212.20)
Financial Statement			
Prior Month End Balance	\$ 33,951.18	Prior Month End Balance	\$ 33,951.18
		Plus - Total Deposits/Credits	\$ 7,766.00
Add - Total Income	\$ 7,766.00	Less - Total Checks	\$ (19,212.20)
Less - Total Expenses	\$ (19,212.20)		
		TOTAL OUTSTANDING DEPOSITS	\$ 4,048.00
		Outstanding Checks	
		1314 - Ronald McDonald House Charities	\$ (600.00)
		TOTAL OUTSTANDING CHECKS	\$ (600.00)
Ending Balance	\$ 22,504.98	Reconciliation of Account - Bank Statement	\$ 25,952.98

Derrick De Mello

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