



**HAWAII CHAPTER  
BOARD & GENERAL MEMBERSHIP MEETING MINUTES  
Wednesday, September 9, 2015  
Ohana East Waikiki Hotel**

**Call to order – Hao Tanacsos**

The general meeting was called to order by President Hao Tanacsos. Hao thanked Mr. Niel Mason the General Manager and Yuet Oy (Ella) Au the Executive Housekeeper of Ohana East Waikiki Hotel for hosting today's meeting. Hao also thanked everyone for attending.

**Introduction of Guest Speaker – Hao Tanacsos**

Hao introduced our guest speaker – Mr. Percy Higashi, President and Chief Operating Officer of Roberts Hawaii.

**“Service of Excellence” – Mr. Percy Higashi**

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

**Secretary's Report – Teresa Calabrese**

Teresa stated that July 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. Please note, Teresa's email address recently changed:  
[t.calabrese60@gmail.com](mailto:t.calabrese60@gmail.com).

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

Derrick reported on the financials for July and August. Please see attachments. Our ending balance for August is \$ 18,255.37. Derrick again thanked Sobel Westex for their donation of \$ 5,000.00 which we received in August.

**Committee Reports**

**Membership – Ivy Kwok**

The Hawaii chapter welcomes the following new members:

Michi Loo Springer – Mytex Hospitality

Carol Ly – Outrigger Waikiki Beach Resort

Each of the new members was welcomed with lei and in turn had an opportunity to introduce themselves and their businesses to the membership.

**Hospitality – Marissa Cacacho**

We had a total of 53 people attend the meeting, 46 members and 7 guests.

**Community Service – Gary Nushida**

1. Gary thanked those members who participated in the recent clean-up of Washington Place.
2. Gary passed out a survey asking for member's opinions on continued cleaning of 100th Battalion and Washington Place. The survey also asked for suggestions on what other types of projects the members would participate in.



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

1. Thank you for stopping by our booth at the recent HHLA&FS Expo. We passed out copies of our newsletter at the expo.
2. Our next issue of the newsletter is slated for early 2016.
3. For those members who have Facebook accounts, please like us on Facebook. As a reminder our email address is [www.hawaii-ieha.org](mailto:www.hawaii-ieha.org).

### **Education – Madeline Chang**

1. Madeline provided an overview of education on the international level. An update was recently completed for 50% of the REH/CEH modules on the website. You are able to take the examinations on IEHA website. IEHA is encouraging members to be REH or CEH certified – 55% of members by 2025!
2. Spartan Chemical, a long-time partner of IEHA provides scholarships for education. Kimberly Clark also an IEHA partner has an inaugural award “Heart of Hospitality”. Please log on to [www.ieha.org](http://www.ieha.org) for more information
3. As for education on a chapter level, Madeline asked for feedback on dates/times for future 4-hour workshops.

### **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. What a good way to earn money for our chapter and support a worthy cause at the same time! Please see Teresa Calabrese for booklet purchases.

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

1. Bosses Night will take place on Friday, October 9, 2015 at Pomaika'i Ballrooms. The theme is “Hukilau – The Hawaii Chapter Way”. Our featured entertainment is “Da Braddahs.” Per person cost is \$ 65.00. Reservations and payments are due NOW! The silent auction donations are due as well. Shayna Hanai, Elaine Simon, Dustin Alford & Karina Villarroel will be collecting donations for the auction.

### **IEHA Convention Update – Madeline Chang**

The convention will take place from October 18 – 23, 2015 at Bally's - Las Vegas. Our Chapter President Hao Dang Tanacsos will be the Keynote speaker. Madeline encouraged Hawaii Chapter members to attend.

### **Vendor Member Moments**

Vendor Member Moments is a segment of our meeting in which vendor members are featured. Each vendor member has 8 minutes to discuss their business, products, etc. We encourage vendor participation. Presentations will be scheduled on first-come, first-served basis. For those vendor members interested in presenting during this segment, please contact Hao Tanacsos or Teresa Calabrese.

1. Clean Island Breathing – Mike Wilkin
  - a. Mike discussed his air purifiers which traps odors, contaminants, etc.
2. United Laundry Services – Vicky Cayetano & John Ross
  - a. John discussed “PerfectClean” ULS new rental program which provides “PerfectClean” microfiber cleaning cloths, mops and mop handles.



3. Cintas – Karen Fowler
  - a. Karen discussed Cintas “green” uniforms which in part are made from recycled water bottles. The uniforms are machine washable. A short video was shown on how the uniforms are made.
  - b. Karen also talked about and showed pictures on custom floor mats - how mats not only help to keep the floor clean, but add value to your property by using logos.

**Best Practices – Hao Tanacsos**

Prior to her discussion on best practices, Hao made mention, that she did not coordinate her best practice with Cintas floor mat presentation! Hao also mentioned that we as a chapter do not endorse any of our vendors or products.

Hao also encouraged members to submit their best practices.

Hao’s best practice was on the use of floor mats. One of the best ways to keep your floors clean and reduce your cleaning load is by using floor mats. Floor mats should be used at property entrances or in those areas to prevent slips. Generally entry mats should be 6 paces or strides long. Logo mats helps to promote your image. Thank you Roy Honda for letting us use your logo mat image.

**Old Business – Hao Tanacsos**

1. Donation receipts – today’s meeting donations totaled \$80.00. 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. HHLA&FS Expo. Thanks to Ken Kanter for allowing to have our July meeting in conjunction with the expo. Ken has graciously offered the same meeting space for next year.

**New Business – Hao Tanacsos**

1. Housekeeping Week Proclamation was signed by Mayor Kirk Caldwell on September 8, 2015.
2. Our next chapter meeting will be held on Wednesday, November 4, 2015 at McKinley High School Room 110. Our guest speaker will be Mr. Gene Davis, Public Relations Director for Ronald McDonald House Charities of Hawaii.

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	\$ 785.00	Administrative Supplies/Misc.	\$ (87.02)
Chapter Meeting Payment		Awards & Certifications	
Chapter Meeting Donations	\$ 115.00	Chapter Meeting Expenses	
Community Services		Education/Info/Resources	\$ (537.00)
Education	\$ 537.00	Hospitality Membership	
Programs		Programs	
Publicity/PR Development	\$ 150.00	General Liability insurance (annual payment)	
Membership		Convention Expenses	\$ (1,703.00)
Ways and Means-CD Sales		Bosses Night Expenses	\$ (190.80)
		Ways and Means - IEHA Digest	\$ (753.93)
		Chapter Membership	\$ (145.00)
<b>TOTAL</b>	<b>\$ 1,587.00</b>	<b>TOTAL</b>	<b>\$ (3,416.75)</b>
Chapter meeting donations	\$ 115.00	CK # 1247 Dinny Trinidad (seminar)	\$ (358.00)
Team Clean (seminar)	\$ 537.00	CK # 1248 Hao Tanacos VOID	\$ -
ULS (IEHA Digest Ad)	\$ 150.00	CK # 1250 IEHA VOID	\$ -
Bosses Night RSVP's	\$ 785.00	CK # 1251 IEHA (Ruth Ann Newby membership - replace ck #1250)	\$ (145.00)
		CK #1252 Express Copy (IEHA Digest printing)	\$ (753.93)
		CK # 1253 Hao Tanacos (seminar - replace ck # 1248)	\$ (179.00)
		CK # 1254 Shayna Hanai (BN lei giveaways)	\$ (190.80)
		CK #1255 Karina Villarroel (silent auction supplies)	\$ (49.28)
		CK #1256 Karina Villarroel (convention airfare reimbursement)	\$ (568.00)
		CK #1257 Elaine Simon (web hosting fees)	\$ (29.94)
		CK #1258 Jo-Anne Yonamine (convention package reimbursement)	\$ (1,135.00)
		FHB Bank Merchant Fees	\$ (7.80)
<b>TOTAL INCOME</b>	<b>\$ 1,587.00</b>	<b>TOTAL EXPENSES</b>	<b>\$ (3,416.75)</b>
<b>Financial Statement</b>			
<b>Prior Month End Balance</b>	\$ 7,412.92	<b>Prior Month End Balance</b>	\$ 7,412.92
		Plus - Total Deposits/Credits	\$ 1,587.00
Add - Total Income	\$ 1,587.00	Less - Total Checks -	\$ (3,416.75)
Less - Total Expenses	\$ (3,416.75)		
		<b>Outstanding Deposits</b>	
		8/1/2015	\$ 130.00
		8/10/2015	\$ 1,000.00
		<b>TOTAL OUTSTANDING DEPOSITS</b>	<b>\$ 1,130.00</b>
		<b>Outstanding Checks</b>	
		<b>TOTAL OUTSTANDING CHECKS</b>	<b>\$ -</b>
<b>Ending Balance</b>	<b>\$ 5,583.17</b>	<b>Reconciliation of Account - Bank Statement</b>	<b>\$ 6,713.17</b>

  
PRESIDENT'S SIGNATURE

  
TREASURER'S SIGNATURE

Income Categories	Amount	Expense Categories	Amount
Bosses Night-Credit Card-Silent Auction	\$ 3,885.00	Administrative Supplies/Misc.	\$ (7.80)
Chapter Meeting Payment		Awards & Certifications	
Chapter Meeting Donations		Chapter Meeting Expenses	
Community Services		Education/Info/Resources	
Education	\$ 150.00	Hospitality Membership	
Programs		Programs	
Publicity/PR Development		General Liability insurance (annual payment)	
Membership		Convention Expenses	
Ways and Means	\$ 250.00	Bosses Night Expenses	
Miscellaneous Donations	\$ 5,000.00	Ways and Means - IEHA Digest	
		Chapter Membership	
<b>TOTAL</b>	<b>\$ 9,285.00</b>	<b>TOTAL</b>	<b>\$ (7.80)</b>
Bosses Night RSVP's	\$ 3,885.00	FHB Bank Merchant Fees	\$ (7.80)
Kimberly Clark (IEHA Digest Ad)	\$ 150.00		
McFund-Raiser Coupons	\$ 250.00		
Sobel-Westex Donation	\$ 5,000.00		
<b>TOTAL INCOME</b>	<b>\$ 9,285.00</b>	<b>TOTAL EXPENSES</b>	<b>\$ (7.80)</b>
<b>Financial Statement</b>			
<b>Prior Month End Balance</b>	\$ 5,583.17	<b>Prior Month End Balance</b>	\$ 5,583.17
		Plus - Total Deposits/Credits	\$ 9,285.00
Add - Total Income	\$ 9,285.00	Less - Total Checks -	\$ (7.80)
Less - Total Expenses	\$ (7.80)		
		<b>Outstanding Deposits</b>	
		9/1/2015	\$ 650.00
		9/2/2015	\$ 1,750.00
		9/3/2015	\$ 175.00
		9/3/2015	\$ 2,470.00
		<b>TOTAL OUTSTANDING DEPOSITS</b>	<b>\$ 5,045.00</b>
		<b>Outstanding Checks</b>	
		Ck#1259 Alzheimer's Association (on behalf of Larry Sidwell)	\$ (150.00)
		Ck#1260 Ronald McDonald House Charities (coupon booklets)	\$ (600.00)
		Ck#1261 Ronald McDonald House Charities (coupon booklets)	\$ (900.00)
		<b>TOTAL OUTSTANDING CHECKS</b>	<b>\$ (1,650.00)</b>
<b>Ending Balance</b>	\$ 14,860.37	<b>Reconciliation of Account - Bank Statement</b>	\$ 18,255.37

  
PRESIDENT'S SIGNATURE

  
TREASURER'S SIGNATURE